

## Computer Club October 26<sup>th</sup> Board Meeting

**Call to order:** A quorum totaling 9 members was present.

Officers Present: John Schwartz, Chuck Davis, George Freeman, Chuck Naill

At-large Board members present: Lewis Bright, Paul Bergondy, Judith Corman

**Old Business:** Minutes of the 9/29 meeting were accepted as written.

SCACC domain name: The requested registered name was put in incorrectly as SCACC.MYSCACC.org. It will be changed if possible.

**New Business:** How to handle class cancellation

The need to modify the class cancellation was discussed. The new procedure will be for the class instructor to notify enrollees by phone prior to class time of cancellation, place a note on the class door and at front desk about cancellation, and open the lab briefly at class time for late arrivals.

Handling fees collected for classes that are canceled was discussed and a procedure is being developed for inclusion in instruction manual.

There needs to be a procedure for calling in alternate instructors in the event that a schedule instructor is unexpectedly unable to teach; and also to make materials used in class available to the alternate instructor.

Making copies may be problematic with access to Del Webb copy equipment limited.

Procedures are being developed for inclusion in the instructor's procedure manual.

Monitors: Need updated list of members to update monitor candidates. Secretary is working to complete ASAP.

Use of fax equipment - available to members only, local or toll-free only, no more than 5 pages with title page can be received without charge. Refer nonmembers to front desk.

It was suggested that the names of individual members who are available to help solve computer problems be provided to all members and to make available on SCACC web site the e-mail address of those who can help. It was suggested that this subject be brought up at general meeting.

A general discussion on monitor availability and best times to make lab available for open use followed. We need to have a general monitor orientation session in the near future.

Hardware/Software - to perform equipment audit in early November.

Nomination committee - no additional names other than incumbents have been submitted.

Treasurer's report was received. A balance of \$1847 was reported. The Treasurer reported that the current procedure for reconciling class fees collected with class attendance has left a few gaps in actual versus listed class attendance. It was resolved and passed that the currently collected class fee fund be reconciled as closely as possible with existing records and deposited as reconciled. The resolution passed unanimously. See note above for discussion of procedural discussion on class fee recording.

President Schwartz discussed the Computer Club's volunteering efforts with Hinman Elementary School. He requested additional support from volunteers and proposed to discuss the relationship with the school and need for volunteers at the general meeting on November 15th.

The board meeting was adjourned at 11:00AM.