May 2, 2017 Board Meeting Minutes

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

Big Bear Computer Club Board Meeting: Yomar Cleary called the meeting to order at
1:40 P.M., May 2nd, 2017 at the Big Bear Valley Senior Center.

Approval of the April 4th, 2017 Board Minutes: Rosemary Lloyd made a motion to approve the April 4th, 2017 Board Minutes and Marc Busch seconded the motion. The Board unanimously approved the motion.

Club finances and breakdown of annual expenses: Yomar distributed a single sheet reflecting some annual expenses the club incurs. It appears we are around $1,000.00 in the rears and will be having further discussions on this subject. A committee has been formed to look at the hard numbers, all past, accurate information and projections for setting up a budget. Throughout the course of our board meeting, several suggestions were made to shave some of the low priority items. Example: Board dinner which has been paid by the club, we can look at each member paying their own way. This will eliminate $300.00 a year expense. Also looked at eliminating the $72.00 fee for a post office box. Tom Brandau offered his personal mailbox, no charge. We will further discuss this. The board agreed to provide all items needed to go forward with our annual potluck, v.s. making any extra purchases. Many other items were discussed by way of savings to our club and we will continue this discussion once the Budget Committee has had a chance to review, research and discuss the direction our Board should take in shaving expenses and meeting a yearly budget. The Board agreed unanimously that we need to get back in the black.

Membership Update – Yomar Cleary
- Sent out a reminder email to those who have not paid dues
- Updated roster with Norman Mitchell, Dorothy Evans, Fred Hand
- Made up new name tags for Norman Mitchell and Fred Hand

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- Removed: Bill Everheart; Pat Kelly; Barb Cohen (Colorado); Carll Pontius/Carol Steckley moved Victorville.

- Called Sue Crane –-moved to Susanville (Remove from roster but not email)

- Same with Barbara Moore continue sending emails. Barbara requested her name be removed from the board contact list.

- Guest Cards will be setup on a template and sent to Marc Busch to copy onto cardstock and utilized at the June General Meeting. The purpose and use of the guest cards will be explained at the June, 2017 Board Meeting.

Birthdays and Anniversaries this month (May) – Barbara Moore, May 23.

Refreshment Update, Sharon Teeter: Sharon reported a balance of $82.17, a debit of $1.59 for supplies (water) which brings the current balance, effective April 30, 2017 in the amount of $80.58.

Meeting Refreshments for May General Meeting: Sandi reported **t**wo (2) members signed up to provide refreshments at the upcoming May, General Meeting. They are Sharon Teeter and Martin Krause

Program for the May, 2017 General Meeting: Rosemary Lloyd and Marc Busch will be presenting "Trouble Shooting Hardware & Software.

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General Meeting Presenters for 2017:

- June 13, 2017…………………….. Jim McFarlan presenting "Cyber Security"
- July 5, 2017………………………..Board Meeting **(Wednesday)**
- July 11, 2017…………………….. Summer Potluck & Barbeque
- August 8, 2017…………………… 2nd Part of "Troubleshooting Hardware"
- September 12, 2017………………Bob Gostischa confirmed
- October 14, 2017………………….Home-Folding, presented by Marc Busch
- November 14, 2017……………….RAM Session

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. Tom Brandau volunteered to kick this off at the May General Meeting. Sandi offered to assist Tom. In Yomar Cleary's absence from the General Meeting, Rosemary Lloyd offered to handle the door prize part of the meeting.

Phone Tree Calls to Members: It was agreed by the Board to forego the telemarketing to membership, with the exception of June, in order to promote the summer potluck and bargeque. The Board will resume discussion at the July Board meeting as to the continuation of making phone calls, who to report findings to, how to accurately record all information gathered on the calls, etc. The Board Members doing the calling will need a current and updated roster that has been divided four way, to include all new members added to each list and distributed to the callers. Each list will be a continuance of the same member names that were assigned to each caller, adding the new member names accordingly.

Rosemary Lloyd/Bill Treadwell, Website/Pay Pal link needs: Link needs to be updated to handle a membership payment v.s. donation, specifically a button unique to each function. Rosemary suggested we switch to Google and Bill Treadwell will research all the details and report to the Board at our June Board meeting.

NEW BUSINESS:

May 9th, 2017 General Meeting: Yomar Cleary, President, will be out of town and Marc Busch, V.P. will run the meeting. Yomar prepared and provided the meeting agenda to Marc at our Board meeting.

Workshops for 2017:

May 15th, 2017, Digital Camera, Computers, Tablets and Smart Phones: Ten (10) folks signed up and Rosemary (Presenter) is expecting walk-ins. A press release went out on April 20th. Bill Treadwell, Marc Busch and Yomar Cleary will assist Rosemary in this Workshop. Marc will take on the initial set-up, Rosemary will provide waters, and Yomar will collect monies and issue receipts to be turned over to Tom Brandau, Treasurer. It was decided by the Board that handouts are not a priority and too costly so each person that signed up needs to be responsible to bring their own materials to take notes. Eliminating the printouts were primarily for saving the cost of printing.

June 19th, 2017, Microsoft Excel 2013: Sandi Ybarra will present this workshop and Yomar Cleary and Marc Busch agreed to assist her. When we call the folks that signed up for this Workshop, they will be reminded this workshop is setup to train in Microsoft Office 2013 ONLY.

October 30th, 2017, Microsoft Publisher: Sandi Ybarra will present this workshop. We will hold this workshop the fourth Monday in October due to scheduling issue with the Sr. Center. We received approval from Park & Rec to use the facility on this date and time.

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Domain Name Renewal: Our domain name (bigbearcc.org) is registered with "dotster.com" and will expire on May 31st 2017. A discussion ensued and it was agreed that we should renew for one year, at a monthly payment of $17.49. Within this year, May 31, 2017 thru May 31, 2018 Rosemary will research other vendor options including the cost. Several board members, including Tom Brandau, offered suggestions that appear to be less costly and probably a bit more user-friendly. We agreed that Rosemary should renew and use this time to establish all details that will better serve our organization's domain.

Epson Copier: Marc Busch has been tasked to dispose of our Epson Copier. He has had to defer this until our June, 2017 board meeting due to personal scheduling issues.

CC July 11, 2017 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, all condiments, two beverage containers, one providing ice water, and the other providing lemonade. It was suggested that we also offer ice tea, still need someone to provide the ice tea. Will be further discussed at the June Board meeting.
- Marc Busch and Bill Treadwell will provide hamburgers, 30 to 40 were a suggested number.
- Tom Brandau will provide all the hot dog and hamburger buns to accommodate the meat.
- Our club will provide the desert. Yomar suggested we order a cake. Still more to discuss at the June Board meeting.

There will be further preparation discussion, such as paper goods, relishes, etc. Sharon Teeter will create a sign-up sheet to distribute at the June General Meeting. We will then call upon membership to provide side dishes to accommodate the hot dog/hamburger entrée.

It was agreed by the board that we should all pitch in and provide all the necessities at this barbeque/potluck to defer any expenses that we have had in the past. We also discussed inviting the Sr. Center Board as our guests, not requiring they bring anything, just come and enjoy. Yomar will request the use of barbeque equipment from the Senor Center (Senior Board). At the conclusion of our event, we will refill the butane tank.

July 5th, 2017 Board Meeting: Jerry Merino reminded the board that we could use the Sr. Center on July 5th, just have to share the room with another group that will be meeting in the main room. We took a vote whether to meet at the Sr. Center or lunch and meeting at Denny's. It was agreed to meet at the Sr. Center, for the sake of time with everyone's busy schedules.

Computer Club Historical Data: It was confirmed that the Adhoc Committee setup to start the Historical Data project will meet on May 25th, 1 pm at the home of Yomar Cleary. The committee currently consists of Marc Busch, Yomar Cleary, and Sandi Ybarra. Del Johnson has agreed to take care of any scanning we may need to do once everything is organized and ready to scan.

Bearly Bytes Newsletter: Our newsletter will include a quiz, which was provided to Bill Treadwell, Editor, by Yomar Cleary, President. We considered listing the names of our new members and members that renew and decided to forego this process due to the waiver requirements to do so. We discussed the possibility of posting new members on our Website. We also need to post the member application (fillable) in a PDF format. Rosemary alluded to needing special software to do this and Yomar Cleary stated she has the software, would work on it so Rosemary can finalize the website posting. In addition; we need a waiver to post pictures in our newsletter.

Facebook: The Club needs a Moderator/Editor for our Facebook. FYI, HTTPS//www.facebook.com/bbcomputerclub.

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Update Corner in Bearly Bytes: Marc Busch suggested we post information, major updates, release dates and other computer information that need to be disseminated throughout our membership. Marc would take responsibility to send this information to Bill Treadwell, Editor, each month. It was agreed to keep it to a single column. The conclusion was to tag all the forthcoming information into our "Tips" column. Keep it simple and providing information to our club.

Google for club email and membership roster: Tom Brandau volunteered to setup a Google account for the club and open the email address; bigbearcc.org to each board member. Sandi Ybarra requested Rosemary provide her with a bbcc.org address.

Open Forum: Not offered on this Agenda.

Motion to close the board meeting: Marc Busch made the motion to adjourn the meeting at 3:35 p.m., Sharon Teeter seconded the motion and it was approved unanimously.
The next board meeting will be held on Tuesday, June 6, 2017 from 1:30 p.m. to 3:30 p.m. at the Bear Valley Senior Center.

Sandi Ybarra, Secretary
BIG BEAR COMPUTER CLUB