



## ~ Clarence Valley Seniors' Computer Club Inc. ~



### Management Committee Meeting 12 Dec 2013

Meeting opened by President Dennis at 2.00pm. Dennis stated that as he is new in the chair that he will be 'on a learning curve' for the time being.

**Members present:**, John Dunne, John Harvey, Frank James, Lorraine Kenny, Diane Latta, Gavin Loy, Bob McPherson, Dennis Noel, Warren Rackham and Elena Turner

**Apologies received from:** Susan Green

Moved *apologies be accepted* (Gavin/Elena)

**Minutes:** Moved (Warren/Diane) *that the minutes of the previous meeting be adopted* – carried

### **Business arising from the minutes:**

1. Better Images – Diane reported that a credit note has been received from Better Images for the full amount. This action should now terminate any further business with that company. Due thanks were conveyed to former President John for all the actions he had taken in the past to bring about this satisfactory result.

**Correspondence:** Nil

### **Treasurer's Report - Financial Statements:**

'Net Worth' as at 5/12/2013 is \$ 50,559.42

The 'Banking Summary & Transactions' sheets were tabled

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

**Accounts for Payment:** Nil

### **Reports:**

**Programme Officer** (Bob Mac) – Bob tabled his printed report. Included in items is that Orientation Day (O Day) for next year has been set down for Tuesday 21 January 2014. The morning will commence at 10.00am and will be held at our Club rooms. Bob also gave due thanks to the outgoing committee for 2013 under President John Harvey.

### **Committee Portfolio Nominations:**

Programme Coordinator – Bob McPherson was nominated, and accepted

Web Coordinator – Frank James was nominated, and accepted

Reception Coordinator – Lorraine Kenny was nominated, and accepted

IT Team – The current team of Frank James, Gavin Loy and Peter Campbell, (with the President as ex-officio) was nominated and accepted

Kitchen/Stationery Coordinator – Lorraine Kenny was nominated, and accepted

Data Coordinator (new memberships and assistant Treasurer) - Susan Green was nominated, and accepted

Publicity Team – Moved (John H/Lorraine) *that a publicity team be formed within the committee, with that team to elect its leader* – carried.

John Dunne, Elena Turner and Frank James were nominated, and accepted.

John H raised the issue that there should also be a Purchasing Officer. After discussion it was moved (Frank/ John H) *that the duties of the Purchasing Officer be conducted by the Treasurer, and in her absence, by the Secretary.*

After more discussion, the mover of the motion (Frank) moved *that the motion be put.*  
The motion was put, and failed on a 4 in favour, 6 against vote.

It was then moved (Gavin/Elena) that the previous motion for a Purchasing Officer be similarly worded, but with the addition of "*or the President*", the full motion now becoming

*"That the duties of the Purchasing Officer be conducted by the Treasurer, and in her absence, by the Secretary or the President"*

The motion was carried.

### **General Business:**

1. 'O' Day – A question was raised in relation to the forthcoming O Day (Tues 21 Jan 2014) in that if an excessive number of people turn up, how can we accommodate them at the club rooms? Response was that this is hardly likely to happen, and it would be better to hold the function at the clubroom as invitees can get a full visual impression of what we offer. We also need some advertising in shop windows for this day

2. Gavin has replaced the printer in the Club's office. Gavin raised the matter from last Minutes that he would investigate a wireless printer. He has located a Samsung 3-in-1 wireless printer at \$252, with toner packs available at competitive prices.

Moved (John H/Bob) *that the IT Team investigate this unit, and make the necessary purchase if it meets with their approval* – carried.

3. The recent members' questionnaire was raised, but no further action.

4. Office Door Access, Keys & Cheque Book – Matters around the issue of the Club's keys was raised and discussed. Sometimes the internal office door has been left open, but this should remain closed and locked at all times unless an Executive member is using the room. Also the location of and access to the cheque book was raised, as well as the change of access combination of the safe. Reaffirmed that the Treasurer is the Club officer who is in full control of the cheque book.

Further, under Sec 39 of the Constitution the Public Officer is required to "*keep in his or her custody or under his or her control all records, books and other documents relating to the association*". It was agreed that our Public Officer (John H) should hold an office key to be able to access the Club's records, as may be required.

5. Dirty Air Conditioner Filters: The Clubroom A/C filters are dirty. Moved (John H/Gavin) *that the Secretary approach Helen Burger at Council to request these be cleaned; also to request that the over-strong tension on the front door to the building be attended to as well* – carried.

6. Office Tidy-up: We currently have an amount of equipment stored in the club's office, including old monitors. Moved (Dennis/John D) *that we sell the monitors to members at \$20 each, but keep one as a back-up* – carried.

7. Internet Banking – We have been issued two cards at the Credit Union for Internet Banking, one for Treasurer, one for President. Discussion took place on whether or not we wish to conduct Internet banking for the Club. The Treasurer supported this method, and there are certainly advantages in using it – both in paying accounts, and the ability to generate extra interest by being able to transfer funds to higher interest accounts as desired. Moved (Dennis/Gavin) *that the Treasurer be approved to conduct our accounts through the Internet Banking facilities* – carried.

8. Allocation of the Club's Keys: A number of keys for the Club are currently on issue. These include Main Door; Office; Switch Board; Safe; Post Office, and Internal file cabinet. Secretary Warren is following up on all key allocations, and will maintain future control and record of keys issue.

**New Members:**

Dorothy Nolan  
Vivien Burton

Moved (Warren/Bob) *that the new members be accepted into the Club* - carried

There being no further business, the meeting was closed at 3.12 pm

The next Management Committee Meeting to be held on Thursday **13 Feb 2014** at 2.00pm

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