



~ Clarence Valley Seniors' Computer Club Inc. ~



Management Committee Meeting 14 August 2014

Meeting opened by President Dennis at 2.00pm

Members present: Susan Green, John Harvey, Lorraine Kenny, Diane Latta, Gavin Loy, Bob McPherson, Dennis Noel, and Warren Rackham

Apologies received from: John Dunne, Frank James, Elena Turner

Moved apologies be accepted (Warren/Diane)

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

Business arising from the minutes:

1. Two members have not yet paid the additional \$10 joining fee following outgoing letters. Secretary Warren to follow up by phoning them.

2. There is still a problem with the Members' data base listings – on 'all members' mail outs there is always about ten that bounce back. This could be because the member has changed addresses, or we might have an error in the data base.

Moved (John H/Warren) *that the errors/anomalies as received be forwarded to (membership) Susan so that she can rectify the listings, and if necessary, to contact the member concerned – carried.*

Correspondence In:

1. Frank James – email advising that he is moving from Maclean and unable to fulfil his committee meeting obligations, but is willing to continue maintaining the Club's website. Further, Frank suggests that his place be filled on the committee. Moved (John H/Bob) *that the letter be received and points noted, and as we are nearing the AGM that the filling of committee vacancy be held over until the AGM – carried.*

President Dennis asked that his name be recorded against this motion.

2. Warren Rackham (Secretary) – Requesting that as he will be away until 20 October that the AGM be held in November to allow him time to prepare the AGM requirements; and suggesting that Friday 14 November is a good date, as it immediately follows the November committee meeting date of 13 October. Moved (John H/Bob) *that the AGM be held on Friday 14 November, subject to that date being suitable to Mayor Richie Williamson's calendar – carried.* Secretary Warren to follow this up with the Mayor.

3. Clarence Valley Council – Letter advising that Council is 'unable to accommodate our request' for additional room space in Council's buildings. Letter received.

Correspondence Out:

1. Letter of appreciation sent out to Colin and Yvonne McSwan thanking them for a great day's outing by Club members recently.

Moved (Diane/Lorraine) that correspondence be received and noted – carried

Treasurer's Report - Financial Statements:

The Treasurer's report, including net worth and banking summary & transactions was tabled. Moved (Diane/Susan) that the Treasurer's report be adopted – carried

Accounts for Payment:

A total of \$450 for accounts paid, and \$746.97 in accounts submitted for payment, was tabled. Moved (Diane/Bob) that the accounts be paid – carried

Treasurer Diane then tabled a budget schedule and graph for the Club's 2014-2015 year. After discussion on its contents, it was moved (John H/Bob) *that the Treasurer be congratulated on producing such a clear and concise budget presentation document* - carried

In discussion about an account paid to an electrician, it was advised that any electrical work carried out within the Club, being on Council's premises, MUST be done so through Council or with Council's approval (to be noted as Policy).

A further buildings issue was raised at this point, being the water damage occurring under one of the windows in the classroom. Secretary Warren will write to Council drawing their attention to the problem

Reports:

Programme Officer (Bob) – Separate report tabled. Matters raised include Term 5 notes, Leaders available, and thanking Dennis and Gavin for stepping in to fill vacant leader spots. Also we need to think about the smaller portable devices such as iPads for class planning for 2015.

Moved (Susan/Gavin) that Bob's report be received – carried

I.T. (Gavin) – Everything is running smoothly.

Moved (Warren/Susan) that Gavin's report be received – carried

Membership (Lorraine) – (i) Lorraine has investigated the previously reported in-office issue between a team leader and a receptionist, and the matter has been explained fully to Lorraine's satisfaction. (ii) Also there has been a minor problem of rostered receptionists not turning up at their allotted times. Phoning up has been used, but it was considered not worth the cost of phoning up all daily receptionists to give a reminder. It was agreed that we (a) utilise the 'emergency list' pinned on the wall in such circumstances, and (b) send out a copy of the desk roster to scheduled operators by email. (iii) Lorraine raised the matter of the Club's sandwich A-frame board – it is too heavy for some members to carry out to the footpath. Agreed that the board only be put out when able assistance is available to do it. (iv) Lastly, at times the desk work is very busy, especially around renewals time. Various ideas to overcome this were discussed, including an envelope system. It was agreed that the Treasurer and Membership Officer get together and consider options that could be used, and make recommendations to a following meeting.

Moved (Gavin/Susan) that Lorraine's report be received – carried

General Business:

1. Model Rules – Gavin enquired about precisely what constitution the Club operates under. It was confirmed by John H that it is the June 2004 Model Rules that is adopted, and not the Model Constitution. However there is little difference between the two, even though the Constitution is the newer document. The Club could resolve to update to the newer document, which would have a cost factor, but there is nothing to be achieved as the rules are for all purposes the same.

Moved (John H/Lorraine) *that the Club continue with the Model rules as adopted by the Club in 2005, and that a copy of the Model Rules be available to Club members at the Club to view on request* – carried.

3.

2. Note of Appreciation - Secretary Warren expressed his appreciation to member Carol Way for doing a great job on renewing the membership cards recently.

3. Blind Cleaning – President Dennis will get a quote for the cleaning of blinds in the clubrooms.

4. Lunch at Ferry Park – Dennis advised that the date and time for a members' finger food lunch at Ferry Park has been booked, and that he had sent out emails to committee members as a member convenience to seek concurrence of action taken to avoid the need to call a special committee meeting to discuss the arrangement. Dennis confirmed that Ferry Park was chosen in order to vary the venue. The owner will close off a section of the verandah to provide an exclusive area for the Club.

A question was raised as to why the club is continually subsidising costs for members. Dennis advised that subsidising lunches and buses is 'a way of giving benefits back to members, and is part of the social aspect of the club'. However a caution was raised in that the club may well need funds in other directions particularly towards new premises should the current one be terminated by Council. It is also a concern that not all members get the benefits of such subsidisation.

It was reinforced that any plans to run member social outings (together with any subsidisation intent) must be brought before a prior committee meeting for decision, and are not to be arranged in between meetings. Because the majority of committee members had replied to Dennis' email in the positive on this occasion, the Club will proceed with the Ferry Park outing, with subsidy.

5. Possible member's trip to the MOCAT Museum – Dennis distributed a flyer for this collectibles museum at Pimlico near Ballina, as a suggestion for another future member's outing.

New Members (10):

Graham Birch	Patricia Birch
Kassandra Cooper	Richard Leadbeatter
Shirley McKinnon	Tina Rankin
Beverley Seery	Michael Toney
Ann Toney	John Wells

Moved (Susan/John H) that the new members be accepted into the Club – carried

There being no further business, the meeting was closed at 3.55 pm

The next Management Committee Meeting will be held on Thursday **11 Sept** 2014 at 2.00pm

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President