Washington Area Computer User Group
Minutes of the Board of Directors Meeting
January 24, 2004   (*Amended*)

Board Meeting Attendance – Paul Howard, Kathy Perrin, Jim Brueggeman, Bob Rott, Geof Goodrum, Bob Mason, Chuck Roberts, Bill Walsh, Diane Walsh

Minutes – Board members will e-mail the Secretary this week for approval or changes to the December 13 minutes.

Comments on General Meeting – *Board consensus was that Chuck Roberts' presentation about genealogy was excellent.* Bill Walsh asked the Board about the under-utilization of the audio system. While the hands-free Radio Shack system is sometimes problematic, today no one used the hand-held mikes at all during the general meeting. This needs to be addressed since the audio system is very heavy to haul around and consumes a lot of setup time before the meeting.

Attendance at General Meeting – 31

Treasurer's Report/Other Financial Business - Bob Rott reported the checking account balance as **$2563.55** and mentioned there may be an outstanding check related to that figure.

Receipts given today to Bob Rott: $375 for 15 memberships, $24 for 6 PC Disks of the Month, and $500 *from the Verizon Foundation based on Paul Howard's volunteer time to WAC activities.*

Memberships – There are currently 30 dues-paid members for 2004; about 35 members from 2003 have not renewed.

Cursor publication – Articles are to be submitted to the Editor by **noon February 8,** and the newsletter mailing date to the members is February 14.

Software reviews – The Microsoft Digital Image 9 Suite is to be reviewed by Marjorie Lawrence.

Old Business – Jorn Dakin will become the new Registered Agent for the club. Working with the retiring Pat Echols, this action needs to be finalized soon; a $25 check for the fee is also needed.

New Business – The January elections were held at the general meeting and the officers for WAC in 2004 are: Paul Howard as President, Jim Brueggeman as Vice President, Bob Rott as Treasurer, and Jorn Dakin as Secretary. Board of Director appointments subsequently made went to Lu Spriggs, Bob Mason, Kathy Perrin, Geof Goodrum, Mike ten Kate, Chuck Roberts, and Bill Walsh.

Bob Mason will resume his activity of creating a Disk of the Month, sharing the effort every third month with Jim Brueggeman and Chuck Roberts.

Microsoft Office Professional software and reference books: Paul Howard suggested we review this donated product, and Kathy Perrin agreed to give a presentation of the software in April. There is a handbook for demonstrating this software but it was not found at this time with the donated items.

Mike ten Kate will still be our vendor liaison, including working with Sandhill Publications, a publisher of computer magazines. Mike will also try to get Active PDF software to help Lu with his pre-presentation offerings.

Newsletter exchange: As an APCUG member we have access to several user groups that also publish newsletters We need to re-instate formal newsletter exchanges between newsletter editors to avail ourselves of information resources around the country. Five to ten APCUG groups would be a good number to be contacted.

It was noted that the wealth of APCUG presentations given before the opening of COMDEX last year is now available online.

Paul Howard noted that the WACUG.ORG domain name registration expires in December, 2004, and Paul made a motion to extend the registration for another three years. Geof Goodrum seconded the motion and all voted in favor.

Bob Mason reported that CLCP donated fifteen Pentium-166 computers to WAC and suggested they would be good for the kids to use.

Discussions on the action-items list:

M1 - Survey and response: A survey of the membership is still considered important, even though we only got one response at the December PC clinic meeting. Jim Brueggeman will take e-mailed suggestions for the survey and response considerations for this effort. *Geof Goodrum will provide Jim with a list of known good e-mail addresses for the WAC members.*

M2 – Newsletter enhancements: Suggestion that survey questions to the membership ask if more pages should be added to the newsletter or content revised such as adding articles from other APCUG groups, or should we continue to use Cursor pages for Disk of the Month listings, etc. Bob Rott also suggested it may be time for the club to adopt a new logo.

M3 – *To help solve problems with e-mail communications, we need more information about group e-mail programs and web boards.* This could facilitate questions and answers between Board members and the general membership as well as allowing postings of miscellaneous subjects such as flash notification of software or hardware offerings that need a quick response. Geof Goodrum offered to check on this *and report to the Board at the next meeting.*.

M4 – (Not formally discussed.)

M5 – Video projector: Per Geof Goodrum and Bob Mason, the Dell 3200MP has a good combination of features that makes it the best candidate for purchase. The purchase would include the projector, a spare bulb, and an extended warranty; it was also recommended that the handheld remote have a laser pointer. Paul Howard said this is a resource that the NCTCUG group can share cost and usage with WAC, *and he would like our group to evaluate available projectors with objective criteria and provide details with a purchase recommendation to NCTCUG. A committee consisting of Paul Howard, Bob Mason, Geof Goodrum, Bill Walsh, and Chuck Roberts was named to answer this request.*

M6 – WAC laptop status: Geof says that though generally usable, the 500MHz/192MB RAM laptop with Windows ME has been difficult to use in some circumstances. Bob Mason said we could consider changing the operating system to Windows 2000 *or to XP Home Edition if the laptop can support it; WAC members may be more familiar with XP than Windows 2000.* Bob and Geof agreed to discuss laptop issues later and resolve them.

M7 – Linux: Besides the expertise of Geof Goodrum, Paul Howard says we need to see what useful information is "out there in APCUG-land."

M8 – E-mail notification process: This is similar to item M3, being checked by Geof Goodrum.

M9 – Club membership roster, distribution and timing: *Geof Goodrum plans to convert the membership database from Amiga Superbase to a directory server by April; the database could then be accessible to the Board and WAC members.*

O1 – Responsibilities, tasks, and backups: General and specific discussions related to the WAC BoD becoming more effective and efficient.

O2 – Report bullets and meeting minutes schedule: *Paul asked that status reports for the regular agenda be provided by e-mail to the BoD by the Wednesday before the meeting.* Kathy Perrin will take the Paul Howard calendar document and add the newsletter submittal and mailing dates to the 2004 meeting schedule. Regarding the e-mailing of the BoD minutes, a new policy has been suggested to expedite approval or suggested edits to the minutes. The Secretary will e-mail the minutes to the Board by the next Saturday, seven days after the BoD meeting, and the Board members will then have seven days to send comments/corrections to the Secretary for updates before the minutes are posted.

O3 – APCUG representation: Bill Walsh has volunteered to assume this responsibility and will start by updating the WAC information in the APCUG database.

O4 – Schedule maintenance during general meetings: Paul Howard asked if there was a timeline program available to help maintain a schedule during the general meetings, from the opening remarks to the close of the last presentation. Meant to keep sufficient time available for the presentations that members and guests have worked hard at, this will be an evolving activity that may involve a timekeeper and closer co-ordination with the staff to budget the time needed for the presentation(s).

A1 – Financial reporting and budget: Bob Rott will present ideas and a "prototype" document in February.

A2 – *Board of Directors manual: Paul recommended we create a manual for the Board, to record how things are done within WAC.*

A3 – Bylaws review/name change: Deferred for now, but it was noted that a formal name change will involve submissions to the Virginia State Corporation Commission and the IRS. Geof also reminded us that the club seal would have to change. It was recommended that Jorn Dakin be apprised of the Board's intentions for change; 90 days was the estimated time for accomplishing this action.

A4 – Renew WACUG/NCTCUG audio equipment loan agreement: Bill Walsh to update the original document so this agreement can be renewed.

Future Meetings – Don Miller will be contacted to see if he wants to do a presentation about scanners in March. Kathy Perrin will do a presentation on Microsoft Office Professional in April.