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**Clarence Valley Seniors Computer Club Inc**

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**Minutes of Management Committee Meeting**  
**11<sup>th</sup> October 2018**

**1...Meeting Opened:** 2.0pm.

**2...Present:** Dennis Noel, Carol Noel, Bob MacPherson, Gavin Loy, Cheryl Smith, Elena Turner, Dave Robertson and Warren Rackham.(8)

**3...Apologies:** Diane Latta, Lorraine Kenny and Garry Waddell (3). That apologies be accepted Moved Carol Noel Second Cheryl Smith carried.

**4...Minutes of Management Committee Meeting dated 13<sup>th</sup> September 2018.** That minutes be accepted Moved Carol Noel Second Cheryl Smith carried.

**5...Business Arising from Minutes:** Nil.

**6...Correspondence:** Inward:Email from *Be Connected* confirming \$1,500 Grant had been deposited in Club Account.

Outward: Nil

That Correspondence be accepted Moved Carol Noel Second Bob MacPherson carried.

**7...Treasurer's Report:** Carol Noel tabled September 2018 Monthly Banking Summary on behalf of Diane Latta. The following is an extract from that Summary.  
**Net Worth.....Overall Total.....\$59,364.98**

	Total Inflow.....	\$1,535.80
	Total Outflow.....	\$304.21
	Net Total.....	\$1,231.59
<b>Banking Summary.....</b>	Total Income.....	\$1,535.80
	Total Expenses.....	\$304.21
	Overall Total.....	\$1,231.59

That Summary be approved Moved Carol Noel Second Cheryl Smith carried.

#### **Accounts Paid Seeking Approval October**

Council Civic Centre	\$9.75
Maclean newsagency	\$39.75
Independent	\$118.80
Dunergy AAA Batteries	\$25.99
Inkstation	\$111.25

#### **Accounts for Approval**

Council Rent October	\$221.95
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That both these accounts be approved Moved Dennis Noel Second Dave Robertson carried. Gavin Loy asked if Telstra Account had been paid, Dennis Noel said he would check with Diane Latta.

**8...Programme Officer's Report:** Bob MacPherson tabled the following report. That Report be accepted Moved Bob MacPherson Second Carol Noel carried.



## **Programme Officer's Report**

Meeting Date - Thursday October 11<sup>th</sup>, 2018

Term 6 came together following some difficulties obtaining leaders, who were either not available or were on sick leave. Peter Campbell advised in advance that he would be away most of term 6, but could assist when he was not away. Understandably, Lorraine Kenny advised that she would not be available and I understand that her recovery is going to take some time. Jill Davis and Nina Fant both will need replacement leaders for some weeks in term 6.

It was disappointing to see term 6 come together still showing 4 vacant class times. We as a committee need to ascertain from our members how best our club can move forward in the coming New Year. This could be addressed at the AGM or better still at the Christmas party lunch, which attracts a larger member audience. Having said that however, some guidelines are urgently needed to plan for the New Year classes before Term one 2019 is pinned. Term one will be pinned on Monday November 26.

Class attendance has dropped so low that perhaps our best plan is to reduce the number of days our club is open. Maybe, I should ask our leaders for some feedback on their thoughts on reduced class days.

Our club welcomes back Jennifer Apps and Frank James who are available for classes during term 6.

*Bob MacPherson*

**9...IT Team's Report:** There is a new version of Windows 10 to Download, Gavin and his team will download in the Term break. Gavin was informed that sometimes the server on some computers stops opening. Gavin will check the problem, but re-enforce that problems need to be written in maintenance book. That report be accepted Moved Gavin Loy Second Cheryl Smith carried.

**10..Kitchen/Stationary Co-Ordinator:** Elena Turner reported that all was good in both departments. That report be accepted Moved Elena Turner Second Dave Robertson carried.

**Reception Co-Ordinator:** Cheryl Smith reported on behalf of Lorraine Kenny, all is going well and the roster

for next term is complete. That report be accepted Moved  
Cheryl Smith Second Bob MacPherson carried.

## **11..Publicity Team Report: Bob Macpherson tabled the following report.**

### *PUBLICITY TEAM REPORT*

*Committee Meeting October 11th 2018*

I am happy to report that our club's application to obtain a government grant for \$1,500.00 was successful. The grant money is a free Australian Government initiative to help seniors to get the most out of going online. Swift action was needed to work out a strategy plan how best to start the process to meet the conditions and deadlines within the frame work of the grant. A leaders' meeting was held on Tuesday 2/10 with our club's online class leaders, but unfortunately Peter Campbell and Frank James were an apology. The first meeting confirmed a general format to rollout a promotion plan for the "Be Connected Week" and that was put in place. A public meeting for seniors will be held on Monday 15th October at the Maclean CWA room, commencing at 10 am.

The press promotion started this Wednesday with a half page advertisement featured In the independent News Paper and Radio 2GF will start the airway promotion beginning on Tuesday 9th and ending on Monday 15th.

The promotional team is also looking at undertaking a talk back time with 2GF and 2NR. A street promotional information table is also planned to make direct face to face contact with seniors.

The second meeting was held this week on Tuesday 9/10 to set out ideas for classes and how best our club can implement classes at the public meeting in the CWA room on Monday 15th October. Class days and numbers will be governed by the number of attendance at the public meeting on Monday. Therefore, a draft class plan was put in place for 2 x 3 hour classes commencing at 9 am to 12 noon and 1pm to 4 pm on both Wednesday and Thursday, with Tuesday held if required.

These government grants may come across as easy money, but I can assure this committee that the processing time in meeting all the conditions represents a never ending workload. However, the promotion "Be Connected Week" can only be good to lift the profile of our club.

Our term 6 column news was printed and circulated in the Independent News Paper on Wednesday October 3. This news article reported on our club's Term 6, the AGM and the Christmas party lunch.

*Bob MacPherson.*

**12..Data/Membership Co-Ordinator:** Cheryl Smith reported, we have 3 new members Valda Hodges, Leanne Edwards both were members a few years ago and Mick Feneley who is joining for the first time. We have 199 Financial Members and 161 members on our Email List.

Date	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Date
1		17	10			8		11					1
2		13	14				13	11		6			2
3				9			9	9	5	14			3
4				12		11	10		4	8			4
5		22		8		12	7		20	5			5
6		15		11		13	11	13	12				6
7		23			11	14		11	11				7
8		15			14	6		14		4			8
9		14		15	14	13	17	12		5			9
10				14	15		7	6	6				10
11				11	10		16		6				11
12		22	23	10		13	9		14				12
13		15	9	11		12	10	9	10				13
14		19	18		10	13		9	13				14
15		9	9		17	9		14					15
16		13	13	15	17		18	11					16
17		20		13	16		9	8	5				17
18		11		11	8	8	18		6				18
19		20	17	10		12	13		14				19
20		11	14	11		14	8		11				20
21		23	17		10	14			6				21
22		11	9		13	9							22
23		12	11	15	16		12						23
24				15	11		10		5				24
25					11		17		6				25
26		20	21	7			8		11				26
27		11	16	10			9	10	11				27
28	22	19	16		10			4	4				28
29	11		9		12			18					29
30	24				11		15	9					30
31					13		13	11					31
Totals	57	355	226	208	239	181	259	190	180	42	0	0	1937
	1 mth	2 mths	3 mths	4 mths	5 mths	6 mths	7 mths	8 mths	9 mths	10 mths	11 mths		YEAR
Totals	57	412	638	846	1085	1266	1525	1715	1895	1937	1937		1937
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YEAR
Avg.Daily	19	16	14	12	13	11	12	11	9	7	#DIV/0!	#####	#DIV/0!
Avg. Class	6	5	5	4	4	4	4	4	3	2	#DIV/0!	#####	#DIV/0!

There are only 3% of members attending classes for the month of September.

That this report be accepted Moved Cheryl Smith Second Warren Rackham carried.

**13..Cleaning Report:** Cheryl Smith reported that all seems to be going well so far. That report be accepted Moved Chery Smith Second Warren Rackham carried.

**14..General Business:** Carol Noel reported preparation for the 2018 AGM was all ready for AGM on 19<sup>th</sup> October.

Also the Clubs Christmas Party on 14<sup>th</sup> December 2018 at Maclean Bowling Club was booked and Menu confirmed.

**Next Meeting Thursday 8<sup>th</sup> November 2018**

**Meeting Closed 3.10pm**

President..........