

## CHARTERED CLUBS COMMITTEE COMPUTER CLUB

**We are, first and foremost, a service club – we provide resources and help to club members. We are one of the few clubs whose sole mission is to educate and help its members. (Two others are Foreign Language & Alternative Wellness)**

### **1. Membership/General Information**

) 3470 members as of Mar 31; 3700+ as of Dec 31, 2017

#### **) Classes taught**

- Wide variety of PC and Mac classes
- Classes taught in 2-hour blocks, over 1 to 4 days
- Classes cost \$2.50 per hour (average of \$15 per class)
  - The revenue from those classes helps to keep dues low, and equipment up-to-date

#### **) Media Conversion**

- Slides, VHS tapes, Audio, Film, Photos
- CD/DVD duplicator (copyrighted material cannot be copied)

#### **) Help Center**

- Resolve hardware problems
- Remove malware/viruses
- Clean off computers when the owner wants to donate and/or get rid of the computer (ex., send to Goodwill for recycling; donate to a school district)
- Help Center volunteers visit homes to solve network and printing problems

## CHARTERED CLUBS COMMITTEE COMPUTER CLUB

### ) **SIGs**

- 9 SIGs meet once monthly
- Formats are different for each SIG, but
- Basically an Exchange of Information on topical issues
- They help solve problems, give advice, etc.
- Some SIGs get speakers from outside to give talks
- Genealogy SIG has sub-SIGs: DNA, Adoptions, software

### ) **Programs**

- We have Technical Speakers in the ballroom twice monthly; open to all Sun City
- Programs we believe would have special interest for the community at large are advertised in the CA Communicator

### ) **New Member Orientation**

- For new computer club members – semi-annually
- Open to entire membership; can no longer determine who is new and who isn't

### ) **Weekly Newsletters**

### ) **Monthly Article in the Sun Rays**

### ) **Participate in New Homeowners Orientation and Club Fairs**

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COMPUTER CLUB**

**2. Significant achievements over the past 12 months**

- ) Worked with the CA IT department to convert our class sign-up process to an online registration system using CA systems
  - Donated \$15,000 to the CA to defray development costs
  - This online registration system is now available to other clubs for their use
- ) SIG selection by the individual club member
  - Requested by the Computer Club and now available for use by the other Clubs
- ) Login to CA website now possible from chartered club web pages due to Computer Club's work with CA IT department
  - Requested by the Computer Club and now available for use by the other Clubs
- ) By-laws review: Ongoing
  - Formatting according to Sample in Policy for Chartered Clubs
- ) Purchased a high-speed photo copier
- ) Created a Timeline for all meetings/events for 2017 & 2018
- ) Voted to have Jane Bonk, PhD, Computer Club member, evaluate the structure and processes of the Help Center
  - Report due in June
- ) Working with the Photography Club to allow that club use of our classroom and our Annex (Meeting Room)
- ) Purchased banners to use at Homeowner Orientations
- ) Provided a refurbished PC to the Welcome Station

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**3. Club's Plans, projects, goals for next 12 months and beyond:**

- ) Continue working with the CA on Functional Enhancements
  - Example: Sign-In system
- ) Continue to solicit new instructors; create new classes
- ) Planned significant expenditures: 30 new PCs/MACs in 2019
- ) Document our processes and procedures
  - A more detailed list and how-to descriptions of all functions the Club does

**4. Governance: 12 board members; meet monthly**

- ) Minutes and reports are posted on the website
- ) Annual Meeting with Luncheon each January
- ) Volunteer Luncheon (free to the volunteers) each October
- ) Volunteers are given Free Memberships

**5. Finances**

- ) Dues: \$8.00 per person annually
- ) Current balance/normal operating expenses: approximately \$47K as of 31 Dec 2017

**6. Donations**

- ) Old computers and other equipment
  - Offer to the CA
  - Offer to other SC Clubs
  - Sell to Computer Club members
  - Donate to various service organizations in Georgetown
- ) Donated money to Honor Flight Austin

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**We need the help of the CC Committee:**

- ) To modify the relationship between the Help Center and the rest of the Computer Club, depending on the outcome of Jane Bonk's analysis
- ) Get the CyberCenter painted!

**7. Charity Work:** Everything we do!

# COMPUTER CLUB

## Classes (Sampling)

<b>Classes Available in March:</b>	<b>Classes Available in April:</b>	<b>Classes Available in May:</b>
J Excel Pivot Tables & Pivot Charts	J Cloud Computing	J Windows 10
J iPhone Basics	J eBay 101	J Windows 10 Cortana & Edge
J iPhone Intermediate	J Facebook	J Windows Files & Folders
J iPhone Texting (Apple)	J iTunes for Windows & Mac	J MS Excel 2010 Intro
J Mac- Calendar	J iPhone Basics	J MS Word 2010 Intro
J Mac: Email, Advanced	J Mac-Intro	J MS Word 2010 Intermediate
J Mac- Keynote	J Mac-Pages	J iPhone Basics
J Mac- Maintenance, Basics	J Mac-Review of Methods	J iPhone Intermediate
J Mac: Photos	J Photoshop Elements 1	J iPhone Photography
J Mac- Photo Projects	J Windows Basic Skills	J Mac-Photos
J Photoshop Elements	J Windows 10	J Mac-iCloud
J Windows 10		J Mac-TextEdit
J Windows 10: Files & Folders		J Mac-Numbers
		J Creating a Photo Book

Create and teach other classes when developed and when volunteers are available.

# COMPUTER CLUB

## SIG Participation

Genealogy	1181	Cyber Security	180
Hearing Solutions	391	iDevices	384
Internet of Things	122	Mac Users Group	614
Quicken	186	Windows	1308
Vector Vest	81		

Total Number of SIG participants for 2017: 4430

# COMPUTER CLUB

## STATISTICS

) Number of Students	1100
) Number of Classes Taught	109
) Media Conversion	
o Persons Trained	67
o Persons Using Equipment	476
) Hours Worked by Monitors in the Lab (Approximate)	2550
) Help Center Tickets (Approximate)	2536
) Help Center Open 8 Hours per Week	
) Number of Volunteers Varies per Day	



# COMPUTER CLUB

## Financial Picture

) Total Income	\$48,340.69
) Expenses	\$54,499.72
) Balance as of 31 December	\$45,087.30

- ) Future Purchases
  - o 2019 Replacement of Lab PCs/MACs
  - o New Software
  - o Updates to Existing Software

# COMPUTER CLUB

## SAMPLE TIMELINE

January 26:	Chartered Club Fair	S. Pope	Ballroom 12 - 3
January 28:	Special email to remind members to renew their dues	Communications	
January 29:	Cyber Social	A. Perkins	Ballroom 12:30-2:30
January 31:	Online Administrative Agreement due CA (IT director/R. McFall)	Webmaster	
January 31:	Form 7.7 CC4 - Chartered Clubs Officer Approval Authority List (Finances/D. Pehl)	President	
February 1:	Agenda Items & Reports Request		
February 5:	Program		Ballroom 12:30-2:30
February 12:	Board Meeting		Annex 9:30
February 15:	New Homeowner Orientation & Club Fair		Ballroom: 8:30