

COMPUTER BUGS BOARD MEETING MINUTES

November 6, 2002

The President Marcia Fasy called the Board meeting for Computer Bugs to order at 10 AM at the Lube and Latte.

Those in Attendance were:

Marcia Fasy, President
Rury Ervin, Vice President
Cindy Frego, Treasurer
Lois Bohannon, Secretary
Flo Hulben, Director at Large
George Moffett, Director at Large
Curt Heinus, Education Director
Marion Miller, Education Committee
Jim Frego, Advisor to the Board

The minutes were approved as presented on the web page.

The Treasurer, Cindy Frego reported the following:

REPORT OF THE TREASURER OF THE COMPUTERBUGS
FOR November 2002

Balance on hand as of October 1, 2002 **\$5903.32**

DISBURSEMENTS:

Refund on Auction PC	\$10.00
Refund on Auction Printer	\$15.00
Coffee/cream (Coffee Shop)	\$11.97
Staples Ink & Badge Holders (Badges)	\$99.07
Staples Ink (Ernie)	\$23.99
Bookmarks Printing	\$91.59
TOTAL	\$251.62

DEPOSITS:

Oct. 11, 2002	\$1314.00
Oct. 23, 2002	\$464.62
TOTAL	\$1778.62
BALANCE Nov. 6, 2002	\$7430.32

Cindy Frego requested from the board the following expenditures:

\$138.00 - Two months telephone bill and installation charges

\$120.00 - Rental for ASAP

The Board approved the expenditures.

OLD BUSINESS

The Ways and Means Committee is working on the raffle to be held at the December meeting. It will be a nights lodging at the WeAskU Inn Resort.

Curt Heinus reported for the Education Committee. He presented the board with a brochure that will be put in the new member packets. There was a discussion on how many to print and where to put them. Marica Fasy suggested that the board purchase an Epson printer for these projects so we can save on ink. The board decided that was not necessary because the membership committee would not need so much ink in the future and the board decided they could print the brochures on their home computers.

Marion Miller reported on the meeting that was held on Friday, November 1, 2002 for the mentors. She reported that Barbara Hoffman went over the procedures that the mentors will go through when helping a new member. She showed the mentors how to set up a new computer and what items to teach. Floppy disks were handed out that have the directions. The committee is working on the procedures for the lab assistants that are needed in the classes. She reported that we need a lab assistant coordinator and volunteers for lab assistants.

Marion Miller suggested to the board that they reconsider providing a password on our website for the teachers in passing out their handouts for their classes. This would protect the handouts from being available to anyone on the web. She would like it to be at the discretion of the teacher. The teacher could have the password or hand out the materials on a floppy disk. Jim Frego's concern was that many members do not know how to get through a password. Since the board voted on not having a password at the last board meeting it was decided to let it stand as voted on at the last board meeting.

Flo Hulben, the mentor coordinator, reported that out of 17 mentors signed up, 12 attended the meeting. She will have a check off list for the mentors so they will know what has been taught. There will also be a critique for the new members to fill out on how the mentor presented the subjects. Flo will also go out with each mentor at least once to make sure they are covering the topics adequately.

Curt Heinus reported that the ASAP contract was signed and delivered. The original copy was given the secretary, Lois Bohannon. She will give a copy to each of the board members for their files.

Jim Frego reported that we have not yet received the light bulb we ordered for the projector. He will check on the status of that and see why we have not yet received it.

NEW BUSINESS

The budget was presented by the president Marcia Fasy.

**COMPUTERBUGS PROPOSED BUDGET
2002, 2003, 2004**

2002

ESTIMATED INCOME						
Cash on hand 10/9/02			\$ 7454			
Dues/Renewals Due			1500			
New Estimated Dues			200			
Coffee Shop \$60 x 2			120			
Estimated Raffle Income - 12/4			125			
Tee's & Bags Sales			150			
Classes			75			
Sale of Used Laptop			300			
Total Estimated Income					\$ 9924	
ESTIMATED EXPENSES						
Fairgrounds - 3 Meetings			330			
Wireless Microphones (2)			800			
Wireless Speakers/ classroom			200			
Laptop Purchase			2000			
Ink & Name Tags			100			
Telephone			30			
Internet						
Miscellaneous			200			
Total Estimated Expenses					\$3660	
ESTIMATED BALANCE 12/31/02					\$ 6264	

**COMPUTERBUGS PROPOSED BUDGET
2002, 2003, 2004**

2003

BALANCE FORWARD						\$ 6264	
ESTIMATED INCOME							
Dues/Renewals (250X\$20)				\$ 5000			
Dues/New - 5/Meeting				2200			
Classes - \$100/Month				1200			
Tees & Bags				100			
Raffles				200			
Coffee Shop \$80/Meeting				1600			
Total Estimated Income						\$10300	
ESTIMATED EXPENSES							
Fairgrounds - 22 Meetings				\$ 2420			
Ink, Badges & Flyers				600			
Booklets				100			
Telephone				360			
Internet				240			
Liability Insurance				300			
Miscellaneous				1000			
Total Estimated Expenses						\$ 5020	
ESTIMATED BALANCE 12/31/03						\$11544	

**COMPUTERBUGS PROPOSED BUDGET
2002, 2003, 2004**

2004

BALANCE FORWARD					\$11544	
ESTIMATED INCOME						
Dues/Renewals - (350 x \$10)			3500			
Dues/New - 8/Meeting			1760			
Classes - \$100/Month			1200			
Tees & Bags			150			
Raffles			200			
Coffee Shop - \$90/Meeting			1800			
Total Estimated Income					\$ 8610	
ESTIMATED EXPENSES						
Fairgrounds - 22 Meetings			\$ 2420			
Ink, Badges & Flyers			700			
Booklets			100			
Projector Purchase			4500			
Telephone			360			
Internet			240			
Liability Insurance			350			
Miscellaneous			1000			
Total Estimated Expenses					\$ 9670	
ESTIMATED BALANCE 12/31/04					\$10484	

The Board approved the budget as presented.

The Board discussed the purchase of a laptop computer. Jim Frego reported that the majority of responses on E mail were in favor of purchasing the computer. It was moved by Rury Ervin that we purchase a laptop computer not to exceed \$2000.00. It was seconded by George Moffett. A discussion followed about what software to purchase. Since we do not know what will come with the computer it was decided that additional software could be purchased within the \$2000.00. It was voted on and passed by the board. The proposal will be presented at the next club meeting, November 13th.

It was proposed that we purchase a handheld/wireless microphone package. George Moffett had purchased one before and said we could get a good new one for \$850.00 or a used one for about \$550.00. The club has \$350.00 in donations toward the purchase of the microphone. Rury Ervin moved that we purchase a microphone and this was seconded by Cindy Frego. A discussion followed about getting amplifier and speakers to be used when we are not in the floral building. George said he had one that we could use so this will be decided on later. The board voted to purchase of the microphone. George Moffett will purchase the best deal he can get.

Jim Frego reported that we need a credit card to more easily purchase items on the internet. The board approved of Cindy Frego getting a club credit card at Evergreen Federal.

Jim Frego reported that our phone line is DSL qualified. Echo Web has given us an option to purchase a DSL line through them for \$19.95 a month. This would make our downloads much faster, especially during class time when time is of an essence. George Moffett moved that we subscribe to the DSL through Echo Web. Flo Hulben seconded the motion. The motion was carried. Jim will have it installed.

The board discussed whether to have something special for Christmas during the December meeting. It was decided to have potluck breakfast goodies. The members will be asked to bring muffins, breads or coffeecakes. The club will provide the coffee and tea.

George Moffett reported that the IRS suggests that we set up our club on the fiscal year ending September 30 and starting October 1st. This will be for everything including elections and budget. The president Marcia Fasy will talk to Ernie Coffman about the procedures to set this up.

The meeting was adjourned at 11:50 AM by the President Marcia Fasy.

Respectfully submitted
Lois Bohannon, Secretary

