

REDCLIFFE SENIORS COMPUTER CLUB (For S Triple C Redcliffe Inc.)

Management/Volunteer Meeting Minutes 7th March 2017

Meeting Opened: 1.30PM

Present: Gaylene Masters Rees, Dot Thompson, Mary McKernon, Rhonda George, Wayne Parker, Ian Stewart, Pete Woodward, Alan Stickley, Kelvin Booth and Des Jackson.

Apologies & Absentees: Peter Emmerson, Ray White, Narelle Rodway and Jennie Booth

Minutes of last meeting: Secretary moved that the meeting minutes of 7th February 2017 have been read and accepted as a true record of the meeting. Seconded by: Gaylene Masters - Passed

Correspondence in:

- Emails –
 - Ian Stewart re contacting business organizations and presentations about club
 - Ian Stewart – request for presentation at meeting re admin and tutor responsibilities
 - Kel – Settlement of accounts – discuss under treasurers report
 - Request from Kel re Insurance – Peter & Broker responded
 - Ian – Away April to June
 - Peter- Away in March return 6th April.
 - 3 responses concerning action kit and weekday BBQ
 - Margate Post Office – request update of details
 - Meals on Wheels – Thank you letter
 - Informing club of passing of long time member Scotty Eaton

Correspondence Out:

- Emails –
 - Agenda for meeting
 - Suggested Action kit for Bunnings BBQ

Business arising from Correspondence:

- Information Presentations about the club and what we teach was agreed upon and Ian is doing one this week. Others to be arranged.
- Presentations to business organizations – Ian responded as a request had been made to visit organization and ask for money. Ian declined the request and the management committee and volunteers present at the meeting did not support this idea. Ian proposed that a letter was to be developed by the Secretary asking organizations for support for our not for profit organization. Seconded Dot Thomson. Passed
 - Suggested organizations were
 - Officeworks
 - Dolphins
 - RSL
 - Office National
- Gaylene made a card for Scotty Eaton's family and volunteers who knew Scotty and present at the meeting signed the card.
- Action Kit and 3 monthly Bunnings BBQ see other business
- Ian handed each volunteer a prepared paper on Tutor and administration responsibilities in relation to cancellation of lessons and there has been some problems since the club reopened this year. Contact details for members are in the lessons area or in the Membership Register in the Dropbox.

Ian proposed that if tutors know they are unavailable to teach lessons already booked on the day prior to the booked lesson to contact other tutors to see if they are available and if not the tutor is to contact the member and cancel the lesson. Relying on admin to make these calls should only apply if there is sufficient time for admin to make the call at least 24 hours before the lesson is due. Admin should then be advised by the tutor of any arrangements made, and asked to change the spreadsheets appropriately and re-book the lesson if necessary.

Seconded Alan Stickley. Passed

Business arising from last minutes

- All insurance policies have been paid and Certificate of Currency filed in filing cabinet.
- All painting & carpet renovations are on hold.
- ING Debit card. (Cancelled – no further interest)
- New fan working well. Gaylene Masters Rees proposed that another fan be purchased for the main training room, seconded Rhonda George. Passed. Kel to purchase.
- Update on recovering of chairs – Three quotes received from \$90 to over \$200 for each chair. Ian Stewart proposed that instead of recovering we obtain quotes for new chairs. Seconded Pete Woodward. Passed. Kel to obtain quotes.
- Suggested amendments to constitution. Two trading names for the club have been registered by Jennie Booth. It is suggested that we need to include these trading names in the constitution. All volunteers to be sent a copy of the proposed changes and further discussion to occur prior to taking to a Members meeting for a vote.
- Gaylene & Peter meeting with Council concerning air conditioning and improvements to facilities. Unsatisfactory as a new person was present and did not know the background of the club and our requirements. Gaylene requested a key to the locked room and will continue to negotiate with the Council.
- Mouse Pads purchased – Thank you Jenny
- Purchase of two new urns for kitchen
- Outcome of Meeting between Peter and Jennie about website, Facebook, Constitution changes. As neither were present at the meeting this is held over until they are present at a meeting.
- **Update on Public Officer – Form to be received from ATO.**
Wayne Parker proposed that Gaylene Masters Rees be appointed the new Public Officer and Mary McKernon be removed as the Public Officer.
Seconded Kel Booth. Passed Mary to follow up.

Treasurers Report:

The Assistant Treasurer, Ian Stewart has presented a revised Report and moved that it be accepted. The Full Report is available from our website or on request.
Seconded: by Peter (Passed)

Other Business

- Purchase of cups, spoons, plates for meetings. Cups have been donated by Dot and Gaylene and serving plates by Mary. Gaylene to purchase teaspoons and paper plates for general meetings. Thank you to all who have contributed.
- Update of Business names – do we promote both business names equally or prioritize one? Discussion occurred concerning the two Business names. A decision was made to continue to use Redcliffe Seniors Computer Club whilst we are located in Sportsground Street and consider the use of Redcliffe Computer Club when we relocate to other premises.
- Bunning BBQ on weekdays – suggested three monthly. Hold over for further discussion
- Action kit for Bunnings BBQ on hold to be discussed including the purchase of a larger refrigerator.
- Thank you Alan for doing an extra day whilst Peter is away.
- Gaylene away from 13th to 27th March. Janet will do administration.
- Secretary to place an advertisements in the Redcliffe Guide and the North Lakes Messenger about the workshops planned for this year. Secretary to follow up.
- Workshop 21st March - Google Products.
- Rhonda informed us that termites were present in one of the canisters around the building. This will be reported to Council by the Pest Control Officer.
- Secretary to adjust the membership form to include the following wording *“the Club carries public liability insurance cover of \$20 million”*.

Meeting Closed: 2:50PM

Next Meeting: 4th April 2017 GENERAL MEETING

Gaylene Masters Rees (President)

Mary McKernon (Acting Minutes Secretary)