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**Clarence Valley Seniors Computer Club Inc**

ABN 93 072 353 935

48 River St Maclean NSW 2463

PO Box 354 Maclean NSW 2463

[www.cvscmaclean.org.au](http://www.cvscmaclean.org.au)

Phone 66454005

Email:

[cvscmaclean@gmail.co](mailto:cvscmaclean@gmail.co)

**Minutes of Management Committee Meeting**  
**13<sup>th</sup> September 2018**

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

**2...Members Present:** Dennis Noel, Carol Noel, Bob MacPherson, Gavin Loy, Cheryl Smith, Dave Robertson, Garry Waddell and Warren Rackham. The Committee also welcomes Elena Turner as a Member of the Management Committee. Elena is replacing Committee Member Alison Fiddy who resigned.

**3...Apologies:** Diane Latta and Lorraine Kenny. That apologies be accepted Moved Dennis Noel Second Cheryl Smith carried.

**4...Minutes of Management Committee Meeting Dated 9<sup>th</sup> August 2018:** That Minutes be accepted Moved Carol Noel Second Bob MacPherson carried.

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

**6...Correspondence:** Inward: Letter from Cleaner Celeste Warren on her resignation, Received and Noted. Also a Letter of Resignation from Alison Fiddy, stating family health reasons.

Outward: Email sent by President Dennis Noel to Alison Fiddy thanking her for services, commitment and dedication.

Dennis Noel also sent Emails to all members about Fees and charges as Card Printing charges had been deferred. That Correspondence be accepted Moved Carol Noel Second Cheryl Smith carried.

**7...Treasurer's Report:** Carol Noel tabled the Monthly Banking Summary on Behalf of Treasurer Diane Latta. The following is an extract summary from that report.

<b>Net Worth.....</b>	<b>Overall Total.....</b>	<b>\$58,133.39</b>
	Total Inflow.....	\$1,712.78
	Total Outflow.....	\$1,672.07
	Net Total.....	\$40.71
<b>Banking Summary...</b>	<b>Income.....</b>	<b>\$1,197.28</b>
	Total Expenses.....	\$1,156.57
	Overall Total.....	\$40.71

That Banking Summary be accepted Moved Cheryl Smith on behalf of Diane Latta Second Gary Waddell carried.

**Accounts Paid Seeking Approval September**

Telstra August	\$95.39
Cleaner	\$25.00
Hamilton Simmons	\$528.00
Lower Clarence Stationery	\$94.50
Spar	\$55.34

**Accounts for Approval**

Council Rent September	\$221.95
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That both these accounts be approved Moved Cheryl Smith Second Carol Noel carried.

**8...Programme Officer's Report:** Bob MacPherson tabled the following report.



## Programme Officer's Report

Meeting Date - Thursday September 13<sup>th</sup>, 2018

Term 5 started with 4 class leaders short which escalated to 7 as the term unfolded. Four leaders had advised in advance that they were not available for term 5, which meant that term 5 was posted with leader vacancies in 3 classes. The start of the term got worse when Rhonda Froome's late resignation was received by phone. Her resignation was submitted, as she now has found full time work. This caused a major reshuffle, as her class started at 9 am the following Monday. This was no sooner sorted when the shock news arrived of Lorraine Kenny's sudden accident. On a brighter note, the good news in week 3 is that both Jill Davis and Peter Maslen are now back and available to take classes.

To accommodate the shortage of leaders and to fill three class vacancies, a plan was put in place, offering members special 3 hour classes on Friday afternoons. These special classes will have a variety of leaders each week. Once leaders were found, the plan was put into action to confirm class numbers by email and posting class attendance sheets at the club.

The beginner's class was moved from Monday 9 to Tuesday 11.30 am. This now leaves the Monday 9am class time vacant.

The new data on members' class attendance is proving a powerful tool to gauge a pathway forward for our club.

The government is offering grants to organisations, who can offer learning classes to teach aging Australians to be connected to the internet. I will speak more on this subject in my publicity report.

We have completed and submitted two grant forms at this stage, one called the October Grant with a maximum grant of \$1,500. This grant was lodged to seek funds to organise teaching and learning classes for older Australians.

The second grant with a maximum of \$5,000.00 was lodged for a new business size printer. A quote was obtained from Office Supplies in Coffs Harbour for a Toshiba printer costing \$3,800.00 including GST. The market strategy for this grant was that our club currently has 7 small domestic printers, causing a cost blow-out of \$2,600 annually for paper and ink. If the grant is successful the purchase of any printer will need the IT team's approval.

There are future grant opportunities, which run from 12 October 2018 to June 2019. It is within our club's best interest to monitor these grants as they unfold.

Dennis and I thank Warren for his expertise and help in submitting the grant forms.

*Bob MacPherson.*

That report be accepted Moved Bob MacPherson Second  
Cheryl Smith carried.

## 9...IT Team's Report: Gavin Loy tabled the following Report.

### I.T. REPORT Sep '18

Computer network has been performing 100% with no problems or issues.

All printers are problem free since we have trained the teacher's in the proper use of the bypass drawer for card printing.

It is to be noticed though, since upgrading the Kyocera printers to high yield toners, the amount of toners being used has dropped dramatically. I would request the Treasurer to do a costing comparison at the end of the year of Kyocera toners for first half of year and second half of year. I think there will be a substantial saving in the second half.

In reply to Bob's question as why do we have 2 printers in each room? I could answer it in one word....convenience. However I will elaborate for those people who think it is a unnecessary extravagance. Firstly..... The Training room.....The Kyocera printer is the main printer and is used for all printing. The Canon printer is there for a special purpose.....it is used for printing labels on cd's and dvd's. Therefore, both printers have a purpose. In the office we have 2 printers. The Samsung was originally shared with the 3 computers that are there. The Treasurer spoke to me one day about printing reports. She said to duplex or print 2 sides she had to take the printed pages out and manually place them upside down in bottom drawer. I asked her if I should buy a cheaper inkjet with auto duplex feature just for her to do reports and she agreed. I selected a Brother printer at Harvey Norman for \$225.00 and Dennis paid for it on 25.08.2016 with Debit card. That is the reason for 2 printers in the office.

In the Leader's room we have always had 2 printers. 1 black and white copier and 1 colour. The colour printer has always been there for Leader's who demand colour for printing out class lessons. ( Jennifer, Peter Maslen, Peter Campbell, Bob and others). Again, there is a need for the 2 printers. Reception has a black and white printer only.

As requested by committee I have supplied quotes and specifications for 3 types of commercial printers. Andrew from Office Choice rang me and said Bob had also been in requesting quotes and asked Andrew to forward him a copy of the quotes that were sent to me. Please examine the quotes and get back to me with your decision.

A new monitor booster is required for the classroom and as it is ongoing maintenance I have gone ahead and purchased it at a cost of \$65.92.

Yours Truly  
Gavin

That report be accepted Moved Gavin Loy Second Dave Robertson carried.

Dennis Noel to Email Diane Latta requesting ½ Yearly report on Toners cost.

**10..Kitchen/Stationary Co-Ordinator:** Cheryl Smith  
Report all was well in both Areas. And that Elena Turner was now in charge of this portfolio. That report be accepted Moved Cheryl Smith Second Elena Turner carried.

**11..Reception Co-Ordinator:** In Lorraine Kenny's absent Cheryl Smith tabled the following report.

Reception Desk Report 13/9/2018

As you know Lorraine Kenny is out of action for the time being so I took over making up the roster for the reception desk for term five all seems to be ok for now i spoke to Lorraine yesterday and she is happy for me to do the roster up for the desk for last term.

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

**12..Membership/Data Co-Ordinator:** Cheryl Smith tabled the following report.

Data Report for Committee Meeting 13/9/2018

We have five new member's they are Colleen Cook John Collins James Mills Magdalena Hoefler Linda Chisholm that takes us to 196 Financial member's and 163 on the mailing list. Attendance for classes is sitting at 4% for the last six months from April to September.

That these 5 applications be approved Moved Cheryl Smith Second Elena Turner carried.

**13..Cleaning Co-Ordinator:** Cheryl Smith tabled following report.

Cleaning Report 13/9/2018

All going fine no complaints yet.

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

14..Chart on Class Attendance: Chery Smith tabled the following chart, for Committee's awareness of class's short fall.

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					2
3				9			9	9	5				3
4				12		11	10		4				4
5		22		8		12	7		20				5
6		15		11		13	11	13	12				6
7		23			11	14		11	11				7
8		15			14	6		14					8
9		14		15	14	13	17	12					9
10				14	15		7	6	6				10
11				11	10		16		6				11
12		22	23	10		13	9						12
13		15	9	11		12	10	9					13
14		19	18		10	13		9					14
15		9	9		17	9		14					15
16		13	13	15	17		18	11					16
17		20		13	16		9	8					17
18		11		11	8	8	18						18
19		20	17	10		12	13						19
20		11	14	11		14	8						20
21		23	17		10	14							21
22		11	9		13	9							22
23		12	11	15	16		12						23
24				15	11		10						24
25					11		17						25
26		20	21	7			8						26
27		11	16	10			9	10					27
28	22	19	16		10			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	64	0	0	0	1779
	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	1779	1779	1779	1779	
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YEAR
Avg.Daily	19	16	14	12	13	11	12	11	9	#DIV/0!	#DIV/0!	####	#DIV/0!
Avg. Class	6	5	5	4	4	4	4	4	3	#DIV/0!	#DIV/0!	####	#DIV/0!

15..Publicity Team: The following report was tabled by Bob MacPherson and Warren Rackham who are the Publicity Team.

## ***PUBLICITY TEAM REPORT***

### ***Committee Meeting September 13th 2018***

Term 5 news was printed in the Independent Newspaper and went into circulation on Wednesday 26<sup>th</sup> August. The article advised members that Term 5 was now open for classes and also featured a promotion to attract new members. These term newspaper articles are printed in the local newspaper at no cost to our club. This outcome was established by negotiating a good will relationship between our club and the editor of the Independent newspaper.

President Dennis has given the publicity team contact details to investigate some government grants called "Be Connected". Given the resignation of John and now Alison Fiddy, I now find that I am a lone player in the publicity team. With that in mind, Dennis called on Warren Rackham to help me process these government grant forms.

Warren comes from an experienced background dealing with government forms. The pair of us worked over two days reading and working our way through many pages within the application forms, to ensure that all the requirements were met and completed.

There are a range of grants available to community organisations in the "Be Connected" network to support older people in their communities to embrace digital technology. The funding can be spent on activities that can be justified as supporting older Australians to gain basic digital skills and confidence such as.

- New devices including computers, laptops, tablets, smartphones
- Upgrading software for devices
- Broadband fees
- Digital mentor expenses, including training to be a digital mentor
- Printing of learning materials for older Australian learners
- Police checks for all staff and mentors involved in delivering the Be Connected coaching and support, if not in place already
- Public liability insurance, if not in place already. The funding cannot be used on building materials and capital works.

- We had to be mindful of what marketing strategies we could use to engage with older Australians to encourage them to attend our club's digital literacy sessions.
- Which partners we already work with or plan to work with and how they will support our delivery.
  - What networks/organisations our club will work with to engage with new seniors.
  - Any specific campaigns our club would plan or already have planned e.g. events during Adult learners week or seniors week.


That report be accepted Moved Bob MacPherson Second  
Warren Rackham carried.

## 16..General Business: Bob MacPherson tabled the following motion on the cleaning expenditure.

**From:** Bob MacPherson  
**Sent:** Thursday, 16 August 2018 6:12 AM  
**To:** Dennis Noel  
**Cc:** Carol Noel  
**Subject:** Cleaner

G' Morning,  
Here are my thoughts when appointing a new cleaner.  
The cleaner works on a 4 week cycle.  
We pay 3 working weeks at \$25.00 each and the 4th week at \$50.00.   
The 3 weeks are general clean, floors, wipe tables.  
The 4th week is a longer clean, including the general plus computer screens, keyboards, black chair frames etc.  
Under the above system the club is paying \$125.00 instead of \$100. Every 4 weeks.  
This to my mind is a fairer way to get extra cleaning down and it defines a better understanding with our cleaner.  
Just my thoughts.  
Regards,

*Bob Mac*  
7 Sunart Lane  
MACLEAN NSW 2463  
Phone: 02 66452887  
Email: [bobmac7@gmail.com](mailto:bobmac7@gmail.com)

 Virus-free. [www.avast.com](http://www.avast.com)

Moved Bob MacPherson Second Warren Rackham carried.

Dennis Noel on behalf of the Committee thanked both Bob MacPherson and Warren Rackham on their efforts for applying for the Federal Government Grants.

Carol Noel stated the Nomination Box will be the Foyer from Monday 24/9/2018 till Friday 12/10/2018 at 4.0pm.

The Xmas party date was decided for Friday 14<sup>th</sup> December 2018 at Maclean Bowling Club for 12 noon.  
Carol Noel will make bookings and confirm at next Management Committee Meeting.



Dennis Noel to place AGM notice in Independent Newspaper. Also invite Club's Patron Mayor Jim Simmons to attend and act as Returning Officer if required.

Bob MacPherson stated it is important that Application Form Question (where did you learn about club) be filled in. All Receptions Volunteers to be told and a notice placed on Desk.

**Next Meeting 11<sup>th</sup> October 2018**

**Meeting Closed 3.05pm.**