

REDCLIFFE SENIORS COMPUTER CLUB

For S Triple C Redcliffe Inc.

Management/Volunteer Meeting Minutes for 2nd May, 2017

Meeting Opened Time: 1:30pm

Present: Gaylene Masters Rees, ~~Dot Thompson~~, Peter Emmerson, Mary McKernon, ~~Ray White~~, Rhonda George, Wayne Parker, ~~Ian Stewart~~, Pete Woodward, ~~Alan Stickley~~, ~~Narelle Rodway~~, Kelvin Booth, ~~Jennie Booth~~, ~~Des Jackson~~, Kathy Butler, ~~Howard Andrews~~, ~~Janet Wells~~.

Apologies & Absentees: Dot Thompson, Ray White, Ian Stewart, Alan Stickley, Narelle Rodway, Jennie Booth, Des Jackson, Howard Andrews, Janet Wells.

Minutes of last meeting: Secretary moved that the meeting minutes of 7th March 2017 have been read and accepted as a true record of the meeting. Seconded by: Kel (Passed)

Correspondence in:

- Rhonda requested to address the meeting. (see **Business arising from Correspondence**)
- Kathy requested to address the meeting. (see **Business arising from Correspondence**)
- Gaylene received email from Ian. (see **Business arising from Correspondence**)
- Peter received email from Gaylene. (see **Business arising from Correspondence**)
- Peter received email from Kel. ([see here](#))

Correspondence Out:

- Gaylene sent a thankyou to Jennie for having the front room chairs recovered.
- A big thankyou to Mary, Alan & others for filling in while Peter was away enjoying cyclone 'Debbie'
- Thanks to Howard & Ian for their help in restoring the Club's internet after our modem supply burnt out.
- Agenda for meeting.

Business Arising from Correspondence:

- Rhonda addressed the meeting with her concerns relating to the club's location, suitability for its prime purposes, access to public transport and other concerns primarily relating to finding new premises. The committee responded in saying they have been trying for several years to be relocated but without success. A lengthy discussion progressed to answer Rhonda's questions; it was temporarily interrupted with the arrival a locksmith to finally give us access to our storage area previously blocked by the council. It was agreed to continue trying and again approach James Houghton. [Rhonda's presentation transcript](#)
- Kathy addressed the meeting mainly requesting a clarification as to our procedures relating to Apple tutoring. Kathy questioned why we only have one Apple computer & one Apple iPad and it was explained that most students bring their own laptops & iPads to lessons. Kathy said she wants to be proficient in Apple tutoring and the club needs more Apple tutors. Peter encouraged Kathy to join his lessons whenever and to pursue online tutorials. The club's Apple iMac and iPad are always available between lessons for tutors to use. [Kathy's presentation transcript](#)
- Gaylene read out Ian's email in which he expressed Peter's contribution in fixing the club's internet problem along with fixing the overheating laptop for which Peter was very grateful. Ian also expressed concerns regarding his 'Tutor's Responsibilities' submission at the previous meeting
- Gaylene explain the usual Raffle at General Meeting did not happen because it came along so quickly? Suggested a Bunnings card & two bottles of wine for the next one if it does not come too quickly!
Seconded by a volunteer: Audio recording failed to identify the volunteer due to noise from locksmith.

- Rhonda volunteered to try and find a guest speaker for next General Meeting 1st August, 2017.
- As the secretary was absent from the previous volunteers and general meetings he asked for clarification relating to the recovering & purchase of new chairs.
- Jennie has provided a quote to recover 4/5 front room chairs \$298.90
- The secretary was informed that a proposal to purchase three new chairs for \$920 was presented to the audience at the last general meeting. The proposal was voted on and seconded by a member, Beverley Curry.

The secretary informed those volunteers present at the general meeting, that this proposal is questionable. Never has a purchase request been submitted and agreed on at a general meeting.

- **Treasurers Report for May 2017:**

The Assistant Treasurer, Ian Stewart has presented a revised Report and moved that it be passed.

The Full Report is available from our website or on request. Seconded: by Peter (Passed)

- It was agreed that Mary would transfer \$12,500 to our ING Term Deposit Account and then roll over the term deposit for a further 6 months prior to 22nd May 2017.

Business arising from last meeting:

- No second fan was purchased by Jennie.
- Secretary addressed allocations & responsibilities assigned to members not present and not informed stating that members must be present before any decision is made.
- Secretary authorised the purchase of two Urns, if any volunteer has a problem with this decision then they should address their complaint to the secretary and no one else.
- Secretary informed the meeting that Ian's Tutor responsibilities submitted & passed at the last meeting is subject to revision. Ian has been contacted and is agreement that some aspects of his submission need addressing. The secretary will continue to work with Ian and other volunteers to resolve these issues.
- The use of the Club's two business names is as follows. The Redcliffe Seniors Computer Club (RSCC) will continue as is. The Redcliffe Computer Club (RCC) will be promoted and advertised in parallel with the RSCC with a different but similar website & social media platforms, attracting a more general audience.
- **Gaylene:** agreed to be the Club's new Public Office away from Mary. Mary to organise by 25th May 2017.
- As the secretary has not been given a requested copy of the last General Meeting Minutes, it is unclear if Jennie's proposed changes to our constitution were presented & accepted.

New Business:

- Kel agreed to take on getting our next Bunnings BBQ.
- Kel said he would **buy** a new microwave oven because the current donated one was old. It is younger than the larger & older one owned by the scouts that we used in the kitchen for years until it broke. In response to Kel's concerns regarding microwave emission levels, tests were done after the new one was installed and on the *old* one, prior to removal. The two microwaves were tested in accordance with the Australian Standard AS/NZS 60335.2.25. The maximum omission limit is 5mW/cm², the *old* one tested lower than the new one.
There were no votes taken, no quotes requested, no one seconded the decision. Procedure not correct.
- **Gaylene & Peter:** Meet with James (MBRC) about the present & future club premises. James was unable to answer most of our questions. Peter requested a lease so we can do what the scouts did, rent out the hall to whomever and gain income. Having a fully functioning kitchen is important and having the men's shower made safe of broken tiles is a WHS requirement.
- **Mary** stated we are here to teach and not run a business in response to raising money via: (Bunnings 3 monthly)

- The secretary said we need donations of stuff to make the kitchen fully equipped to host events like the scouts did in the past. We held all our successful General Meetings, AGM & Christmas parties in the hall. We had to pay the scouts extra rent to use the hall for these functions.
If we get our requested open ended lease agreement, we can lease out the hall and get added income.

Other Business:

- **Secretary** questioned the high power bill. Asked about the hot water system which he turned off previously he found it was turned on again. The secretary again turned it off and circuit the breaker would be removed and replaced with a blank. *The Urns are to be used for hot water supply.*
- Peter asked if volunteers have experienced further problems with our Broadband – Answer: No
- Revisit the need to accept Credit Card payments – No.
- Peter edited and provided new member application form.
- Peter has repaired the failed laptop closest to the reception desk. It has taken 3 days as the cooling system failed, causing the hard drive & other components to fail. The whole computer had to be disassembled to access & replace the blocked cooling system along with the hard drive. Reinstalling the software is in progress and will take another day. I hope to return it to the club just prior to this meeting. I highlight this problem because all our laptops are or will suffer the same fate, being blocked cooling vents which cannot be cleaned out externally.
- Peter will proceed to recondition & rebuild all Club Windows computers except the iMac, not needed because it is an *Apple Mac*. Also no need for Admin computer as it is new.
- **Secretary** advised all tutors to delete Picasa from all computers and discontinue tutoring of this product as it has been deleted by the provider.
- New lock for filing cabinet requested.
- Expanding our internal wired & Wi-Fi network discussed – no decision as yet. Peter to submit plan.
- **Secretary** to organise requested meeting from Kel as follows:
I would like to suggest a small working group to draft a business case for the continuation of the club in appropriate accommodation, with or without a lease, for presentation to the council.
In my short time with the club, I have concluded that dealings with Councillor Houghton are a waste of time and we need to get our needs set out in a concrete and logical format. Other avenues of approach to the council should be examined, such as lobbying other councillors or even the state member.
Kind Regards, Kel Booth
- **Updates to be addressed:** Jennie Constitution Changes; ING Account Holders; Public Officer; Office Positions (OFT), New Business Names need to be incorporated into the Constitution.

Meeting Closed Time: 2:41pm

Next Meeting: 6th June 2017 GENERAL MEETING

Gaylene Masters Rees (President)

Peter Emmerson (Secretary)

Rhonda George presentation:

I would just like to air my frustration & concerns with regard to the inaction by the Council as far as providing us with better equipped and better positioned premises from which to run our Computer Club. This Club has been providing amazing opportunities for local residents, most of who are in the "elderly" learning bracket, which, to me says it all. That they, at their age, are choosing OUR Club to learn...and, many of them have tried U3A but prefer our one on one tutoring methods, proves we are excelling with our teaching. We teach physically and somewhat mentally impaired students and it is these students who adore their weekly or fortnightly visits to our club. I see it week in, week out and we show them friendship, respect and we share many a laugh each time they visit. This, to me is the best payment we can receive. It is just a pity we cannot offer a more welcoming environment for all our valued students.

For the last 2 years I know that Peter Emmerson, along with Mary & Gaylene have attended many meetings, made numerous requests & presented many submissions to the council for new premises. You may remember last year's fiasco regarding the upgrade to the club & grant applications.

This year's last meeting with council at our club has again resulted in a negative outcome even though we may have stretched the truth in stating that we had to request medical assistance for two students who became affected by the heat in the club.

This year has also seen 4 long term members leave because (a) the position of the club means they either have to catch two buses...and this, I might add is only from Woody Point or Margate, to get to our facility or walk way too far from the bus drop off point to get here. We are talking people in their late 70's or older and this is just not acceptable to my way of thinking. I might add, we also have a physically and mentally impaired students, one of which is a lady in a wheelchair, who's carer gets off the bus with her at Redcliffe Hospital and WALKS and PUSHES her...yes WALKS from there to Bellevue Park so she can have an hour lesson because it is her favourite outing for the week. This, I feel, Council needs to be made aware of.

We have tried our best...we have tried everything to find a solution – however, this seems to have had little impact on Council or its representatives.

I know that Peter has tried many times and via different avenues to get access to the ground floor of U3A – or 'The Hive' and have been continually been given misinformation by the council. The U3A apparently pays \$1 per year in rent, both floors have air con and we have fought for over a year to get moved to this space but once again, the council continues to provide lies & excuses as to why we can't be there.

One of our students (who teaches at U3A), has advised that the Hive has been vacant for some 2-3 months and has asked why we haven't approached Council to allow us to move into this space. Well once again, I believe Council have come up with several reasons...one of which is they were utilising the space themselves...and that was before Christmas last year....another being they were selling the building because it could bring high profits to the Council...I believe that U3A have a current lease on their premises for quite some time, so I have to ask whether this is yet again, a "Let the Seniors Computer Club stay where they are, because we would rather them be there than the Hall to be empty" excuse...even though the Boxing Club would take it over in a heartbeat.

One of our Members also provided several other venues for little rent that may be worth looking into...and perhaps we need to investigate these and other possibilities as far as a new Club premises is concerned. Then, if we are lucky enough to find something suitable that doesn't cost an arm and a leg, we secure that site and tell Council what they can do with our current, leaves a lot to be desired location. Full of asbestos, needs so much work to make it a place people enjoy coming to... we obviously have a colony of white ants surrounding our building, not to mention the trees that threaten to cut the building in half every time a strong wind blows....it's not good enough and we are being treated worse than any of the other Council rented Clubs go...not being nasty here but look what the Bridge Club, the Motorbike Club and I am sure many others, have been offered compared to what we have been given.

Just my thoughts.
[Return to Minutes](#)

Kathy Butler presentation:

I requested to address the Management/volunteers meeting held on the 2/05/17 concerning the lack of volunteers and equipment with regards to Apple products.

My knowledge of anything Apple is very little (also my knowledge of how the club worked was very little, as I only started 2 weeks ago) but I am willing to learn.

At the meeting, I confirmed my willingness to learn but my concern that there was not enough equipment to do so or, when I was proficient, also not enough to teach with.

Peter Emmerson assured me that the situation has never arisen where there is a shortage of learning equipment as people usually bought their own Apple products. If and when more Apple tutors come on board we may need more iPads. We don't own an iPhone but we teach it.

It was agreed that it was possible for me to sit in on any of his lessons he gave, and Peter would look into online training courses that would enable volunteers like me to learn the iPad, iPhone, iMac etc. I could then use these courses along with the equipment provided by the Club when it was not in use.

The club urgently needs more Apple tutors as the products continue to become more popularity. If you are genuinely prepared to learn and teach, the club will support you so please contact the secretary.

Regards, Kathy.

[Return to Minutes](#)