

REDCLIFFE SENIORS COMPUTER CLUB

For S Triple C Redcliffe Inc.

Management/Volunteer Meeting Minutes for 4th July, 2017

Meeting Opened Time: 1:20pm

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

Apologies & Absentees: Rhonda George, Jennie Booth, Des Jackson, Kathy Butler, Howard Andrews, Janet Wells.

Minutes of last meeting: Secretary moved that the meeting minutes of 6th June 2017 have been read and accepted as a true record of the meeting. Seconded by: Dot (Passed)

Correspondence in:

- Kelvin Booth resigned as our Treasurer due to family priorities.
- Ian Stewart volunteered to take on the responsibilities of Treasurer until the next AGM.
- Gaylene sent Peter's requested info about usage about our kitchen and the Library kitchen.
- Mary emailed Peter about not sending emails to members?
- All replies in favour of discontinuing Windows 8/8.1 support and training on our systems.
- Telstra bill received and paid
- WPHS guidelines sent to Peter from Jennie.
- Alan is a JP if anyone needs documents witnessed. (Thanks Alan)

Correspondence Out:

- Peter Final Agenda for meeting.

Business Arising from Correspondence:

- Thanks to Ian & Rhonda to support our Treasurer responsibilities after Kel's resignation.
- Picasa to be reinstalled on all systems and tutoring to be continued. Ian to send Peter his copy of Picasa to be stored on our website so members can download & install it.
- Peter spoke to Ray about his issues with staying at the club without student lessons. Thanks to Gaylene for purchasing a new Whiteboard and delivering it to the club, it will be used to list jobs to do in spare time. Ray agreed – Peter to expand on this process.
Thanks to Rhonda who took the old whiteboard home and spent hours trying to restore it without success.
- Rhonda also attempted to find out about Ray's complaints regarding admin booking errors but due to lack of details was not able.
- Ray's report on how disorganised Jennie's facebook workshop was, left out some details.
Kathy was also there to help out but not mentioned.
People arrived early and other wanted to become members so Dot had to deal with this admin duty.
Ray was there only because his wife wanted to attend and he helped out setting up the chairs which was the only thing Jennie had not done. Every chair from the club had to be used which included those from our training rooms. Gaylene said she secured the assistance of Kel on the day but he failed to turn up.
- Thanks to Alan for holding the Workshop and there are extra tables are in the locked storeroom.
- Alan requested that Admin indicate in bookings if Smartphone lessons are iPhone, Android or Win10.
- Windows 8/8.1 will now longer be installed on our systems. We will continue to offer training on member's laptops only if a tutor agrees.

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Treasurers Report for May 2017:

The Assistant Treasurer, Ian Stewart presented a written and oral Report and requested it be passed.

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

Business arising from last meeting:

- Picasa to be reinstalled on all systems and tutoring to be continued. Ian to send Peter his copy of Picasa to be stored on our website so members can download & install it.
- Dot's concern with lone personal security within the club resolved.
- Peter spoke to Ray about his issues with staying at the club without student lessons. Thanks to Gaylene for purchasing a new Whiteboard and delivering it to the club, it will be used to list jobs to do in spare time. Ray agreed – Peter to expand on this process.
Thanks to Rhonda who took the old whiteboard home and spent hours trying to restore it without success.
- Rhonda also attempted to find out about Ray's complaints regarding admin booking errors but due to lack of details was not able.
- Ray's report on how disorganised Jennie's facebook workshop was, left out some details. Kathy was also there to help out but not mentioned.
People arrived early and other wanted to become members so Dot had to deal with this admin duty. Ray was there only because his wife wanted to attend and he helped out setting up the chairs which was the only thing Jennie had not done. Every chair from the club had to be used which included those from our training rooms.

New Business:

- Confusion surrounding who is responsible for the roles of club advertising etc. was settled being that Jennie was and is responsible for these roles so please forward any requests or suggestions to Jennie.
- Thanks to Jennie for holding a very successful facebook workshop. We used all chairs in clubhouse so Gaylene suggested we buy more chairs for hall. The purchase of an extra 20 chairs was a majority agreement, seconded by Dot and Gaylene volunteered to purchase them from Bunnings & install them in the club. Thanks Gaylene.
- **Ian** agreed to do workshop on Picasa instead of Security on 19th September 2017 1:30pm.
- **Ian** requested Picasa still be taught, he will send Peter his copy of the program and Peter would store it on our website for members to download. It will be password protected against non-member use.
- **Ray** voiced his concerns over how disorganised the facebook workshop was. It was agreed the presenter would ask Gaylene to arrange the necessary volunteers to assist on the day.
- Locksmith fixed access to storage room.
- **Peter** spoke to the OFT regarding our new registered business names. We surprisingly are doing the right thing by referencing our connection with S Triple C Redcliffe Inc on all our advertising and correspondence.
We must continue to do this but it does not appear on flyers at the reception desk. These must be destroyed, re-edited and re-printed. Everything with the RSCC and RCC must make reference to our Entity name. At this stage we don't need to enter them in our Model Rules.
- Suggested changes to our Model Rules and the addition of our new business names may be made by a special resolution, to occur at the next General Meeting. All voting members must be notified of these proposals prior to the meeting.

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Other Business:

- **Our Business Names:** It is proposed we should continue to operate & advertise as the Redcliffe Seniors Computer Club always with reference to our Entity name (S Triple C Redcliffe Inc) for the moment. In order to expand our exposure and gain more students, it is also proposed that we should design and promote a similar website being the Redcliffe Computer Club always with reference to our Entity name (S Triple C Redcliffe Inc). **Kathy** has volunteered to take on this project with help from Peter. It will target all possible members 18 years and over. All present in agreement.
- **Des** highlighted the need to make websites mobile friendly. He said he would provide Kathy with the program to assist in her new project.
- **Rhonda** addressed the last meeting highlighting the problems with our current location resulting in loss of members. As relocation does not appear imminent this promotion could help in the short term.
- **Admin** has also confirmed that we have a serious lack of Apple tutors & resources and we have to either turn them away or greatly delay Apple student's lessons. Kathy addressed this at our last meeting.
- The registration of the two business names stops others from using them or similar names.
- External NBN connection box installed.
Peter to submit an NBN plan along with an upgrade plan for our internal network after research done.
- **Our Banking:** Recent issues with our banks highlighted the need for all signatories to Bendigo and account holders with ING to ensure they have internet access, authority and knowledge in order to perform any action required. Bendigo now only requires Gaylene to know about making old and new payments but ING will require renewed authorities and Ian's return to sign document and implement.
- **Updates to be addressed:** Ian's proposed Tutor's Responsibilities is still under negotiation with one outstanding tutor and to be implemented if and when agreement is reached.
- It was agreed that the secretary meet with the treasurer to address concerns brought up at this meeting.
- **Rhonda** to work with Dot & Gaylene to organise raffles.
- **New Whiteboard 'Pick or List a Job to Do'** to do in spare time.
- **Peter** suggested new admin procedure (defeated)
- **Peter** suggested new email attachment procedure to all volunteers. (agreed & passed)
- **Peter** suggested providing refreshments & biscuits at Workshops to attract members. (defeated)
- **Kathy** requested Des do the new Redcliffe Computer Club website. (in progress)
- **Ian** suggested buying a new answering machine to solve the admin problems. (cancelled)
- **Ian** said we need more pupils, not more money, **Mary** also said we are not a business.
- **Pete** suggested having an open day promotion as in the past. (lack of support)
- **Pete** volunteered to approach the Council & Library in Seniors Week in August.
- **Pete** also voiced his concern about Public Liability insurance for members over 80. The secretary was able on the day to show Pete that it was our Volunteer Insurance Cover that he was and his other club was referring to, and our cover is 'Age Deleted' meaning a volunteer is covered over any age.
- **NBN:** Long discussion that established location determined 'Quality of Service' (on going)

Meeting Closed Time: 2:50pm

Next Meetings: 1st August 2017 General Meeting

5th September 2017 Volunteer Meeting

Gaylene Masters Rees (President)

Peter Emmerson (Secretary)