



~ Clarence Valley Seniors' Computer Club Inc. ~



Management Committee Meeting 10 October 2013

Meeting opened by President John at 2.00pm

Members present were: Jennifer Apps, Susan Green, Frank James, John Harvey, Diane Latta, Gavin Loy, Bob McPherson, Dennis Noel, Warren Rackham and David Robertson
Observer:

Apologies received from: Nola Harvey

Moved apologies be accepted (Frank/Diane)

Minutes: Moved (Susan/Frank) that the minutes of the last meeting be adopted – carried

Business arising from the minutes:
Nil

Correspondence:

1. (Email) from Peter Campbell – Requesting that the committee consider purchasing a good quality internet-type camera for overhead projection; also a wireless modem to facilitate teaching, and iTunes to be installed as well. Given that this is a technical equipment matter, it was moved (Jennifer/Bob) *that the request be referred to the IT Team for further investigation, and if the IT Team feel that these are reasonable items to acquire/install then the request be referred to the club's Executive for decision – carried.*

Treasurer's Report - Financial Statements:

'Net Worth' as at 30 Sept 2013 is \$48,607.71

The 'Banking Summary & Transactions' sheets were tabled. The audit fees of \$500.50 were questioned. Can we do the audit 'in house' or, similar to other community groups around town; obtain the services of a retired person qualified to undertake our audits on our behalf? President John will have a word to our accountants in the first instance, and report back.

Moved (Diane/Frank) that the Treasurer's report be adopted – carried

Accounts for Payment: Nil

Reports:

President's Report – We have received another account from Better Images (\$796) for toners. John has sought advice from of Dept Fair Trading, who have advised that (given the lack of full records on past ordering history) we should let the situation run its full course; also that we should not send the toners back as previously discussed. We should note the situation at present and not take action on the account received at the current time. It was further agreed that the Club cancel all contracts and all contacts with Better Images, to take effect immediately.

Programme Officer (Bob) – Bob tabled his written report. One matter he raised is to seek out what our members want from the Club for the future, how to meet the future needs, what types of classes and expectations? Moved (Dennis/Bob) *that the Secretary send out an email to all members to canvass ideas on future direction and needs, and how to boost membership – carried*

General Business:

1. Christmas Party: The annual Christmas Party was discussed, with dates, costs and venue to be determined. It was moved (Bob/Susan) *that we subsidise members for 50% of meal cost – carried*. Members to pay \$10 towards meal, with no refunds, but if attend the function on the day will receive a \$5 refund.

Dennis will check the RSL for date vacancy for Friday 6 and 13 Dec; the meal choices and prices, and if all OK book for 50 persons. When confirmed, Secretary to advise members by email and by notices at club.

2. Automatic Computer Updating: Dennis raised the matter of updating the computers in the clubroom – because of 'deep freeze' the computers don't automatically update. Gavin and Frank to attend to on a regular basis.

3. Mystery Coach Trip: There are still some seats vacant, and it is open for non-members at \$30 each to go. Secretary to email all members to advise of this, but numbers are finally required by Monday 14 October.

4. AGM: John advised that he has fixed the date of the AGM as Friday 8 November 2013, at 11.00am. This date and time was then confirmed on the motion of Bob/Frank, and was unanimously carried.

A further motion (John/Susan) that *a) Nominations for all positions will be required to be with the Secretary by COB Monday 4 November, and b) Any Business Without Notice is to be forwarded to the Secretary in writing by 25 October 2013 – carried*.

Secretary to take required action to notify and prepare for the AGM. We will have a further Committee meeting on Thursday 7 November 2013 (at 2.00pm) to discuss the AGM.

The method of voting for committee members at the AGM was raised, and John has had advice on all three methods (first past the post, proportional, and preferential) and these were discussed. It was moved (Gavin/Jennifer) *that the status quo remain in relation to voting at the AGM – carried*.

New Members:

Garnet Gourlay
Karen Sapienza

Moved (Dennis/Susan) *that the new members be accepted – carried*.

There being no further business, the meeting was closed at 3.28 pm

The next Management Committee Meeting to be held on **Thursday 7 November 2013** at 2.00pm (ie ONE WEEK EARLIER, to discuss the AGM)