

LEISURE WORLD PC USERS GROUP
MINUTES – BOARD OF DIRECTORS MEETING

November 1, 2004

Present: Marge Amstadter, Barbara Bradley, Mary Brunner, Norm Salzberg, Lydia Savedoff, Kathryn Taylor, Roger Turner (Presiding), Greta Wacker, Robin Nahas (Guest). Absent: Anne Clark, Katy Link, Janet Renison, Joe Schwarz.

The meeting was opened at 3:35 P.M. by President, Roger Turner who introduced Steve LaFortune and Walter McIntyre who presented the Emergency Evacuation plan that was developed. The important point is that non-ambulatory persons are to be evacuated only by trained volunteers or Fire Department personnel. Floor Captains will sweep the area to insure that all ambulatory persons have been evacuated as well as the presence and location of non-ambulatory individuals still present and report to the OCFD personnel who will evacuate them. Procedures will be posted. Fire drills will be announced in advance. All others fire alarms are to be taken as real.

It was MSP (Kathryn, Mary) that the minutes of the previous meeting be approved as written.

Treasurer's Report – Mary Brunner: Mary reported that class fees and dues payments were the primary sources of income during this period. The checking account balance is currently about \$13,000. The expenses include attorney's fees and payments to IRS and State relating to incorporation and application for non-profit status. It was MSP (Kathryn, Lydia). Roger reported that the club now has an official address: P.O. Box 3063, Laguna Hills, CA 92654. Mary has the keys and will check the box. He said that he and Mary have held the final meeting with the attorney. The required paper work and checks have been mailed and we will have to wait for the government to act. The revised Bylaws have been posted but will be removed after the meeting. Many members have contributed to this effort, especially Marge, Katy, Mary and Norm.

Education Report – Barbara Bradley: Gordon will not be teaching and Kaye Hammerman and Russ will take over. A tentative schedule has been set up for next year. Classes will start January 10th except for Russ's Saturday morning class that will start on the 8th. Katy is doing the SIGs and they are doing well. Barbara reported that Ira Joss and Bob Ring would like to upgrade to Adobe Photoshop Elements 3 for the start of the January Digital class. It was MSP (Barbara, Marge) that an amount not to exceed \$1000 be authorized for this purpose.

Workshop – Norm Salzberg: West Coast has installed the cable modem and router to provide high-speed Internet service to the WS, LC and Mac rooms. Operation is faster than the previous DSL service. Emergency Evacuation Procedure: Norm attended Security meeting on Oct. 21st and issued updates to all Supervisors and Greeters. The Fire Department will take non-ambulatory visitors down the stairs. Evacuation Procedures will be posted in the Workshop. Four new Supervisors (Wib Southerland, Burt Goldstein, Sandy Levy and Bob Sellards) and one new Greeter (Kaye Hammerman) have been added. We will be closed the Wednesday, Thursday, Friday and Saturday of the Thanksgiving weekend. Jean Huerta, Norm McIntosh, John Trask and Julius Zuckerman are doing a great job keeping everything working and updated. The camera memory card readers will be replaced with units that can read all the new chips. Norm Salzberg will be away until November 19th.

Roger reported that Norm McIntosh is working on the upgrading the 3 digital oriented PCs and peripherals. The old (Windows 98) machine will be replaced. It was MSP (Lydia, Barbara, Unanimous) that an amount not to exceed \$2500 be authorized for the upgrades in equipment and software..

Programs – Roger Turner: The November program will be on several Microsoft Applications.

Membership – Greta Wacker: Greta has just returned from vacation and doesn't have the current membership totals but renewals and new memberships are coming in. Meetings start at 6:30 P.M. Members arriving after that time will not receive tickets for the digital camera or other door prizes. This information should be included in notice to LW News. John Trask has already purchased the camera.

Publicity – Roger Turner: Janet will not continue on the Board next year. Kaye Hammerman has already taken over. Her deadline is noon on the previous Friday.

Webmaster – Anne Clark: Marge pointed out that in the Bylaws posted on the Website the additions and changes are indicated by bold italicized type.

Leisure Bytes – Marge Amstadter: Marge is leaving on Friday for a trip so material is needed by tomorrow night.

Old Business: It was MSP (Lydia, Mary) that we renew our membership in the Historical Society at the \$100 (Sponsor) level.

The APCUG National Conference will be in Vegas in January at the same time as the COMDEX.

Joe has worked with the Recreational Division to arrange that our teachers will also be invited to the Volunteers Luncheon on December 3rd.