

Minutes of Committee Meeting Tuesday 15 January 2019

Melbourne PC User Group 26/479 Warragul Road Moorabbin 3189

The Chairman (John Hall) opened the meeting at 7:00 pm.

Present: John Hall (Chair), Peter Bacon, Robert Brown, Phil Lew, Harry Lewis, Hugh Macdonald, John Morris, David Stonier-Gibson, John Swale, Stephen Zuluaga

Apologies: Stewart Gruneklee, Bahador Nayebifar,

1. Minutes of Previous Meeting

MOTION "That the Minutes of the committee meeting held on 18 December 2018 be approved."

Moved: John Swale **Seconded:** David Stonier-Gibson

2. Correspondence

None

3. President's Report (John Hall)

"SECURING OUR FUTURE" in Moorabbin

Whilst another year is starting you will notice that I have left the first heading in this report exactly the same as the last report in 2018 – namely "Securing or future in Moorabbin".

As our new Committee is largely Moorabbin based I am very hopeful that this year we will see many initiatives that were difficult to implement by previous Committee's will at last be implemented.

The objectives below are those which we have discussed in Committees in the past but if you have any other items that you think need to be addressed please address them to committee@melbpc.org.au and we will discuss them at our next Committee meeting.

Safety and Security in Moorabbin

We are making every effort to increase the usage of our Moorabbin premises by making every available area open to ALL of our Members – including our Main Rooms, Small SIG Room and our downstairs Workshop – (rather than keeping these rooms for the sole use of one SIG Group or another).

As our Workshop area in particular has lathes and other equipment we must ensure that these premises are used by a minimum of 2 people and that we know exactly who is on site at all times in case of an emergency evacuation etc.

This is true of our main rooms too and we will start there by installing a Membership Badge Reader so that all Members can scan the QR Code on their Membership badge as they enter the building and we can do a head count at the evacuation area in case of a fire alarm being triggered.

We will also be upgrading our Security Camera System so that the Cameras can be viewed remotely in case an alarm is set off (Security or Fire Alarm).

We understand that this might seem to be a bit restrictive compared to the current freedom to come and go at Moorabbin but we hope that you will understand that as we have a duty of care for our Members that our Committee has an obligation to comply with the Health and Safety Rules that apply to a premises such as ours.

“PROMOTION and USAGE” of the Moorabbin Building by SIG Groups

As stated last month, we need to start using the Systems that we have implemented over the past 2 years to encourage the use of our Moorabbin Premises.

One way to do this is to insist that every SIG that meets in Moorabbin should publish an Agenda for their upcoming Meeting via the CiviEVENT Module of CiviCRM.

These “Meeting Agendas” could then be automatically published on our web site in the same way that the Genealogical Society of Victoria publishes theirs (see right hand column of their Web Page – ALL EVENTS – which is generated automatically from CiviCRM – viz <https://www.gsv.org.au/>).

In order to “lead the way” on this I have taken over as Convenor of the “Video Inner East” SIG and will be holding SIG Meetings in Moorabbin on the second Monday of each month and Stephen Zuluaga is going to set up a “CiviEVENT” for this which can be used as a Template for *ALL other Meetings in Moorabbin (including the *Main Monthly Meeting I would hope)

This new group will simply be called the “Video Production Group” and we have already formed a “Steering Committee” which contains 3 Members who live near Moorabbin – namely Roger Wragg, Barry Sheedy and John Thomson who will be providing input to the upcoming Meeting Agenda’s so that we can cover all aspects of Video Production from Video Equipment (John Thomson), Video Editing Software (Roger Wragg and myself) to the “Art of Video” (Barry Sheedy).

If you feel that you have a particular skill that you could bring to this Group we would love to hear from you.

4. Secretary's Report (John Swale)

Office

nMS –Harry Lewis and I are reviewing reports and templates to improve efficiency.

Website – There has been no progress over the holiday break. We will start again in February with the room hire.

Facilities – I have started with the check on the old projectors at Moorabbin. One needs a new globe. I have taken another for testing. If one is working it can be used for the Web Dev group as high resolution is not necessary during basic development.

Samsung tablets - Current inventory:- two S2 tablets remain and need to be used as their value has diminished significantly.

Volunteers

We still need a volunteer to ensure full coverage for Wednesday afternoons as this is Malin’s day off. Gordon Loughnan is doing the mornings until 2:00 pm and can sometimes stay for the rest of the afternoon. If he cannot, I will do the rest of the afternoon when I can.

Telstra mobile broadband

The usage for the SIGs at 14 January 2019:-

Group	Initial load	Usage end date	Balance
East Groups	28GB	26/8/2019	19.2
Essendon	28GB	22/10/2019	27.6
Office	40GB	23/2/2019	39.6
Sunbury	30GB	19/9/2019	38.3

Rules

I will send out an email during January to those who have previously volunteered to assist with the rewrite. There is one area which needs to be included – how we formally approve decisions between meetings.

5. Treasurer's Report (Stewart Gruneklee)

There was no Treasurer's report as he was away interstate.

MOTION "That expenditure of up to \$500 be approved further training for Malin Robertsson and Stewart Gruneklee and for reviewing of QuickBooks Online (QBO) by Quick Bizness Bookkeeping Solutions (QBBS) in Mitcham. Training is anticipated to be in late January or February 2019."

Moved: Peter Bacon **Seconded:** Robert Brown **CARRIED**

MOTION "That the Office Bearers' Reports be received."

Moved: John Morris **Seconded:** Robert Brown **CARRIED**

6. Office Report

Membership

At 17/12/2018

Current	1679
Overdue	32
Expired	27
New	none

The net loss of members for 2018 was 141. There were 48 new members for 2018.

7. Portfolio Reports

IT systems – Stephen Zuluaga

Security cameras. The cameras operate over the network so that is part of the IT function. It will need some cleaning up of the cabling. Stephen may be able to get some TAFE students to assist with non-sensitive work. We have qualified volunteers to assist with the cabling. Frank Maher is working with Stephen on the requirements and can give any comments from the Body Corporate.

Barcode reader. We have identified some options with the hardware. There are two models to test – one is an expensive brand name unit to be sourced locally with local warranty, and the other is a cheaper Chinese version. The dearer one will be tried at Moorabbin where we need higher throughput and the other will be tested at Wadham House. A major part will be the software and Rob is investigating the resources available. Audienceware is being consulted on the interface to our database and they

can provide resources for specialist work. A database extract will be used locally to check the membership status. This will have basic membership data so there will be no privacy issues. Later we will see how to capture details for any visitors.

MOTION "That we authorise an expenditure of up to \$500 for the two cameras, a Raspberry Pi and monitor for the QR Code reader project."

Moved: John Hall **Seconded:** Stephen Zuluaga **CARRIED**

SIG coordinator – John Morris

Nothing to report.

Office 365 – Harry Lewis

Nothing to report.

iHelp - Harry Lewis

Nothing to report.

Volunteer coordinator – Phil Lew

The caterers have quoted for the Volunteers Party at \$10 more than last time. Booked for March 2. Last year the drinks cost \$260.

MOTION "That we approve expenditure of up to \$2000 for the total catering for the Volunteers Party."

Moved: Phil Lew **Seconded:** John Morris **CARRIED**

Moorabbin premises – S Zuluaga, R Brown

Fire extinguishers The current fire extinguishers have not been tested for some years and there was a concern that we did not have proper coverage in all areas. We had previously dealt with Fire Equipment Services (FES). FES did a review of our premises and provided a report and a quote for bringing us into compliance. As well as extinguishers our emergency exits and emergency lighting need to be fixed. The cost for new extinguishers and testing emergency exit lights and emergency lighting is \$1482. The annual charge for 6-monthly inspections is \$511 on a 3 year contract. As the total for 3 years is over \$1000 we need quotes for this as well. The batteries can be tested but it would be better to replace the whole unit. It was suggested that we have our contract electrician do this work so we need to get a quote for this work. We need to get two other quotes and Rob will ask other companies to quote based on the suggested requirements from FES.

MOTION "We authorise expenditure up to \$1600 for the work FES said needed to be done."

Moved: Robert Brown **Seconded:** Stephen Zuluaga **CARRIED**

The electrical leads need to be tested and tagged. One of our members is qualified to do this.

Streaming PC There are 3 quotes for the streaming PC to be placed in the biobox. They are around \$1980. We also need a special 4-port HDMI video capture card to connect all the cameras. This is around \$1500. There are 2 suppliers of the card but only one provides backup and service. The software, OBS, is open source so there is no licence fee.

MOTION "That we spend up to \$3500 on the streaming computer and capture card.."

Moved: Robert Brown **Seconded:** John Swale **CARRIED**

Garage storage. The space is being set up to make a positive contribution to the club. We need to find out whether we can use the cleaner's room next to the garage. It is there for health reasons, so we can try writing to the Body Corporate stating that we plan to use it in that way. There is also some our equipment stored there.

The drinks machine will be removed from the garage before January 26 or it will be taken to the tip.

Marketing – David Stonier-Gibson

A lot of work is being done as part of the garage and workspace changes to use it for marketing our services.

I am planning to visit SIGs as a marketing exercise.

The robot project is on hold as we decide how to get all the various laptops working with the programming software. One suggestion is to use bootable USB sticks.

There have been problems with using Microsoft Word for PC Update. A trial of Libre Office is underway.

8. Task List

We are going to try using Trello instead of Microsoft Word as it provides a simple audit trail of changes including completion dates which is causing the problem with Word.

9. Next meeting

The next meeting will be Tuesday 19 February 2019.

Meeting closed: 9:30 pm.

Minutes confirmed by:

Date: