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Washington Area Computer User Group
Minutes of the Board of Directors Meeting
March 20, 2004   (**Amended**)

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Board Meeting Attendance – Paul Howard, Jim Brueggeman, Bob Rott, Bob Mason, Geof Goodrum, Bill Walsh, Don Miller, **Chuck Roberts**

Comments on General Meeting – Don Miller's demonstration was very informative and professional. Aided by the slideshow he created and his "gyro mouse" and wireless keyboard input devices, Don's presentation brought a consensus of comments from the Board that included "Went great" and "Rapt attention by the group members."

Attendance at General Meeting – 29

Membership renewal status – There are 47 dues-paid members for 2004; Bob Conners' membership is in limbo, his renewal was paid with an unsigned check. The number of 2003 members that have not paid 2004 dues yet is 21. Geof will send out a new unpaid members list.

Treasurer's Report/Other Financial Business – Checking account balance is **$2474.17**. Today's membership renewal receipts were from 10 members at $25 apiece (9 checks, 1 cash paid.) Six PC Disks of the Month were sold at $4 each (total $24); one Linux Disk of the Month was sold at $4 each (total $4); five DoM were given away as renewal "freebies." Grand total given to the Treasurer today was $278.

Bob Rott mentioned that our insurance premium may go up this year due to riders that cover incidents related to terrorism.

Cursor Production – Submission deadline to the editor for the April Cursor is April 3; the mailing date to members will be April 8. For the April Cursor, Chuck Roberts will be the editor again. Chuck will check the mailing list to verify there is a listing for Bill Walsh.

Software Reviews – Adobe Illustrator has not been reviewed yet: **it was mentioned that Adobe will not reliably provide software until we reliably provide reviews.**

Old Business – We have a signed agreement with NCTCUG on usage of the new video projector. Paul Howard said he will look in detail at insuring the projector, believes the price may be approximately $132 a year with a provider such as Safeguard Insurance. **The NCTCUG group will pay half the insurance on the projector.**

Paul mentioned that the amount sufficient for the equipment replacement fund would be about $22 a month.

New Business – Paul Howard wanted to make two special comments: First, he said that for effective budgetary considerations we need to be aware of donations made, on a regular basis, of time and material. If these generous offerings suddenly stop at some future date, we may experience a cash crunch when these non-budgeted items disappear. Second, he asked if there were any suggestions for a better way to do the Board meetings.

Chuck Roberts showed Treasurer Bob Rott a form created in Microsoft Excel for submitting receipts for reimbursement. Bob Rott said the form looked good and it was adopted for use by the Board's consent.

Paul Howard asked us to look at the sample budget template created by Bob Rott and hammer out a comprehensive listing of the club's budget categories.

As part of our efforts to better schedule the general meeting activities, Bill Walsh will be the "time cop" to determine the timing needed for multiple presentations and how to handle alert signals to that effect. An example discussed by the Board was letting the president know how much time was left for membership Q&A after the opening meeting discussions.

The comment was made that a slide shown during a presentation should have no more than six lines/bullets of information, allowing larger type fonts that will be easier to read.

Bob Mason says he has several Compaq Pentium 133/166 computers he would like to refurbish, giving away 1 or 2 a month as door prizes. He needs to replace the CMOS batteries in these units and would like to get about $12 for each unit being refurbished.

Concerning the HP Pavilion computer (Intel P200 MMX/64Mb RAM) that member Anita Walters wanted the club to donate to a worthy cause: Bob Mason said donations of older computers are often rejected because of fees associated with the proper environmental disposal of these machines, and there was no recipient he could think of for the donation.

A list of the contents of the WAC Disks of the Month is being assembled for Paul Howard and Chuck Roberts, to be put on the web.

Bob Mason will do the Disk of the Month for April.

Don Miller was asked to become a WAC Board member, which he accepted. During close-out activities of the Board meeting, it was moved and seconded to make Don our newest Board member.

Future Meetings – **Kathy Perrin is unavailable for the April presentation of Windows Office Pro 2003 so it was discussed that it would be pushed out to May.** Bob Mason suggested that this software suite was so large it should be presented in two different months anyway; he said he would co-ordinate the split of the presentation with Kathy and demonstrate some of the Office Pro features in April, with Kathy concluding the presentation in the May meeting. As a filler at the end of the April presentations, Bill Walsh will talk about the TClock NTP time-setting software for precision PC clock updating. A copy of the software will be sent via e-mail for inclusion in next month's Disk of the Month.

*For possible future presentations: Kurt DeSoto may do a demonstration of Pinnacle video editing software, **which Chuck Roberts is trying to get as an evaluation copy;** Bill Bailes said at the general meeting today he is interested in giving a demonstration of the Intuit Quicken software.*

Minutes Submitted by Bill Walsh