

COMPUTER CLUB OF SUN CITY
BOARD MEETING: AUGUST 8th, 2024
MINUTES

<https://azccsc.com>

10600 W Peoria Avenue, Room 219 • Sun City AZ 85351
Phone: 623-933-8953 • E-mail: ccsc@azccsc.com

PRESENT:

Officers: Alan Ruda, Gene Stashick, Joe Janos, Nolli Hartwell

Committee Chairs: Lori Daly, Dick Dudden, Mike Wendel, Charley Housler, Zenon Sokolowski

Group Leader/s: Isaac Bonifas

Nominating Committee: Patti Rabe

Member Guests: Joe Gislason, Jean Totten

Website Presentation: Rich Cornwell

ABSENT:

PRESIDENT Alan Ruda: Meeting called to order at 9 a.m. Dick moved the July Minutes be accepted, Mike seconded. Passed.

WEBSITE: At the outset of the meeting, **Web Designer Rich Cornwell**, designer of former Sun Mac's site, presented the framework for a "work-in-progress" draft version of a proposed new website for the Club. Shown on a screen for our viewing, the draft displayed numerous topics, including a light-hearted "Why You Should Become a Member" article and a user-friendly page where members can log in and revise their contact information. Also to be included - "how to" instructions for enabling members to register and pay for classes, pay dues, change their passwords, access the Monitor Calendar, etc. Also included - a translation function.

Advising the Club will "own" the site, Rich explained there can be up to **ten levels or "tiers" of access**. In other words, certain sections of the site can be made accessible only to (for example) current members of the Club, or board members, etc.

The addition of records of **new, renewing and returning members** came under discussion and Alan suggested we revisit this topic as the site is being developed.

After Rich's presentation, Alan commented that the Club's Web Team will continue maintaining and updating the site.

Rich informed the meeting of his email address, as follows: richcornwell@me.com
The website can be viewed at azccsc.com/club

Additional Agenda Items: Upcoming General Membership Meeting plus the addition of instructor names to class announcements – see New Business.

Correspondence Received:

a) Notified that RCSC is currently running alarm tests at all the rec centers.

- b) Letter from **Sun City Prides** – They're offering to come & talk to our membership about what they do. Lori suggested this could take place at our General Membership Meeting; and Mike suggested it might also be tied in with another Open House. Alan said he will reach out to the Prides to coordinate an activity.

President's Comments:

- a) Pattie Rabe has agreed to head up November's **Volunteer Luncheon**.
b) **Cable Trays** – B and D rooms are done. E-room trays are being fabricated. With the metal club temporarily shut down for maintenance, it may be another month or so before we get the rest of the cable trays.

OFFICER REPORTS:

TREASURER, Joe Janos: Joe reported we took in \$484.51 in July & expenses were \$756.69. With an outflow of \$272.18, our checking account still shows \$11,518.85; and "we are solvent."

VICE PRESIDENT, Gene Stashick: Class/Workshop Attendance Report:

Report states 59 people attended Workshops in July, for a total of 790 who have attended Workshops so far this year. 10 people attended Classes in July, with 85 people having attended classes year-to-date. Dick noted Loring (Bernhardt) is teaching a 3-day basic Microsoft Word class. There was considerable discussion suggesting a re-visit to the foregoing figures to confirm their accuracy.

GROUP LEADER REPORTS:

APPLE GROUP, Isaac Bonifas: Four new computer tables have been installed as well as four new Macs. All are ready for use. A-Room lay-out is pretty well established. Mac OS updates were performed on Room A computers. Because some of the members are getting confused by the calendar, Isaac would like to see "**Apple Class**" show up – possibly in a different color -- so that people know what is being taught. Zen reminded Isaac he appreciates **a month's notice of upcoming workshops and classes**.

COMMITTEE REPORTS:

MEMBERSHIP, Dick Dudden: Total number of members in attendance in July was 563. (That's the number of check-ins.) Total paid-up membership through August 7th is 714, with 25 days when the Club was open. We had 17 new members join the Club and 5 renewals. A lengthy discussion took place regarding whether or not it's important to know individual members' reasons for their attendance, such as "personal," "tech help," etc. No conclusion was reached.

PROPERTY, Charley Housler: Sharing considerable information and detail regarding the configuration of machines in each room, Charley advised everything's working well and that motherboards, processors and memory have been upgraded in E-Room computers. He suggested we should update the computers in D-Room in the near future. He sees no reason to buy new machines, suggesting we're saving a significant amount of money by replacing individual components.

EDUCATION, Mike Wendel: In July, there was one Excel Class and one 101 class on the calendar. No other activity. Scheduled again this month is an Excel Class and a 101 class. Mike is concluding that outside of 101, few people want to spend 3 days attending a class. He held a 4 p.m. workshop yesterday which was attended by 5 people. Additionally, he held six Workshops in July -- two on Word, two on Excel and two on Security and Passwords. He's finding people are responding favorably to the hour-to-hour-and-a-half-long Workshops.

MONITORS, Lori Daly: Lori's primary concern at present is the matter of winter hours, i.e., have we established whether 8 to 4 will be our winter hours. **SEE NEW BUSINESS** for discussion of this topic.

PUBLIC RELATIONS, Zenon Sokolowski: Zen reported he sent 530 emails to our membership asking the question, "**Would you like to see more evening classes?**" 218 emails were opened. 76 responded, with 56% answering no and 44%, yes. Zen mentioned some members had difficulty opening the voting "box."

NOMINATING COMMITTEE, Patti Rabe: Patti reported the **Nominating Committee** is "in gear." She'll soon ask Zen to begin advertising the **General Membership Meeting** and the **election**. (Terms up for re-election: President, Monitor Chair, Education Chair – 3-year terms. (Alan, Lori and Mike).

Patti also advised she will take care of organizing the **Volunteer Luncheon**.

Additionally, Patti informed the meeting she has taken on the job of scheduling **Aides** for our classes. She will work with Dick; and will handle reminder calls to those who have signed up to aid. She would like to see something on our Website **advertising our requirement for Aides**. In answer to the question of whether Aides must know the subject being taught, Dick replied "No." Patti stated she will also handle reminder calls to those members who have signed up for classes.

UNFINISHED BUSINESS: Mike Poore, Lori Daly and Alan are currently working on updating the Club's R & R's, using a template from RCSC. No update.

Prohibited Use of Club's Computers: Alan referred the Board to the "**Revised Rules for CCSC Computer and IT Equipment Use**", stating that if approved, the revision must be added to Club **Policies and Procedures** as soon as possible to enable our ability to act where there is misuse of the Club's equipment. He

pointed out the fact that amendments may be made at any time. **Joe moved that we approve the revision and Dick seconded Passed.**

Lori queried how such matters are supposed to be handled. Alan responded it is addressed in **number 16** of the *proposed Revision for CCSC Computer & IT Equipment Use*. Lori also asked what procedure is used to actually *effect* a change or *make an addition* either to our Rules and Regulations or our Policies and Procedures. Alan stated that changes to Rules and Regulations go to the membership, whereas Policies and Procedures are changed by the Board. Lori pointed out this is not stated anywhere. Alan also advised that where the Club's policies do not cover a specific procedure, we refer to **RCSC Policies BP12 & BP10**. (Reminder: every board member should have a copy of RCSC POLICY.)

NEW BUSINESS:

Winter hours of 8 to 4 remain the subject of some debate, with Alan stating he feels we are here to serve the community and that our summer schedule of six hours a day (8:30 – 2:30) is inadequate for winter. The suggestion was put forth to do some research on past history of whether and how many members are coming in late in the day and on Saturdays. As Monitor Chairperson, Lori is concerned with the fact that Monitors are finding four-hour shifts too long. It is generally agreed that if there's no one coming into the Club near closing time, the monitor should feel free to close up. Alan pointed out, however, that it's important we keep up our usage, stating there will be complaints if too many people come to the Club and find we're not open at the hours stated, PLUS complaints to RCSC. At this point, Zen pointed out he must get an email ready to go, announcing winter hours. Considerable discussion – and interesting debate -- ensued. Conclusion: **We will remain open in winter from 8 to 4 and 8 to 12 on Saturdays.**

Following the foregoing discussion, **Jean Totten** stated she is willing to administer our **Facebook** account. All were in favor of reinstating our Facebook page.

Immediately Available Help for Walk-Ins: A good deal of discussion occurred around the importance of having one-on-one helpers here during ALL the Club's open hours, to assist those members who walk in with questions. At present, **Zen** is here Tuesday mornings from 8 until noon, year-round, for that purpose.

GMM (General Membership Meeting): Suggested by Lori that notice of our annual meeting be included in all emails going to members, and, put up in Club. Alan reminded us that the **Volunteer Luncheon** will be held the same day, just prior to the GMM. Date and times to be advised.

Also suggested was a topic to which there was general agreement – **Addition of instructors' names to Class announcements** to appear in the Calendar.

GOOD AND WELFARE:

At **11 a.m.**, Joe moved, and Gene seconded that we adjourn. Passed.

NEXT MEETING: THURSDAY, SEPTEMBER 5th, 2024, 9:00 A.M.



Nolli Hartwell, Secretary

Draft Minutes Distribution: Board Committee Chairs Group Leaders
Final Minutes Distribution: Board Members✓ All Attendees✓ Tech Services✓
Group Leaders✓ Web Team - D Prokop✓

<https://d.docs.live.net/1d1e3f34c01098ab/COMPUTER CLUB/MINUTES/2024/AUGUST 8 - DRAFT.docx>