

Minutes From August-02-2005 Board Meeting

Foss Training Center - 8700 State Line Road 6:00 PM

- 1) Minutes of the last meeting have been approved by email. – Any discussion?

Response: No Problem

- 2) Welcome Nancy

Response: Nancy Welcomed

- 3) Team & Leadership:

Response: We reviewed and came to the conclusion that emails sent out to Board for Discussion and/or action be done inside an explicit deadline set by the sender (ie most likely President).

- 4) Long Term policies -Let's review the following:

L-010- May-02-2005 – How to spend SIG money.

L-011- May-02-2005 – Requirements and Recommendations of SIG Leaders.

Response: Reviewed the 2 Long Term Policies and agreed to them. ALSO – agreed to have "...per year..." to be added to Long Term Policy L-004-2004-06-05 .

- 5) Places to meet. (Kurt) How do we make sure we keep the current meeting places? (John & Larry) How do we make the people in charge feel good about HUG? (Tim) Can we put free ads in the newsletter for the people giving us free rooms? Larry was instructed to give Jonathan Bacon (JCCC) and Karl Foss free membership to HUG. He did not because he wanted to have this discussion after we lost JCCC.

Response: Voted and Agreed to the following:

L-012-2005_08_02 – Meeting Places

- Have one ***HUG Contact Person*** for each meeting ***Hosting Spot***. If any member needs to contact people at their ***Hosting Spot*** for the purpose of HUG, please contact these people through the following ***HUG Contact Person*** first.:

Foss Training --> Kurt Loudon

Johnson County Community Center – Business Center --> John Krzysztof

New Horizons --> Tim Gordon

The above people will communicate with the appropriate SIG and the appropriate contacts at the ***Hosting Spot*** to allow for advertising if available and to give a thank you gift.

- Each SIG can make their own decisions about Advertising by way of their web page for their ***Hosting Spot***. The SIG Leader needs to contact the above ***HUG Contact Person*** in charge of their ***Hosting Spot***, to allow them to communicate what free advertising is available the SIGs website.
- A Sponsor Page will be added to www.hugkc.org
- Each SIG will give a up to a \$40 gift to leader of their ***Hosting Spot***, through the ***HUG Contact Person*** each year. All gifts are recommended to be given in person. It is recommended and will be reimbursed by HUG, that the ***HUG Contact Person*** and the ***SIG Leader(s)*** take the leader of their ***Hosting Spot*** to breakfast/lunch and present this gift. One idea for the gift was \$20 worth of Baskin Robins Ice Cream, and say something like “We know this isn’t much, but we just want to say thank you for what you have done for us, and would like you to take your family out for ice cream on us”. This money will come out of the HUG budget not the SIG’s budget.

6) Communication: We have problems with Communications.

A) It was a major effort to get the minutes approved - Many didn't vote or comment through email.

B) It was a major effort with no success to discuss a new Petty Cash Policy.

C) It was a problem with getting rooms for Access - SQL & Windows - then after no comments to emails that Tim was doing all the work, people complained and changed after he succeeded. Does anyone read and deal with their emails?

Do we say we only do business at our meetings - People are too busy to read and respond to emails?

Response: We reviewed and came to the conclusion that emails sent out to Board for Discussion and/or action be done inside an explicit deadline set by the sender (ie most likely President).

7) New Web host - New Website - New database?

Response: Discussed if we have overextended our volunteers. AND Nancy & Kurt will start to move over the web sig homepage from yahoo to hugkc.org. Will try to get written articles from each SIG for Newsletter. WILL discuss and possibly vote on whether to keep the Newsletter at next meeting. This is because we are trying to determine if it is or will be in the future a benefit to members.

8) Action Items and the people associated with them.

Response: Skipped. Maybe this should be on Old Business for next meeting?

9) Treasurer's Report. What has each SIG spent where we are sitting dollar wise. Database Person's Report: Where are the SIGs sitting on money they brought in? Are the SIGs spending enough?

Response: Discussed & Reviewed – Some SIG's are spending enough but some are not spending enough on their members and the money is just building up in their account. It was requested and Tim volunteered to show what was available Jan-1-2005 and what has been spent. The SIGs agreed to try to make sure they were spending the money on their members.

10) SIGs

+ Michael, John & Dave – Tell us about the training class SQL is doing – Way to Go!

Response: Good not sure how best to continue but looking into it

+ What's working

SIG	Members Served	Expired June 2004 or Prior	Visitor		Total People Attending
Access	53	1	11	=	64
Web	40	3	33	=	76
SQL Server	27	3	17	=	47
Windows/ Freeware	21	0	2	=	23

Response: Discussed Table and all agreed moving forward Not losing steam as Larry thought was happening.

11) Larry has agreed to send Michael (Windows) & John (SQL) a list of people who have joined or renewed their membership in the past month who have shown an interest in their SIG. (Asked for by Michael)

Response: Okay'd.

12) (Michael) While reporting may be necessary.....is publishing names? Several requests to not post their name have prompted me to omit names from posting winner's names on the web. That does not mean we do not have to keep records!

Response: Motion was removed from consideration after initial discussion.

13) (Michael) What are we doing with marketing?

Response: Marketing will become a single separate position in future Boards similar to Treasurer, Newsletter Editor/Writer & Webmaster.

14) (Larry) We need a policy -Long Term. Anyone who receives something in the name of HUG must give it away to a SIG members in a drawing, some other charity, or through in trash. They need to document it to the giver and document who it was given to. The paperwork must be turned into the Treasurer and kept on file. If the above is not followed, the property is not considered received by HUG.

Michael wants to talk about:

- * Using the corporate Letterhead by SIG leader so solicit tax free donations.
- * Collecting donations of old computer equipment by HUG.

Response: Discussed, Proposed and passed the following

L-013-2005_08_02 – Meeting Places

Anyone who receives something in the name of HUG must:

- * Give it away to a SIG members in a drawing, give it to some other charity, or through in trash
- * They need to document how the material is given away, keep a copy and send a copy to the HUG Treasurer.
- * They need to document what was received, to the giver.
- * They need to document what was received, and keep a copy and send a copy to the HUG Treasurer.
- * The HUG Treasurer needs to keep the above documentation on file for 10 years.
- * If the above is not followed, the property is not considered received by HUG it is considered received by the individual..

15) Let's talk about L-012 & 13 - Petty Cash & Java policy. Petty Cash Policy Failed. Java Policy passed

Response: Petty Cash Policy Failed. Java Policy passed

The following is the long term policy that past.

L-014-2005_08_02 – JAVA SIG no longer exists. Their total sum of money will now be used as seed money for any new SIG that joins HUG in the future. The approved amount for any new SIG will be decided by the board at the time a new SIG is adopted.

16) Discussion of the membership retention.

Response: Bypass

17) Anyone want to volunteer for a holiday party?

Response: NO, its dead.

18) Do we need to change HUG email addresses on web every 6 months?

Response: To change email address in order to limit your spam send to Larry before Sept. 1st

19) Putting on hold: Check Your Website Check the Your SIG's Web for correct Spelling of Heartland User's Group -Disclaimer on web site.

Next Meeting – Tuesday – Nov 1

Response: Agreed - Ramona agreed to bring Pizza the next meeting

Any New Business

Response: None

End of meeting