



~ Clarence Valley Seniors' Computer Club Inc. ~



Management Committee Meeting

10th July 2014

Meeting opened by President Dennis at 2.00pm

Members Present:

President: Dennis Noel	Vice-President: Bob MacPherson
Treasurer: Diane Latta	Susan Green
Lorraine Green	Lorraine Kenny
Elena Turner	Gavin Loy
Frank James	John Harvey
John Dunne	

Secretary Warren Rackham is currently on leave.

Minutes: MOVED (Frank James/Elena Turner) that the minutes of the previous meeting held June 12, be adopted with the deletion of the word (was) in General Business, item 3, when the President was asked about the issue of cash cheques. This should have read that the President asked about cash cheques. The motion was carried with the correction and adopted.

Business arising from the minutes:

- 1: Wall Certificate Rotary/John Wells – This job is now completed and the framed certificate now hangs on the wall in the club's reception's room.
- 2: Bus trip to Grafton – this was a most enjoyable day, attracting 42 members who visited the amazing doll and miniature collection, plus a spectacular Christmas display at Yvonne and Colin McSwan's home at Waterview Heights, South Grafton. The day also included lunch at the Grafton Service's Club.
- 3: Cash Cheques - this matter will be dealt with when the club's accountant finalises the books for the AGM.
- 4: PayPal Account – no action taken.
- 5: The new office computer - refer to IT team's report.

Correspondence: (Incoming)

- 1: BCU Bank Statement – June Statement.
- 2: Lower Clarence Stationery – June Statement
- 3: Spar Maclean – June Statement
- 4: Home Hardware – June Statement
- 5: Telstra – June Statement
- 6: BCU – Letter received apologising for the scam that activated the club's credit card.

Correspondence: (Outgoing)

1. Robyn Blunn – apologies for not using BCC on her email.
2. Harry & Monika O’Keefe, Janet Lloyd and Kerry Davis – all received letters of apology together with a request calling for a re-joining fee of \$10.00.

John Dunne asked the question as to how long members have to renew their membership following the cut-off point at the end of June.

Treasurer Diane told the meeting that members have until the end of September. This rule meets in accordance with the club’s constitution which gives members a three month time frame before attracting the extra re-joining fee of \$10.00.

MOVED (Frank James /John Dunne) that correspondence be received and carried.

Treasurer’s Report - Financial Statements:

The Treasurer’s report, including net worth and banking summary & transactions was tabled.

- 1: Cash and total assets \$51,385.06
- 2: Income total \$1,704.40
- 3: Expenses total \$1,553.84
- 4: Net total profit \$150.56

MOVED (Diane Latta/Gavin Loy) that the Treasurer’s report be adopted and carried.

Accounts for Payment:

Treasurer Diane presented the current accounts in hand for payment.

- 1: Lower Clarence Stationery \$88.85
- 2: Spar Maclean \$153.42
- 3: Home Hardware \$49.10
- 4 Telstra \$54.33
- 5: Jan Fuller (Cleaner) \$50.00
- 6: Skye Coffee Lounge (Lunch) IT team \$21.00

MOVED (Dennis Noel/Frank James) that the accounts as presented be paid and carried.

Accounts Paid

Accounts paid and seeking approval.

- 1: Ink Toners \$196.75
- 2: Grafton RSL (Lunch costs for guests) \$90.00.

Treasurer Diane asked for clarification on the Grafton RSL club account to the value of \$90.00. President Dennis reported that the account was for meals offered to the host, Yvonne & Colin, their helpers and the bus driver. He will obtain the names and submit them onto the treasurer.

MOVED President Dennis /Susan Green that the Treasurer’s action in paying these accounts be adopted and carried.

Reports:

IT Team – Gavin reported that the new office computer was purchased and installed in the club’s office. This new computer was installed with the latest Microsoft office programme

together with a new data base programme. Gavin said that the operators of the new data base were very impressed with the new programme.

Treasurer Diane agreed and said she was very pleased with the new office data base programme.

John Harvey asked if the old office data transferred to the new system.

Gavin and Diane reported that only current members' data was installed covering the years 2014/15. The old data will be transferred over to the new computer when time allows. However, Gavin assured the committee that no data will be lost, as the information is only stored on the office computer and is backed with an external storage device.

Programme Officer (Bob) – reported that Kassandra Cooper (Kassie) has expressed an interest in becoming a leader.

John Harvey asked if Kassie was a member or an honorary member. Bob reported that this matter was not finalised as he had only spoken to her by phone. President Dennis reported that Kassie called into the club, but at that time he was unaware that Bob had not met her.

Bob is to phone Kassie and make arrangements to bring her in line with the club's rules.

Bob, also reported that the PowerPoint classes scheduled for Thursday 2 to 4pm, of Term 4, were cancelled. A new class led by Frank James and co-helpers called "You ask – We will explore" will take its place.

General Business:

1. Lorraine Kenny reported that both the air conditioners in the tea and the reception rooms are not working properly, as they are not blowing warm air.

Gavin reported that perhaps the unit's filters are blocked, as they have not been maintained since they were installed.

President Dennis Noel offered to take this matter up with Helen Burgers at council, to ascertain who is responsible for the maintenance of the air conditioners.

2. President Dennis made the recommendation that a certificate would be appropriate to present to Yvonne and Colin McSwan to express this club's gratitude for all the work they undertook to host the club at their home. The meeting agreed that a letter of appreciation coming from the President would be more fitting.

3. President Dennis reported that one leader was unhappy that she was questioned by a receptionist about her teaching method. Following committee talks on the matter it was resolved.

Moved: John Harvey/President Dennis that it is not appropriate for anyone to question leaders' lessons and the matter be referred to Lorraine Kenny to advise club receptionists. The motion was put and carried.

4. John Dunne, questioned as to why members in burning DVD's classes have to pay for DVD's, when other members in card classes do not pay extra for special cardboard.

MOVED: John Dunne/Elena Turner that CD's, DVD's and special cardboard be supplied free of charge to members when under training those special classes. Lorraine Kenny to inform the receptionists on this committee's new rule.

The motion was put and carried.

5. Sandwich board - President Dennis reported that he heard that a member was getting a friend to sign write on the club's new sandwich board. However unknown to him the job was

done and it was brought to his notice that in lieu of payment a carton of beer would be appreciated.
Treasurer Diane was asked to sort out how best to pay this request.

New Members:

1: Elizabeth Gamack	4: Carole Hodges	7: Barbara Adams
2: Lesley Waterworth	5: Myra Pike	8: Ray Pike
3: Beverley Owen	6: Elizabeth Green	9: Christine Forino

Moved (Diane Latta/Susan Green that the 9 new members be accepted to the Club.
The motion was put and carried.

There being no further business, the meeting was closed at 2.55pm.

The next Management Committee Meeting to be held on Thursday **14 August, 2014** at 2.00pm

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President: Dennis Noel

Secretary - Acting: Bob MacPherson