

Tellico Village Computer Users Club

March 10, 2009 Board Meeting

3:10 PM Meeting called to order by Sharon Addison

Board Members Present: Sharon Addison, Warren Sanders, Dick Schmeling, Jan Schneck, Jim Peterson, Vince Alline, Bob Foster, Dennis Malcolm and Dean Miller

Also in attendance: Frank Fritchman, Bob Mugge, Don Stieghan, Dale Noll and Norris Shake

Jim Peterson motioned to approve the minutes of the February 10, 2009 Board Meeting; Vince Alline seconded. The Board approved. There were no minutes taken at the March 3, 2009 General Meeting as the Secretary was unable to attend.

OFFICER REPORTS

President, Sharon Addison

- Advised the Board that she has responded to Tom Gondoly that the Club could not take on the HOA printing as he had requested. She told him we would, however, give technical guidance, if needed, to put any document into .pdf format.

Vice President, Warren Sanders

- Announced that this is his last Board Meeting as Vice President.
- He was glad to hear that Joe Solymossy may chair the First Level Support Committee. He just discussed this with Joe a half hour before this meeting.

Secretary, Jan Schneck – No report.

Treasurer, Dick Schmeling

- Distributed the Treasurer's Report for the month of February. The Club received \$315 in membership dues and \$0.55 of bank interest. There were expenses of \$50 for the Club's monthly donation to TAP, \$106.46 for meeting expenses. The Pass-Through Account took in \$1,185 and paid out \$1,231.63 for supplies, for a net outflow of \$46.63 during the month. Since the TAP Program began, the Pass-Through Account has received a total of \$20,510.43 and used a total of \$10,136.22, leaving a balance of \$10,374.21 in that account. The Treasury's ending bank balance for the month was \$14,237.77 of which \$10,374.21 is designated for the Pass-Through Account, leaving \$3,863.56 available for Operations.
- We are now getting bank statements electronically and need a password to open.
- Submitted Form 990E to the IRS and filed the Corporate Annual Report with the State of Tennessee. Copies of these were given to the Secretary.
- We need a bill for website expense. Schmeling also wants to finish up the inventory audit procedure. He expects to finish that up this month.
- Displayed a graph showing membership income by month.
- **Warren Sanders motioned to approve the Treasurer's Report; Jan Schneck seconded. Board approved.**

Past President, Jim Peterson – No report.

COMMITTEE REPORTS

Membership Committee

- Addison reported, in Kutschera's absence, that he suggested renting a mailbox to receive checks to eliminate the worry about identity theft.

Program Committee

- Addison commented that we still need to find a Chairman for this Committee.
- We have no program planned for April, but there have been many occurrences of viruses, Trojans, worms, etc., so we might be able to put a panel together and let people ask questions. Some of the problems are fairly significant.
- Mugge said that he has had some problems with them, but not many and not recently. Maybe we should concentrate on ways to avoid these things. Addison agreed that might be the way to go. Peterson and Mugge volunteered to help with the April program. Addison, Victor deGroot and maybe Howard Jones can also participate. The topic of firewalls can be included in the discussion.

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- Addison stated that we desperately need someone to help with programs; we should put a plea on the website.
- Schmeling offered that now that Channel 3 is back, we can get information regarding meetings, etc. on Channel 3 again.
- Fritchman suggested another program might be on how to surf the web. Mugge said he will talk to Joyce Knouse about that.

Technology Access Program Committee

- At a meeting today the Community Church people said that we can stay in the workhouse until the end of June. Their Committee meets again on June 3 to discuss the financial situations and the potential for start of construction. He and Addison and Alline will have to meet with Donna Akey to update her and try to learn if she has a chance to rent the space to someone else because the situation with the Church leaves us where we were before; we don't want to loose the space under Catino's that we've been looking at and then have the Church tell us we have to vacate the house. Such a situation would put an abrupt end to the TAP Program.
- Last Saturday, we gave 8 systems to Habitat families. The Helen Ross McNabb group has advised that they want another 4 systems. That is now our most active agency.
- We are now sharing the workhouse with the Lion's Club. They use just one room, but due to the nature of their business, we have to be pretty quiet because there is no sound deadening there at all.
- Alline commented that the Program also gave 10 systems to the Boys and Girls Club.
- Without the actual numbers, well over 200 systems have been given away to the benefit of very close to 400 children.

First Level Support Committee

- No Chairman; no discussion.

Computer Education Committee

- Mugge thanked Jim Peterson for handling the last 2 Work Shop schedules. Mugge plans to set up more for April. For May, we may switch to Monday or Wednesday, because parking is pretty bad at the Rec Center on Tuesdays and Thursdays.
- Mugge will work with Don Stieghan on setting up a Genealogy class; basically just orientation.
- Addison added that Ken Ray has requests for a basic Microsoft Works class. He would do one, but would like the registration process simplified.
- Mugge agreed that scheduling at the monthly meetings isn't working very well. Schmeling considered one of the sticking points to be getting people to pay the \$5 fee up front to indicate their commitment to actually take the class. Substantial discussion followed regarding how the collection process might be efficiently organized. Mugge's suggestion was that the instructor establish the date and time he wants to do the class. He should then be given the list of people who have indicated interest in that particular class, notify those people and get their signup and collect the fees. Schmeling has long ago devised a form for the signup. After the class – or after all fees are collected – the instructor can get the forms and the appropriate amount of fees to Schmeling, either hand delivered or by mail. Schmeling's only proviso is that no funds be mailed to him in cash. This seems to be the best way provided the instructor(s) go along with it.
- Addison commented that the drop-in Work Shops have been a roaring success and that people will want to keep having those.
- Schneck mentioned that months ago someone told her about a Ken McGarvey who is very computer savvy, but she never heard any more about him; maybe he would be interested in helping out with some of these things. Fritchman said he will contact Mr. McGarvey.

Special Interest Groups Committee

- Stieghan said that he had nothing new to report.

Slide Scanner

- Addison said that she had nothing new to report.

OLD BUSINESS

Communication Committee Chairman

- Addison announced that Dean Miller volunteered to chair the Communications Committee and is putting together a sort of job description. He will e-mail the job description for the Board's approval.
- **Warren Sanders motioned to accept Dean Miller's offer to serve as Communications Committee Chairman. Vince Alline seconded. The Board approved.**

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- Dean Miller commented that Bob Wilson, as the former Chairman, was very involved in vocally promoting the Club locally and remotely as well. Miller wants some changes in the write up. Schneck agreed to get the electronic copies out by e-mail to Dean Miller as well as to all Board Members and Committee Chairmen.

Naming of Room D

- Alline brought up the matter of naming this room which resulted in considerable discussion concerning the use of Room D by another group (allowed) who had used the storage closet, which should be locked to all but the Club. Mugge said he will discuss this matter with Larissa Lownsdale of the POA, who manages the Chota Rec Center.

By Laws

- Schmeling commented that the changes that he recommended for the By Laws (Proposal No. 1) were not presented at the General Meeting for a membership vote. Addison apologized for this oversight and agreed to present the issue for a vote at the April General Meeting. Schmeling mentioned that his Proposal No. 2, though approved by the Board, cannot be made to the Operations Manual until/unless voted in by the Membership. However, his Proposal No. 3 was tabled last month, so he again presented it.
- **Dick Schmeling motioned to approve his Proposal No. 3, addition of a Section called Capital Assets List which defines which items are to be included on such list, information required for each item, and custodial assignment(s). The Section also will define which items are to be excluded, such as loaned items and those donated for use in the TAP Program. Jan Schneck seconded. Board deemed this addition to the Operations Manual appropriate and approved the motion.**

NEW BUSINESS

Mailbox Rental

- Addison relayed Bob Kutschera's request to rent a mailbox at More Than Mail to receive dues payments. He has been receiving dues at his personal address, but has become concerned about mailbox and identity theft. **Warren Sanders motioned to rent a mailbox at More Than Mail with the Membership Chairman, President and Treasurer as signatories. Jim Peterson seconded. Board approved.** Schmeling said he would get information regarding the box and would take responsibility while Kutschera is in Florida.

OTHER

Oak Ridge

- Vince Alline reminded the Board not to forget about the planned trip to Oak Ridge. Kutschera has been in contact with the people there, but nothing concrete has been decided.

ACTION ITEMS

- **Recruiting Task Force** made up of **Addison, Sanders, Schneck and Stieghan** are to meet to go over the member data base and contact members who might be potential committee members or chairpersons.
- **Addison** to make up 2 certificates for Room D and for presentation.
- **Addison** to present Board-approved change in *By Laws Section 6. Auditor* to April General Meeting for Membership vote.
- **Schneck** to send electronic copies of By Laws and Operations Manual to all Board members and Committee Chairpersons.
- **Schmeling** to get information regarding the rental mailbox at More Than Mail.

MEETING ADJOURNED 5:00 P.M.

NEXT GENERAL MEETING APRIL 7, 2009 @ 7:00 P.M. AT YACHT CLUB

NEXT BOARD MEETING APRIL 14, 2009 @ 3:00 P.M. AT CHOTA REC CENTER