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Clarence Valley Seniors Computer Club Inc

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Management Committee Meeting

9th April 2015

1...Members Present: Dennis Noel, Carol Way, Bob McPherson, Diane Latta, Gavin Loy, Susan Green, John Dunne, Gary Waddell, Lorraine Kenny and John Fiddy and Elana Turner.

2...Apologies: None, All present.

3...Minutes of last Meeting: That the minutes be adopted. Moved John Dunne and Second John Fiddy.

4...Business arising from minutes: Thanks from Lorraine Kenny to Gavin Loy that the printer has been perfect for her card class.

Also a thank you from John Fiddy to Frank James and Gavin Loy for the Club's Objectives being returned to Club's Web Page. Carol Way informed the committee that a laminated copy would be placed on foyer wall.

Elana Turner tabled an itemised list of the cleaners duties after much discussion and modification to the list, the committee decided that the following be shown to Jan Fuller by President Dennis for her comments and implementation.

Cleaning List: Dust all surfaces, Empty rubbish bins, Clean computer tables, monitors and keyboards, Cobwebs inside, Light switches and door handles, Glass in doors inside, Vacuum all floors.

Monthly clean chairs including arms and legs and seats. Also the committee agreed that twice a year a more thorough clean be carried out if not by Jan then a Contract Cleaner be bought in.

5...Correspondence:

Inward: Email from Peter Campbell requesting a Camera be purchased for his Androids Phones and Tabletclass.

Outward: Nil

6...Treasurer's Report-Financial Statement: A detailed report was tabled. That report be accepted Moved Diane Latta Second Susan Green-carried.

Accounts for Payment: Clarence Valley Council (rent).....\$221.95

CD/DVD paper covers....\$ 17.90

That accounts be approved Moved Gary Waddell Second Lorraine Kenny.

Paid seeking approval:	DVD's.....\$29.50
	Australia Post Box renewal\$115.00
	Ink Station Toners.....\$163.59
	Ink Station Toners.....\$87.38
	Approved <u>Moved</u> Diane Latta <u>Second</u> Lorraine Kenny.
Total income for the Month	\$2,003.39
Total Expenses for the Month	\$1,250.50
Overall Total	\$ 752.89

7...Committee Reports:

Programme Officer-Bob McPherson: No Report as on leave, as per prior notice. Received a call from Beryl Hellwig will not teach next week or next term. Christine Ryan will not teach PowerPoint next term, but will teach Basic Computer if required.
Bob McPherson will be available to teach next term if required.

IT Officer's Report- All good, Treasurer Diane Latta happy with her new printer for data computer only. Also a new chair for reception with wonderful high back, old one broken and unsafe, cost \$240.00. Bob McPherson asked Gavin Loy how printer in class room was resolved. Gavin Loy replied Yes the Brother Laser Printer is now marked "Brother Training Room" so leaders know which printer is being used.

Data and Membership Coordinator: Susan Green read out the following new members names. Evelyn Newcombe, Gail Ferguson, Christine Longland and Harold Johnson.
That they be approved. Moved Lorraine Kenny Second Diane Latta carried.

General Business...That a 10 year Anniversary Celebration be held on 23rd June 2015 at 2pm Maclean RSL River Room for a booking fee of \$5.00 per current member. That a Sub-Committee be formed and that said Sub-Committee consist of Management Committee Members Elana Turner, John Dunne, Gary Waddell and Diane Latta. And that they can call on other Club Members to assist with Gavin Loy being the first. They will hold their first meeting at the club on Wednesday 15th April 2015 at 11am. Where possible the 26 foundation members, all past members and all current members be contacted and invited. And all foundation members be the clubs guest with no fee.

Gavin Loy also mentioned that new windows 10 does not use existing Internet Explorer 11 but calls by a different name, and that members should be told not to be confused. Dennis Noel ask Gavin to write it done in plain English to be included in his next President's Newsletter.

Pest Spray to be organised by Dennis Noel at a time when club is closed.

Peter Campbell request for a camera be investigate on cost and model, approval given depending on IT Gavin Loy that the cost is reasonable.

The Bus trip to Alstonville to be cancel because of lack of support.

Des Scotcher report on Defibrillater will be sent to Management Committee after the report is tabled at Maclean RSL Sub- Branch meeting.

Dennis Noel stated that next term for classes is May 4th to June 19th notice out soon.

Next Meeting the 14th May at 2pm Council Room.John Fiddy tabled his apology for that meeting.

Meeting Closed at 3.05pm