



cvScc



Clarence Valley Seniors Computer Club Inc

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Minutes of Management Committee Meeting
11th August 2016

Open Meeting 2.0pm.

1...Members Present: Dennis Noel, Carol Noel, Diane Latta, Gavin Loy, Bob McPherson, Lorraine Kenny, Susan Green, Elena Turner and John Dunne.

2...Apologies: Christine Ryan.

3...Absent: Gary Waddell.

4...Minutes of Management Committee Meeting 14th July 2016: Be accepted Moved Bob McPherson Second Diane Latta carried.

5...Business arising from Minutes: Bob McPherson showed Committee 2 club shirts (Male and Female) Monogrammed with club emblem at cost of \$37.00 available at Maclean Uniform Shop. Shirts and Advertisement to be placed in foyer of club.

Gavin Loy informed Committee that internet server DODO should be up and running Tomorrow Friday 12th August 2016.

Elena Turner inspected Class Room Chairs and found 3 or 4 need replacing. That these chairs be replaced Moved Bob McPherson Second Diane Latta carried. Dennis Noel to purchase and replace.

Dennis Noel informed Committee that the Stool for Nina Fant was installed in class room.

6...Correspondence: Inward: Email from Alison Fiddy regarding disposing of used printing cartridges both from the club and members through Planet Ark disposable bins. Also used batteries.

Dennis Noel explained he had been in touch with Planet Ark and they would supply a Bin to dispose of cartridges for the club but not batteries in regional areas.

Outward: Nil.

That correspondence be accepted Moved Carol Noel
Second Bob McPherson carried.

7...Treasurer's Report: Diane Latta tabled a detail summary of months transaction. That report be accepted
Moved Diane Latta Second Susan Green carried.

Accounts paid seeking Approval

BI-RITE Classroom Stool.....\$98.00

Accounts for Approval

Valley Council (Rent August).....\$211.95

Telstra.....Credit.....-\$7.83

Spar Maclean.....\$69.16

Dodo.....\$104.00

That these accounts be approved Moved Diane Latta
Second Lorraine Kenny carried.

8...Programme Officer's Report: That the following report be accepted Moved Bob McPherson Second Lorraine Kenny carried.

That Bob McPherson's "Members Welcome Package" be implemented as described and Bob McPherson construct such a package. Moved Bob McPherson Second Lorraine Kenny carried.



Programme Officer's Report

Meeting Date - Thursday August 11, 2016

Term 4 closes this Friday August 12th and the club opens again on Monday August 22nd to start Term 5, which runs until Friday October 7th.
This means the club has only one more term before closing for another year on Friday December 2nd.

The beginners "Guide Sheet" is now completed and printed.

A lot of research went into producing this sheet with the co-help of Frank James and Beryl Hellwig. The idea behind producing this guide sheet is to give new members, who have no or little understanding about computers, a guide to help them ascertain what they can and should learn at the beginner's stages one and two.

I recommend that this sheet be included in the beginner's package when new members join the club.

This brings me onto the subject that our club should produce a beginners' package to add a more welcome feel to our club.

I recommend that the club purchases A4 snap seal plastic bags, to accommodate information to become known as our club's "Members' Welcome Package".

This package to include the following:

- Welcome Letter from our President
- The clubs welcome A5 booklet
- Beginners' Guide to lessons
- Who's who at the club
- Club contact details
- Calendar of terms
- Club meeting location and dates

Two samples of the club's polo shirts are now available for inspection and will go on display at the club once this committee has seen them first.

The shirts cost \$37.00 and members need to order direct with our local supplier to finalise size and payment. The shirt comes with a pocket, (which limited the design selection) and offers a size range from Ladies 6 to 24 and Men's Small to Extra - 7 Large.

Direct order from:

The Maclean Uniform Shop

4 Stanley Street

MACLEAN - Phone 6645 3778

Email: uniformshop@mail.com

Contact person: Tina Newbold.

Bob MacPherson Programme Officer



Clarence Valley Senior Computer Club Inc



9...IT Officer's Report: Gavin Loy report all going good updates to be done in term break. That report be accepted
Moved Gavin Loy Second John Dunne carried.

10..Data Co-Ordinator's Report: Susan Green tabled the following Members Application for approval.

1...Joy Courtney

2...Gail Cravigan

3...Don Grattan

4...Carol Bastian

5...Charles Allen

That these new members be approved Moved Susan Green
Second Diane Latta carried.

11..General Business: Lorraine Kenny asked Gavin Loy could all the classroom mouses be slowed permanently for elderly students. Gavin Loy replied cannot slow down permanently but leaders can do on the day as required. When computers are shutdown at end of lesson they will revert back for other classes.

Diane Latta asked for permission to destroy deceased members written signed Applications filed in the hardcopy folders only. Not the entries held in the Data Base. Moved Diane Latta Second Carol Noel carried.

The ladies of the committee raised that the club toilets have no hand wash or hand paper. Gavin Loy will inform council that new cleaners have no key to containers.

Diane Latta asked that a letter from Club Secretary to Clarence Valley Council, requesting additional Disable Parking at rear or club for our members who require this access. Troy Anderson's name was mention or addressed to General Manager.

Bob McPherson asked could the Cork Boards the Class Lists are pinned on be replaced as they no longer perform. That Bob McPherson be allowed to replace with new boards Moved Bob McPherson Second Dennis Noel carried.

Bob McPherson also stated that there is still one workshop vacant next term.

Dennis Noel informed the Committee he has agreed to give a talk to Yamba Lions Club on Thursday Night 25th August at Yamba Bowling Club on the Computer Club.

Also the Maclean RSL Sub- Branch of which he is Vice-President has asked if in October for Seniors Communication week if he could do an introduction to SKYPE and FACEBOOK for the Sub-Branch Members in the Computer Club's Class room. As this is a great opportunity to show the Computer Club Facilities.

Committee agreed and gave permission.

Dennis Noel also informed the committee that he had purchased the emergency mobile phone for the club and it was stored in Club's Safe.

Next Meeting 8th September 2016

Meeting Closed 3.20pm.

President.....

