

REDCLIFFE SENIORS COMPUTER CLUB

For S Triple C Redcliffe Inc.

Management/Volunteer Meeting Minutes for 6th June, 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: Wayne Parker, Narelle Rodway, Kelvin Booth, Jennie Booth, Howard Andrews, Janet Wells.

*The club is very happy to welcome back both Alan & Howard from their *holidays*.

Minutes of last meeting: Secretary moved that the meeting minutes of 2nd May 2017 have been read and accepted as a true record of the meeting. Seconded by: Rhonda (Passed)

Correspondence in:

- A thankyou was received from Be Uplifted Inc. for our donations collected on their behalf.
- Thanks to Mary who has transferred \$12,500 from our ING Transaction account to our ING Term Deposit Account and rolled it over for further 6 months.
- Rhonda mentioned that one of Pete's related student was an NBN specialist and would be a good guest speaker for our AGM. Request Pete and Rhonda to follow up and confirm to the secretary.
- Rhonda also at the request of Jennie entered her suggestion that we purchase an espresso coffee machine, the suggestion was discussed at length and defeated.
- Ian cancelled his Security Workshop as he said it is all well covered by Jennie's Newsletters, so we need suggestions to fill this spot. (Ian agreed to do a Picasa workshop instead.)
- Telstra bill received and paid.
- Kel requested information about changes to office bearers for OFT. (All found to be correct.)
- Peter put all necessary documents for ING and OFT in treasurer's tray.
- Thanks to Mary who agreed to Kel's request to look after accounts during month of May/June.
- Dot expressed concerns about being alone at the club.
- Ray submitted several items for the Agenda – invitation sent for him to address the meeting but no reply.
- Alan is a JP if anyone needs documents witnessed. (Thanks Alan)

Correspondence Out:

- Peter to Kel – OFT documents sent. Draft & Final Agenda for meeting.

Business Arising from Correspondence:

- **Gaylene, Ian & Kel** are to be the account holders at ING. Peter has put documents & explanation procedures in treasurer's tray – found that no committee meeting necessary.
- **Peter** contacted OFT and was told the current office bearer's AGM 2016 listings are correct.
- **Ray & Dot** expressed concerns over the request that admin staff remain at the club even if no students are in attendance. Kathy has agreed to stay at the club with Dot at least to 1:30pm. Mary suggested installing the 'Emergency App' on club mobile & volunteer phones. Dot was in agreement with this. The committee will present Ray with a solution to his particular concerns shortly. Rhonda agreed to work with Ray to solve the lesson booking errors after receiving details from the secretary.
- It was agreed that Kel is to be issued with a key to the building – Gaylene to organise.

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• **Treasurers Report for May 2017:**

Mary assisting the treasurer presented an interim financial report.

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

The 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:

- Thanks to Kel for taking on the responsibility of getting our next Bunnings BBQ.
- Again thanks to Kel for buying and delivering a new microwave oven for the club.
- The secretary was notified that the last financial report was not complete and will work with the treasurer to reconcile the report which will be resubmitted for acceptance.
- Hot water power to be disabled because left on – use urns instead, to reduce our power bill.
- New lock for filing cabinet or repair required – no repair required as Rhonda has found a workaround.
- New Public Officer Progress report? Mary told Gaylene to supply Tax File Number.

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 *so any suggestions*.
- 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.

Meeting Closed Time: 3:05pm

Next Meetings: 1st August 2017 General Meeting

5th September 2017 Volunteer Meeting

Gaylene Masters Rees (President)

Peter Emmerson (Secretary)