

Minutes SCACC Board Meeting April 24, 2008

Present: Terri Case, Bob Brill, Jim Case, John Waterhouse, Chuck Davis, Jim Howard ,
Harry Kane, Guy Lalouche, Dave Riccio, Warren Weitzman

Absent: Bernie Thompson, Dick Cancellier

Three specific board actions were approved in this meeting. The board actions are in italics in the minutes, and can be found in old business item 2, new business items 3 and 5

The meeting was called to order at 10:02 a.m. by President Terri Case. A quorum was established. The minutes from the March 27, 2008 meeting were accepted.

President's Report: Provided by Terri Case.

- The May general meeting was changed from May 1 to May 8 because of the speaker not being available on May 1. The topic is Acoustica Mixcraft Recording Studio Software, which runs on Windows.
- The door prize is an Epson all-in-one CX7400 printer.
- Indications are that the dual platform iMacs are being used more on both platforms.
- By May, Photoshop Elements 6.0 will be on both the iMacs and the Vista machines in the classroom. Thus the Photoshop Elements class and SIG will then be available to both Mac and Windows users.
- We are looking for a Classroom Aides Director. Thanks to Dave Riccio for doing this. Dave has taken on new duties, including being in charge of the printers and their supplies.
- We are still working on solving login and new member sign up computers, and their connection to the membership database.
- Computers will be checked for missing software and drivers.
- The classroom Dells will have their XP partition removed shortly, except for the instructor Dell, which has separate hard drives for XP and Vista. The instructor Dell will remain dual platform, and will remain available to instructors for a while.

- All desktops will be cleaned and standardized in May.
- Open Office will be installed on all Vista machines that don't currently have it.

Treasurer's Report: Provided by Jim Case

- As of March 31, 2008: Total cash assets: \$22,545.93. Includes checking balance of \$10,622.24 and the CD balance of \$11,923.69. Interest in the CD is paid quarterly.
- Membership dues income was down in March, perhaps at least in part caused by membership renewal notices not going out.

Audit Report: Provided by George Freeman and Bernie Halprin.

- The books and records were found to be adequate. The following suggestions were provided:
 - Get the invoice approving procedures and the check signing procedures more in accordance with the general club by-laws.
 - Consider a method of formally assigning and recording house call visits, as well as recording money brought in from such.
 - Build in monthly bank reconciliations as part of the financial process.
 - Devise a method to reconcile the membership roster with membership dues collected.

Education Director Report: Provided by Harry Kane.

- Vista Class attendance is excellent.
- Class sign up sheets have been changed to better reflect the number of students that these classes can now accommodate.
- In April only two classes were cancelled, and both were due to low enrollment.
- The two new courses, Online Banking and Video Editing, went excellently.
- The calendar for classes is frequently updated. From now on, the latest version of those calendars will be on both Instructor computers (on both platforms). Then if more calendars need to be run for members, the latest version will be readily available to the monitor on duty.
- A library of Video materials is being obtained and will be housed in one of the cupboards in the back of the classroom.

Hardware / Software Report: Provided by Terri Case.

- No formal Hardware Report.
- Vista Computers are in the classroom. XP computers are in the lab.
- A projector and screen are available in the lab for teachers desiring to teach on the XP platform.

Monitors and Aides Report: Provided by Terri Case

As stated in the President's Report, we are looking for someone to serve as our Classroom Aide Director. This person would recruit volunteer classroom aides, train them, and schedule them to assist with classes.

Old Business:

- Dick Cancellier and Chuck Davis made a presentation at the latest meeting of the visually impaired. Looking ahead we will need to decide what sort of assistance we can provide. Several issues come into play here – expertise and training for club instructors, financing, appropriate environment (i.e. To use speech recognition software effectively, there must be little ambient sound.). Chuck Davis pointed out that this issue of providing for the visually impaired is one that will affect more of us as the population in Sun City Anthem ages.
- *It was decided that a committee would be set up to study this project and work with the visually impaired group. Harry Kane and Bob Brill agreed to be on the committee. They will report back to the board.*
- The full Association inventory is in current disarray with the Association having to purchase new computer equipment to handle all the data.
- The Computer Club inventory is therefore ongoing.

New Business:

- Terri discussed the issue of dedicated spaces for clubs and the letter she wrote to Association President Mike Dixon.
- An unauthorized user account was found on one of the lab computers. This is not within regulation and the account will be removed.

- *A committee was approved to be formed to determine what equipment we can get rid of, and to take action. The committee includes Jim Case, Harry Kane, and Bernie Thompson.*
- They are to report back to the board in May and to complete action by end of June.
- We reviewed some recent ongoing problems with the network server, the membership database, and other problems. *The board decided to set up the Server Committee to study this problem, and to make recommendations to the board on problem solutions. They will address membership database software needs as well as server needs. Jim Howard and Les Lewis will co-chair this committee. The other committee members are Dave Riccio, Warren Weitzman, Rosalind Edmonds, and John Waterhouse.*

Member Comments:

It was brought up that the white board needs to be cleaned up. Terri Case will attend to this.

Adjournment:

The meeting was adjourned at 11:36 a.m.