

Redcliffe Seniors Computer Club (for S triple C Redcliffe Inc.)

Management/Volunteers Meeting Minutes for 17th January 2017

MEETING OPENED: 1:30PM

PRESENT: Gaylene Masters Rees, Dot Thompson, Peter Emmerson, Mary McKernon, ~~Ray White~~, Rhonda George, Wayne Parker, Janet Wells, Ian Stewart, Pete Woodward, ~~Alan Stickle~~, ~~Howard Andrews~~, ~~Gracelyn Miller~~, Narelle Rodway, Kelvin Booth, ~~Jennie Booth~~, ~~Alexander Gray~~, Des Jackson.

Apologies & Absentees: As above

Minutes of last meeting: Secretary moved that the meeting minutes of 15th November 2016 have been read and accepted as a true record of meeting. Seconded by: Gaylene (Passed)

CORRESPONDENCE IN:

- **Jennie:** Suggested changes to our Constitution. (see previous agenda email)
- **Kel:** Suggestions on how better to improve the website. (see previous agenda email)
- **Peter & Ian:** Suggestion Club Debit Card – will be handled at a later Committee meeting & reported.

CORRESPONDENCE OUT:

- **Ian:** Sent out reminders to all members that proved very successful.

BUSINESS ARISING FROM CORRESPONDENCE:

- See New Business

TREASURES REPORT & Accounts for Payment: (Treasures Report for January 2016)

- The Treasurer, Kelvin Booth moved that the Report be passed.
- The IGN Term Deposit has been renewed until May 2017 (Rate 2.2%). Interest received November 2016 (\$324.35). IGN Business Optimiser account current (\$16,819.08).
Christmas lunch was a success with 36 attendances; Councillor James Houghton attended and donated a much appreciated hamper. Profit from event (\$121.37)
Christmas Raffle was again a success due to all the members who worked on this event, our thanks go out to you all – well done. (\$227 profit)
The Treasurer reports a substantial drop in Electricity consumption from September 2016 to the present. This could be the result of turning off the newly installed council hot water system.
The Treasurer was offered online AGL & Telstra bills instead of paper bills to our PO Box. Due to previous issues it was decided to decline the offers and request that all bills must be in paper form to our PO Box. The treasurer will be interstate between the 19 and 27 January 2017 inclusive. All volunteers have been emailed with requests to take control of Banking & Post Office duties during this period.
- 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)

BUSINESS ARISING FROM LAST MEETING:

- **Peter:** Confirmed that no external lighting is on which may be adding to our power bill.
- We are pleased that Alan has decided to remain as a tutor for 2017. His Mac experience will be very valuable along his other training knowledge. Ian & Mary are having a well-deserved rest reducing their tutoring days from 2 to 1 per week, although they will still be involved in external duties that are just as demanding.
- We are also glad to welcome back Rhonda George to admin 2017 after her holidays during 2016.
- Peter has changed the Phone answering message to say we are open for business?
- **Peter:** To setup a simple log on the admin computer that can be accessed from any computer for volunteers to register when they borrow club equipment. This will negate the use of a book and relieve the admin staff from dealing with this simple process. **(Rejected)**
- **BUNNINGS:** Pete did a great job organising the last one. We are happy if Pete wants to be in charge of the next one but only if he delegates responsibilities, asks for assistance from the Committee, volunteers & members if needed. **(Passed)**

NEW BUSINESS:

- **Gaylene:** Money to buy paint to paint the yellow floor in the hall way. Eddie is happy to clean and paint it.
- **Gaylene:** Clean up another room for an extra Tutoring room opposite the kitchen. Eddie would be willing to paint that and pull up the carpet and we could get another carpet laid. According to James Houghton they may be willing to help pay for it too. Set up the room with a computer, desk and chair. Would be so nice and quiet and cosy.
- **Peter:** Should we set up the large Board Room instead? – More space and ventilation. Would be good for video presentations – Wi-Fi issue.
- **Bunnings:** BBQ organisation (see attached Docs)
- **Workshops:** What and who will do them?
- Set up talks with different organizations to create more exposure. (need more info)
- **Peter:** AGM response to Glan's comments about the library charging nothing for lessons??
- **Gaylene:** agreed to be the Club's new Public Office away from Mary. Mary to organise.
- All volunteers must pay a \$1 membership fee (PA) to qualify for our Volunteer Insurance Policy. (Completed)
- Mary's Caravan Club donated \$50 to our club for the use of our digital projector. (Many thanks)
- Officeworks Sponsorship was mentioned – can anyone expand on this submission.
- All future dates of meetings & workshops will be finalised at the next meeting on Tuesday 7th February 2017
- **Peter:** To research new cooling fan for club and provide quotes.
- **Peter:** To get plastic floor mat for admin computer chair.
- **Peter & Jennie:** To assess replacing and/or repairing training chairs.

OTHER BUSINESS:

- **Jennie:** Suggested changes to our Constitution. (See previous Agenda email) also Newsletters.
- **Kel:** Suggestions on how better to improve the website. (See previous Agenda email)
- **Peter:** Response to Kel's website suggestions. (See previous Agenda email)
- **Jennie:** Provided via Kel a written submission to the meeting of ideas she would like to implement. I will request a digital copy and include it the agenda for the next meeting.

Meeting closed: 3.00PM

Next Meeting: 1:30PM Tuesday 7th February, 2017 at Clubhouse

Gaylene Masters Rees (President)

Peter Emmerson (Secretary)