



October 3, 2017 Board Meeting Minutes

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

Conference Call-in: Rosemary Lloyd, Past President (25th Wedding Anniversary Today)

Not In Attendance: Angie Pezina

Big Bear Computer Club Board Meeting: Yomar Cleary called the meeting to order at 1:38 P.M. on October 3, 2017 at the Bear Valley Senior Center.

Approval of the August 3rd & September 3rd 2017 Board Minutes: Sandi Ybarra E-mailed the Board Minutes for August, 2017 and September 2017, requesting all Board members to review in preparation of approving at the October 3, 2017 Board Meeting. Yomar asked for a motion to approve the August, 2017 Board Minutes and Marc Busch made the first motion to approve, followed by Del Johnson casting the second motion to approve. The motion to approve the August, 2017 Minutes were unanimously approved. Yomar then asked for a motion to approve the September, 2017 Board Minutes. Marc Busch made the first motion to approve the September, 2017 Board Minutes, followed by a second motion from Sandi Ybarra. The motion carried and was unanimously approved.

Approval of the August 1st & September 29th Treasurers Report: Tom Brandau submitted the August & September, 2017 Treasurer Report's via e-mail on October 2nd, with the request to review and prepare to approve at the October 3, 2017 Board Meeting. Yomar asked for a motion to approve the August, 2017 Treasurers Report. Bill Treadwell made the first motion to approve, followed by Sandi Ybarra making the second motion to approve. The motion was carried and unanimously approved by the Board. Sandi Ybarra made the first motion to approve the September, 2017 Treasurers Report. Marc Busch made the second motion to approve the September, 2017 Treasurers Report. The motion carried and was unanimously approved by the Board.

Treasurer/Bank/Misc. Approvals: 1) Yomar sent an e-mail to all Board members for approval of flowers to be sent to Jerri Buckner, hospitalized. The request was approved and an arrangement was sent in the amount of \$48.07 2) In addition, an e-mail request was sent to approve hotel accommodations' for our September speaker, Bob Gostischa. Reservation was made at the Frontier in the amount of \$\$79.61 and approved by the Board. 3) The Computer Club Credit card was compromised (Union Bank) for \$190.03. Bank declined to pay the



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amount until further investigation. Tom Brandau, Treasurer made several phone calls to the vendor where our card was used to purchase mufflers (out of State). He (Tom) then called the bank, repeated the conversation he had with the vendor and stated our case again. This issue is still open (claim no. 4783117), waiting on the bank to issue credit. Further discussion ensued with the Board and it was agreed that we should close our account at Union Bank once this credit (\$190.03) is paid into our account. Tom highly recommended U.S. Bank. A debit card will be requested to be issued and held by Tom Brandau, Treasurer, Yomar Cleary, President, Marc Busch, V.P., Sandi Ybarra, Secretary. Tom indicated having a good experience with U.S. Bank in the past. Jerry Merino made the 1st motion to move our account to U.S. Bank, Sandi Ybarra seconded the motion. The motion carried and was unanimously approved by the Board. 4) Yomar received a new credit card from Union Bank and Board suggested she file it for posterity.

Website Needs Updated Information: Tom Brandau noticed that our October/November speakers/presenters were switched and need correcting. Tom assured the Board that he will send all necessary information regarding Treasury reporting to Rosemary for our Website.

Pens Purchased for CC use to membership/board: Yomar gave pens to Tom, Marc, Angie and Sharon, Board members that were not available at the September Board meeting. These pens will also be given out at workshops and to new members. In addition, Yomar purchased pads to be given to everyone that signed up and attended our workshops, along with one of our pens.

Business Plan for Computer Club: Del Johnson has encouraged the club to prepare a business plan for our upcoming year, 2018. Del has a template that he will provide to Yomar and Tom to use when preparing the upcoming plan for 2018. This form will consist of three columns, reflecting month, year-end numbers and overall budget. It was mentioned that the August and September Treasurer's report did not show up on our Website. We were assured this would be something that will be consistent once everything is in place. Yomar and Tom will do all necessary follow-up and get the information to the Web Master and our newsletter Editor for placement of information in both.

Membership Update: No guest cards were distributed at the September General Meeting, although we did have two new members, Kimberlee Kidd and David Rozas. It was suggested that the new members also be given a guest card to fill out, as they are used to suggest an interest in helping out in different areas of our organization. This is a marketing tool, so not just guests, but new members too. All agreed. Sandi checked with Yomar about her guest card supply and she concurred, still had the six that was provided her for September meeting.



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Our member roster show all members paid up for 2017 and our total membership is currently 46. Tom Brandau mentioned having a different number but that could be due to some computer logistics. Will double check and get back to the Board at our November meeting.

Post Office Issue: Yomar asked Sharon is she was still checking our PO Box on a weekly basis and Sharon concurred, yes, she was. Yomar asked that she be notified when the September Union Bank mail arrived, Sharon agreed.

Birthdays & Anniversaries:

October 3rd: Rosemary & Jim Lloyd Celebrate 25 years, Congrats!
~~October 23rd: Marc Busch has a birthday, happy, happy!~~
October 25th: Jerry Merino also has a birthday, happy, happy!

Refreshment Update: Sharon Teeter reported the same current balance of \$75.46 for July 27, August and September 30th.

Meeting Refreshments: Sandi Ybarra has the sign-up sheet and indicated that only two people signed up to provide snacks, one of which is in the hospital (Jerri Buckner) so we need a couple more volunteers from the Board. Sandi is signed up to bring snack, so maybe one other. Marc Busch and Tom Brandau both volunteered. Thanks guys!

OLD BUSINESS:

General Meeting Presenters for 2017/2018:

October 10th: Marc Busch will present "Home Folding".

November 14th: there will be a RAM Session; presenters will be Marc and Rosemary

December/January we go dark:

February 6th, 2018: It was suggested we present information regarding backup for all our computers, devices, etc. Three companies were recommended, Carbonite, Crash Plan, and One Drive.

March 6th, 2018: Bill Treadwell will present "Libre, Office Suite". This program is a free..



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Rosemary Lloyd/Bill Treadwell on Website Pay Pal Link: Bill has now fixed the Pay Pal link, just waiting to hear some suggestions as to what buttons, what wording on the buttons and what colors? Marc suggested a “donate” button, green in color. Also a dues button, and green in color, as green indicates the color of money. All seemed to agree.

Website Stats on Visits: Rosemary Lloyd, Web Master, reviewed some stats on our website and found some encouraging numbers, which she shared with everyone. The stats were based on the months of May through September 2017. Interestingly enough, Facebook reflected 173 hits. Very encouraging.

Sr. Center 1 Hour Computer Training Sessions (Wednesday's): Marc Busch has been very proactive in seeing to it we follow through with our commitment to training on the Sr. Centers new computers. This is strictly a volunteer thing and our additional way to say thank you for the use of the Sr. Center. The program was received, but luke-warm. When folks did show up, they got comprehensive training from Marc and Rosemary. Two Wednesday trainings did not take place due to facility closure for a holiday, and a Wednesday that did not have any one signed up. This obligation is now complete for the year. Thanks for all your follow-up Marc and Jerry Merino for coordinating everything.

NEW BUSINESS:

Publisher Workshop: Monday, October 30th a Microsoft Office 2013, Publisher Workshop will be presented by Sandi Ybarra at the Sr. Center from 1:15 to 3:00. The cost is \$15.00 and we currently have 7 people signed up. Sandi has the sign-up sheet and will make the necessary contacts via e-mail and phone. Sandi is putting a packet together for each attendee, and bottled water will be supplied. This workshop is Publisher 101, with a PP presentation, hands-on and open Q & A. This workshop has been advertised via Facebook, and Big Bear Chat. We need help with set-up and tear-down. Yomar will be collecting monies, and offering receipts.

Chamber of Commerce Workshop Discussion: There was extensive discussion on the how's, what's, when's for our Chamber Workshops. We would like to partner with the Chamber to take advantage of the advertising and use of the venue for our workshops. It was agreed that we should increase our fee to \$20.00 in 2018 and then \$25.00 in 2019. We may suggest paying for these workshop via Pay Pal, in advance vs. collecting the day of. We will be doing Saturday workshops and possibly increase the timeframe from 2 hours to 3 hours per workshop. Rosemary and Marc who have done the bulk of our CC training were in favor of the increase in time for each session.



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We (the Board) collectively agreed on one (1) workshop per month at the Chamber. There will be a meeting of Board members, including Yomar, with the Chamber's (new) CEO. Ellen Clarke, Chamber representative, suggested we hold off meeting with them until they have the new CEO in place, as Pam Scannell is leaving, effective October 22, 2017. Once a meeting is in place, we will be presenting the Chamber with a business plan for our workshops. We will also discuss all the logistics, dates, and times of our upcoming workshops in the Chamber Meeting room. These workshops will probably begin in May or June of 2018. There will be further discussion of this new program at future Board Meeting, 2017/2018.

Increase Workshop Fee: Marc Busch raised the issue of increasing our workshop fee and supported his concerns with a comprehensive plan sent to Yomar via e-mail. Yomar agenzized this for further consideration/discussion at our Board meeting. Yomar provided a list of issues presented by Marc, and her input. One of the criteria for raising membership dues was to possibly purchase a new laptop computer to do the workshops. The cost of the laptop is in the neighborhood of \$1500.00. The Board agreed this was probably out of our financial realm and made several suggestions, including doing a fund-raiser to pay for a new laptop. Refurbished laptops were suggested, but Marc stated that there would be too many costly issues with used computer equipment. Overall, it was decided that we keep our membership dues at the current \$25.00 and re-agenzize the issue of a laptop computer for our workshops at future Board Meetings, 2017/2018.

Bearly Bytes Help Line: We need a Mac User Help Line representative and asked Tom Brandau if he would consider this. Tom agreed to do this for the club and asked that we publish his office phone number, (760) 565-8749. Also, he will provide his e-mail address of BBCC.org@gmail.com. Thanks Tom, very beneficial to our club.

CC Epson Copier Issue: Marc Busch has the Epson copier at his home and it is in need of a new drum (\$250.00, approximate cost). The Board encouraged Marc to just get rid of the copier on a "Best Offer" basis. Advertise on social media and be done with it. Marc agreed and hopefully this will be the last time we need to agenzize this topic.

Equipment Inventory: Rosemary Lloyd completed her part in doing an inventory on all the CC equipment. Everything is listed, priced out, serial number, date of purchase. She mentioned one last piece of equipment still to document, but otherwise DONE.



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Historical Data: This project is coming to a close, thanks primarily to the due-diligence of Marc Busch. All of the docs Marc was given are scanned, including the pictures which are uploaded onto Google photos. Del still needs to complete his scanning project, no date promised at this time due to computer challenges. All of Yomar's data is ready to upload and Marc will assist her in this. They (Marc and Yomar) are planning to meet in October to finalize what they have for now. This project, which appeared to be a one-year task originally, has been wrapped, or close to wrapping in just a few months. We are way ahead of schedule. Thanks in part to a lot of work done by Marc Busch. We will really have quite a legacy to be proud of and all in updated technology. Easily accessible and for all of us to enjoy. Originally, this project was given to Sandi Ybarra, the binders; pictures and information have been sitting in the garage for about three years. Wow, major procrastinator. Thank you to these members of our Board for making this project come to fruition. Really, really appreciate it.

Computer Club under the Sr. Center umbrella: Do we need any more follow-up? Now we need to update all of our calendars to reflect the day and date changes of our meetings and submit all to the Sr. Board, the public and our membership. As per the CC Board decision, we will be meeting on the second Tuesday of the month, moving the General Meetings to the first Tuesday of the month. This change was incorporated to accommodate the Greif Group that had a conflict with our General Meeting day and time. This goes into effect as of December, 2017 and to continue on a permanent basis. These new meeting dates will be publicized so that all membership will be aware of the change for 2018, when we resume our General meeting the first Tuesday in February. In addition, we will make all necessary changes on our Web Site, business cards, Chamber calendar, newsletter, press releases. The Board unanimously agreed that we should continue to operate business-as-usual. We will donate to the Sr. Nutrition Program on an annual basis and provide our calendar of events to the Sr. newsletter editor for publication and our Board members will continue to pay for Sr. Club membership (\$10.00) annually. No changes at this time.

Switch Board Meetings through March, 2018: January 9th, February 13th, March 13th. Just as an FYI, Sandi Ybarra will be on the road celebrating her 25th wedding anniversary, not returning until the third week in January. Will need someone to take notes at the January Board Meeting, do the follow-up on the refreshment list for the General Meeting, February 6th (requires reminder call to snack volunteers). Please be sure to return the sign-up sheet to Sandi at the February 6th, General Meeting. Need volunteers, please!



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Switch General Meetings through March 2018: February 6th, March 6th. The dates for the our meetings the balance of 2018 will be forthcoming.

OPEN FORUM:

B & B in Big Bear: I (Sandi) suggested a B & B in Big Bear Lake to consider when arranging housing for our speakers. Mitch Harb is the proprietor and a personal friend. I used this B & B for a women's retreat this year and the rate was amazing. This property sits at the base of the ski lift off Summit; it is just off Summit & Switzerland. Mitch is a culinary expert extraordinaire, so the breakfast is to die for. He also invites his guests to bring in their wine of choice and he provides beautiful stemware. Very, very accommodating. I will approach him about a rate for one-night, usually a Monday night prior to our Tuesday meeting. You know what the real estate people say, location, location, location, well you should see this one. The name of this B & B is "The Switzerland Haus". You can check it out on their Web Site. Each room has a flat screen and private bath, three of the six bedrooms have a fireplace. The back patio includes a view of the ski slopes. The month of June was gorgeous, I just can't imagine the winter with snow on the ground. I will contact Mitch and get a rate quote for one-night and return with the information at our November Board meeting.

Used laptop donated by Sharon Teeter: Sharon has a used (8 years old) laptop she is donating to the club. If you know of anyone that needs a laptop, please speak up. Marc Busch has worked on this laptop and can be very informative as to its workings and condition. Thanks Sharon, very generous of you.

Annual Board dinner: A couple of board members mentioned the annual Board dinner. Yomar asked that we table this for a future meeting. Bob and I would like to offer a boat ride on the lake in the spring, sometime after we drop the boat in the lake, around April 1st, 2018. We can order pizza, Bob and I will provide drinks, desert. We have 13 life jackets, and each rider has to have a life jacket so the downside to this is, it would just be the Board members, not the spouses due to space and the legal issues of not enough life jackets. We have found that seating ten people on the boat is comfortable. It is a 27' pontoon boat with an awesome sound system thanks to Jim Lloyd, and party running lights inside and out, thanks to Jim and Marc Busch should we decide to do a night cruise. Again, this would have to be limited to Board members only, so let's discuss. Another idea, maybe we (board) could do a daytime boat ride and then all meet, including spouses, at a restaurant for dinner that evening. We could forego the pizza, keep it to finger foods and drinks and save our appetites for dinner with the significant others. Let's discuss. This could be fun guys!!!!



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Welcome and a great big thank you to Linda Sharman, our newest Board member and Hospitality Chair.

In closing, I must ask that someone take the Minutes for me (Sandi) at our November 6th Board Meeting, as I am scheduled with a doctor (specialist) in Laguna Hills on the 6th at 3:30 p.m., and going on vacation from there. If you will take notes, writing them directly on the Agenda, I can then type them up when I return (11/11/17). Thanks for your consideration.

Motion to close the board meeting: Jerry Merino made the motion to adjourn the meeting at 3:30 p.m., it was seconded by Bill Treadwell. The Board unanimously approved the motion to close. The next board meeting will be held on Tuesday, November 6th, 2017 from 1:30 p.m. to 3:30 p.m. at the Bear Valley Senior Center.

Sandi Ybarra, Secretary
BIG BEAR COMPUTER CLUB