



June 6th, 2017 Board Meeting Minutes

Amended June 12th, 2017

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Present: Marc Busch, Yomar Cleary, Del Johnson, Rosemary Lloyd, Jerry Merino, Sharon Teeter, Bill Treadwell, Sandi Ybarra

Not In Attendance: Tom Brandau

Big Bear Computer Club Board Meeting: Yomar Cleary called the meeting to order at 1:33 P.M., June 6th, 2017 at the Big Bear Valley Senior Center.

Approval of the May 2nd, 2017 Board Minutes: The board minutes for May 2nd, 2017 were not received by some of the Board Members. In the interim, Sandi Ybarra, Secretary, will resend the May 2nd Board Minutes via e-mail, wait for a response from all Board Members that they received their copy. Once it has been determined all Board members have reviewed the Minutes and notified Sandi, an e-mail will go to Rosemary Lloyd and Marc Busch to re-affirm the approval procedure. The May Minutes will be agendized as an approval item at the July 5th, 2017 Board Meeting.

Treasurer's Report by Tom Brandau: Tom submitted a detailed report via E-mail to Yomar Cleary and onto the Board for review. The current findings by the Budget Adhoc Committee (Tom Brandau, Yomar Cleary, Del Johnson) is still in draft form. Several items on the report require corrections, updates, etc. Yomar will discuss Tom and Del, make the necessary revisions and a new report will be released to the Board for continued review at our July Board meeting. The bottom-line, our financial situation is not as bleak as once reported at the May meeting. It appears we are operating in the black, the amount still in question until current findings are updated

The following are some action items noted by Yomar:

- Action Item for Tom Brandau: Yomar will inform Tom to mail a check in the amount of \$50.00 to Jerri Buckner for Jim McFarlans' (June Presenter) stay at Jerri's B & B on June 10th, 2017.
- Our current PO Box (Bear City) fee is due in the amount of \$76.00. After researching other alternatives we decided maintain our PO Box in Bear City. The annual fee was due May 31st and paid by check thru May 31st, 2018. Sharon Teeter agreed to pick-up the CC mail on a weekly basis and notify Tom Brandau and Yomar Cleary at the time of pick-up, for any necessary follow-up or documentation needed on behalf of the CC.



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- Rosemary researched and informed the Board that our club is receiving a discount rate from PayPal. There is a fee of 2.2% + 30 cents for each transaction. We will continue to utilize PayPal through our Website for membership dues and possible In-kind donations.
- We received a check from Dazz Cycle in the amount of \$93.46 for recycled cartridges. The funds were deposited by Rosemary Lloyd (Interim treasurer function). Tom Brandau was informed of the same.

Membership Update: Yomar asked the Board if anyone had any updates for the member roster and none were noted at this time.

Guest Cards: It was suggested by Sandi Ybarra that we create a guest card to have the first time guests fill out, with the intent of using the information as a marketing tool to promote help within our organization and membership. The card was presented today and the Board made some suggestions which will require some editing. Sandi will complete the necessary changes and bring them, ready to use June 13th, 2017 General Meeting. All cards will be given to Yomar Cleary at the end of each General Meeting to do the necessary follow-up.

Birthday and Anniversaries this month (June): Sharon & Russell Teeter, June 25th, Congratulations on 40 years of marriage.

Refreshment Update by Sharon Teeter: As of May 31, 2017 we had a balance of \$80.58. A donation was made in the amount of \$9.00 on May 11th which brings the current balance to \$89.58 as of May 31, 2017.

Meeting Refreshments for June General Meeting: Sandi reported one (1) member (Jerri Buckner) signed up to provide refreshments at the upcoming June 13th General Meeting. Yomar Cleary, Del Johnson, Sharon Teeter and Sandi Ybarra volunteered to contribute to the refreshment table at the upcoming June 13 meeting. Thanks everyone!

Program for the June, 2017 General Meeting: Jim McFarlin will be presenting “Cyber Security” at our June 13th General Meeting. Following Jim’s presentation, Rosemary will share by way of audio/visual the latest report from June edition of “Ouch” a newsletter”, highlighting an article entitled lessons from “WannaCry”. Rosemary’s presentation will take approximately ten (10) minutes. It was discussed and agreed that all presentations will be completed just prior to taking our 10 minute break.



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General Meeting Presenters for 2017:

June 13, 2017, Jim McFarlan presenting “Cyber Security”, confirmed.

July 5, 2017, Board Meeting (**Wednesday**) confirmed.

July 11, 2017, Summer Potluck & Barbeque, confirmed.

August 8, 2017, 2nd Session of “Troubleshooting Hardware”, presenter’s Rosemary Lloyd & Marc Busch, confirmed.

September 12, 2017, presenter Bob Gostischa, confirmed.

October 14, 2017, Home-Folding, presenter Marc Busch, confirmed.

November 14, 2017, RAM Session, confirmed

Vacant Board Positions: Hospitality Chair needed. In the interim the Board members will take turns manning the check in desk on the day of the General Meeting. Sandi offered to cover the check-in table at the June 13th General Meeting. Be sure to include the Guest Cards.

Phone Tree Calls to Members: It was agreed by the Board to do the “meeting reminder calls” for the June 13th General Meeting. Yomar prepared new call sheets for the callers. Each list will be a continuance of the same member names that were assigned to the callers previously, adding the new member names accordingly.

Pay Pal link on our Website: Bill Treadwell will pursue the issue of donations vs. dues and report his finding at the July Board meeting.

NEW BUSINESS:

Upcoming Workshops for 2017:

June 19th, 2017, Microsoft Excel 2013: Sandi Ybarra will present this workshop. Marc Busch, Yomar Cleary and Rosemary Lloyd agreed to assist her. Sandi will send each member that signed up for the workshop an e-mail to remind them and make sure they will be attending. This is necessary to get a firm head count for plans to go forward with possible additional enrollees. A call will be made two to three business days prior to the workshop as another reminder, also to verify attendance. The workshops can accommodate up to but not more than 15 or 16, according to Rosemary and Marc. Sandi will have a folder prepared for each attendee, along with a PP presentation, approximately 10 minutes, then a general session will ensue, followed by a Q & A session. We are currently showing an enrollment number of 10. Water and coffee will be provided by Sandi. This workshop will begin sharply at 1:15.



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Yomar will send out another PSA, announcing this upcoming workshop, reflecting Sandi Ybarra as the contact person for registration.

A sign-in sheet will be prepared by Sandi, to include information such as, name, e-mail address, phone number, payment (\$15.00). Yomar will collect the monies paid day of the workshop. All funds to be given to Tom Brandau, Treasurer for appropriate documentation and banking purposes.

July 31st, 2017, Windows 10 Settings: Date corrected, was noted as July 31st in error. Rosemary Lloyd, presenter. Confirmed

August 21st Security: Marc Busch, presenter. Confirmed

September 18th, Settings on your mobile device workshop: Marc Busch & Rosemary Lloyd, presenters. Confirmed

October 30th, Microsoft Publisher 2013: Sandi Ybarra presenter. Confirmed
It was agreed by each presenter to use their respective names in the Workshop PSA's, also contact phone number for all future registration.

Important Note: The Senior Board (Neil Hertzman) via phone call to Yomar Cleary, requested the CC Board submit our 2018 workshop schedule to the Sr.Center Board for approval. A discussion ensued and it was agreed that our 2018 workshop schedule will be submitted, based on our 2017 Workshop schedule, tailored to fit 2018. The schedule will be submitted to the Sr. Center Board in January, 2018.

Domain Name Renewal: Our domain name (bigbearcc.org) is registered with "dotster.com" and will expire on May 31st 2017. Domain name renewal: InMotion Hosting is the domain name reseller. They are also hosting the web site. The domain name was set to expire on May 21, 2017. Tom paid InMotion for 1 year of domain name registration and 2 years of hosting. The total is \$83.88. By May 21, 2018, we will owe \$14.99 for 1 year of name registration. The web site hosting is good until May 10, 2019. By then, we will owe \$191.76 for 2 more years. The \$83.88 that Tom paid was for 1 year of name registration and 2 years to host our site.

Google Account for BBCC: Tom Brandau has us set up under user name, Bigbearcc.org@gmail.com, password: bbcompclub22. Info@bigbearcc.org. You can pick up your e-mail with the password noted: bbcompclub2. Note that both Google and In-



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Motions (Domain Host) have the same username and password. Rosemary is setting up email addresses for Sandi and Yomar, anyone else interested. Find the Updated Club roster on the Google mail.

Epson Copier: Marc is working on this project and should have some definitive information at the July Board meeting.

CC Annual Potluck/BBQ: The board agreed to include a BBQ at this potluck and Bill Treadwell offered to do the barbequing, as long as it is limited to hot dogs and hamburgers. Everyone agreed. The various assignments are as follows thus far:

- Sandi Ybarra will provide 36 hotdogs, mayo, mustard, ketchup and relish, one beverage container with lemonade and a peach cobbler.
- Bill Treadwell take care of the barbeque, cleaning, replacing propane and leaving all in good shape for the Sr. Center. Marc Busch will provide 30 to 40 hamburgers.
- Tom Brandau will provide all the hot dog and hamburger buns to accommodate the meat.
- Yomar is ordering a ¼ sheet cake, which serves 15 to 20. In addition, Yomar agreed to bring plastic service ware, including plates to serve all food and desert and table covers for all tables.
- Marc & Bill will provide the music
- Sharon Teeter will provide two boxes of twelve packages each (assorted chips).
- Del Johnson will provide sliced cheddar cheese for the hamburgers and hot dogs
- Bill Treadwell is bringing the sliced onions, sliced tomatoes and lettuce for the burgers and hot dogs.
- Rosemary is bringing the chili to make chili dogs and/or burgers.

Yomar informed the board that we were approved to use the Sr. Center BBQ with the agreement all would be left clean and a full propane tank.

New Membership Ap: Yomar created a new fillable membership template to be used on our Website. This will enable prospective members to fill out the membership ap and e-mail it to us. Rosemary will post it on our Website. It can also be utilized as a handout at the General Meetings.

Historical Data: Marc Busch and Sandi Ybarra met at Yomar Clearys home, May 31st, 12:30 to go over all the historical data collected. This data consisted of newspaper articles,



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newsletters, pictures, CD's, DVD's, communiques (varied), spanning over a decade. All was overviewed and organized, including the scanning necessary for everything, then Marc will actually save it by way of date, earliest to most current. Lots of great stuff, and was really fun to look at. Many, many good memories. Some great record keepers in our club. This project will probably take the better part of five or six months to actually complete. Del Johnson graciously agreed to scan one of the binders. Thanks Del!

Amazon Smile: Rosemary reported a total of \$7.30 was collected on the Amazon Smile program for the first quarter of 2017. Will be a bit more next quarter due to some purchases made by the club and some of the Board and/or members. Thanks to everyone!

Neil Hertzman Request: Mr. Hertzman called Yomar Cleary and requested that our club move the monthly General Meetings to the third Tuesday of the month vs. the second. Yomar explained that 2017 has confirmed speakers on the agenda until the end of the year, so 2017 can't be a consideration. As for 2018, we agreed to agendize this issue after the first of the year, if necessary. Yomar sent a letter to Neil Hertzman, copied the Parks N Rec Department, deferring the request to the year 2018. The copy of said letter was distributed and reviewed by the CC Board. We all agreed it was handled appropriately.

OPEN FORUM:

Del Johnson (Finance Adhoc Committee member) wants to clarify the budget submitted is in draft form only, needs more work.

Sharon Teeter has some physical issues and will need help carrying the refreshments to and from her vehicle at each General Meeting. The Board unanimously agreed to help, no problem.

Yomar Cleary handed out a business card that can be utilized by the CC Board to help market our organization. It had text on the front and back. The verbiage on the front has some needed changes based on input from the Board and the back should be blank. This card can be used by all Board Members. Thanks for doing this Yomar, good marketing tool.

Motion to close the board meeting: Yomar Cleary made the motion to adjourn the meeting at 3:40 p.m., Rosemary Lloyd seconded the motion and it was approved unanimously. The next board meeting will be held on **Wednesday, July 5th**, 2017 from 1:30 p.m. to 3:30 p.m. at the Bear Valley Senior Center.



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Sandi Ybarra, Secretary
BIG BEAR COMPUTER CLUB