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Clarence Valley Seniors Computer Club Inc

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Management Committee Meeting 12th February 2015

- 1..Members Present:** Dennis Noel, Carol Way, Bob McPherson, Diane Latta, Gavin Loy, Elena Turner, Gary Wardell, Susan Green, and Lorraine Kenny.
- 2..Apologies:** John Fiddy and John Dunne. Apologies be accepted Moved Bob McPherson Second Lorraine Kenny – carried.
- 3..Minutes of last Meeting:** That minutes be adopted Moved Bob McPherson and Second Lorraine Kenny – carried.
- 4..Business arising from minutes;** Bob McPherson said Carpet looks perfect after being cleaned, Dennis Noel said the Blinds also looked great Gormans did a good job.
Gavin Loy has changed the password to Clubs Emails and all 4 Executives and himself had the new password. And could he change the same password for Executives Computer in Executive Office, it was agreed to by the Executives.
The water damage in the class room was fixed by council during the break.
Also the Secretary to contact Council to remove board left in class room.
Susan Green has agreed that Frank James can install her phone number on web page.
- 5..Correspondence;**
Inward; Letter received from Council regards broken window in class room it was fixed the next day.
Outward; none.
That Correspondence be accepted Moved Elena Turner Second Gary Wardell-carried.
- 6..Treasurer's Report- Financial Statements;**
The report which included net worth and banking summary & transaction for November, December and January was tabled.
That report be accepted Moved Diane Latta Second Susan Green-carried.
Accounts for Payment; As per list tabled by Diane for November, December, January and February. That all accounts be paid Moved Diane Latta Second Lorraine Kenny-carried.

7..Committee Reports;

Programme Officer's Report; as per following insert;



Programme Officer's Report

Meeting Date - Thursday February 12, 2015

Members were glad to get back into a learning environment this year, following our club's long Christmas closure.

The club undertook its annual open day in January and to my mind the day came together resulting in 14 new members with an additional number to sign later. The idea behind our open day is to generate new members into the beginner's classes to create a flow-on effect of members coming through the ranks to keep our club viable. In comparing the results our 2015 open day with the results from 2014, you will find new enrolments are well down. This came about because our publicity team this year did not use the media to their best advantage. Having said that, term one started with good enrolments in most other classes.

In term one our club was able to offer members two Tablet / iPad classes, thanks to Jennifer Apps and our new leader Hugh Bain. However, it proved quite a challenge to fit the extra class into the schedule format. To find these two classes, members need to look on the back of the schedule. It was also necessary to accommodate Hugh's class in the office with a group limited number of six. I would prefer not to use the office as a class room and hopefully when the leader numbers come in for term two, I can arrange classes to enable Hugh's class to use the main learning room.

I would also like to re-visit the system that I introduced to accommodate members who failed to gain entry into classes. This system was drawn-up to work like this, for members who failed to gain entry into a class would automatically get priority for the next term. However, the system was not introduced to allow members to jump into a class when vacancy happened during a current term. I question if some leaders would appreciate members popping in half way through a term when all the introductory work was already completed. However, it is a hard rule to implement and I can only rule that leaders should be contacted before members jump in during working terms.

I have called for leaders to commit for term two, as classes need to go up on the club's notice board by Monday February 16th. This means that I only have this weekend to complete the job.

Bob MacPherson Programme Officer

Clarence Valley Senior Computer Club Inc

Reception Co-Ordinator Report; Lorraine Kenny reported that the reception list is up and all have been notified. Also the one Receipt Book and the plastic bag system is working well and that the Treasurer is happy with the new system.

IT Officer's Report; Gavin Loy reported that a new Digital Answering Machine had to be purchased, as old one broke down and had to be replaced quickly. He has set-up new one and it is working perfectly.

8...General Business;

- (a)..Bob McPherson has printed a updated Welcome Booklet for new members.
- (b)..Bob also had enquiry from person about lessons on Office 2013. As the club only has Office 2010 we are unable to have classes available for this Office Programme.
- (c)..Lorraine Kenny asked that she be allowed to purchase 10 hard plastic uprights for the computer class, to hold notes while working on computers.
Moved Lorraine Kenny Second Susan Green – carried.
- (d) Gary Wardell asked about the purchase of Defibrillator? After much discussion it was decided that the President Dennis would contact an ex-paramedic at Maclean RSL named Des Scotcher who is an expert on Defibrillators. To come to a Committee Meeting to discuss the pros and cons to purchasing one for the club.
- (e) After much discussion on the Duties of our cleaner, it was decided that Elena Turner would present at our next meeting a check list of the cleaners duties. The Management Committee would then decide what will be cleaner's duties. Moved Elena Turner Second Bob McPherson – carried.
- (f) Dennis asked could he purchase a fold-up Trolley for moving heavy items, as the clubs one is missing. Moved Dennis Noel Second Gavin Loy – carried.

9...New Members;

Data/Membership Co-Ordinator; Suzanne Green supplied a list of the following new members:

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|--------------------|--------------------|-------------------|
| 1.Lorraine Grayson | 2.Louise Faddew | 3.Lorraine Asbury |
| 4.Kaye Anderson | 5.Patricia Jenkins | 6.Shirley Webster |
| 7.Richard Webb | 8.Nola Webb | 9.Jane Membrey |
| 10.Anna Scott | 11.Peter Flauel | 12.Jennifer Thame |

And one Honorary Member Hugh Bain the reason is under age but volunteered to be a leader. That all members be accepted Moved Suzanne Green Second Lorraine Kenny – carried.

The next Management Committee Meeting is **12th March 2015 at 2pm**

Meeting Closed at 3.20pm

