

Coordinating Council Meeting
April 11, 2001

Present: Ray Talley, Ralph Bushey, Catherine Huffman, Jo Henning, Ann Pinkham, Evelyn Skipper, Sue Tenney, Dave Zeller.

Absent: Penni Anderson, Joe Felton, Dorothy Forster, Irving Grossman, Ken Jenkins, Gail Mackey, Judy Nielsen, David Rigler, Thea Rothbucher.
Laura Scribner attended as staff.

I. General Announcements:

In the election on April 7th, the two alternates are Thea Rothbucher and Ralph Bushey. Mark Borison was the only write-in.

Staffing update: The new position went to the City Hiring Department on Tuesday night. This is the 20 hour position of Recreation Assistant-Seniors Program. It is with benefits: Vacation, Sick Leave, and Medical (the appointee will pay half the City's fee for medical). The announcement will be out by the end of this week. It will close on May 11th. It is a three-week recruitment, but may take months to hire. The position will help coordinate and plan all the seniors programs, not just computers. Job duties to include setting up rooms for activities, answering phones, supporting volunteers, putting together calendars and schedules, and much more. It will be advertised in all the newspapers, as well as San Jose State. Laura will have the final recommendation along with one other person.

II. Minutes of March 14.

In paragraph IV, the "Power On" should read "Rewind". The deadline for the discount on "Rewind" has been extended to July. Laura will ask "Go Back" if they can extend the same discount deal.

Minutes approved and seconded.

III. Treasury Report:

Adobe Acrobat- This PDF (portable document format) makes it possible to have the same font when the disk is taken to Kinko's. This purchase was for the office only. We paid Cruzio \$17.82 for posting our domain. From now on the fee will be higher. The PC in Cubby A caught on fire with sparks and smoke. Laura took it to Day and Night for repair. They said it was the most "fried" computer they had ever seen. (The power had shorted out.) The new projector for the cart works great!

IV. Volunteer Appreciation Luncheon May 24th

Jo and Anita have been added to Ann's staff for the menu and place. They decided not to go with the Elks because of the parking. Severino's is too far out for some of the guests to attend. So, back to Peachwood's. This time we will have the \$16.50 plate which gives four choices and includes desserts, one beverage, tips and tax. The Inn will furnish cheesecake, which eliminates the need for us to buy a cake. The choices are: California Shrimp Salad, Pesto Primavera, London Broil and Chicken Pasatiempo. The election of officers will be on next month's agenda.

V. New Business:

Most of the classes this quarter have spaces left. Ken Jenkins' Saturday class has been cancelled because it had only one applicant. The registration has never been so slow. Laura will place a notice on our Web page announcing that classes are available.

Jennifer DeToy is a very popular instructor. She has a new job with Plantronics. They will allow her to hold class here on their time!

We probably need to branch out a little. Have "Word" and "Page Maker", for instance. Laura will mail out a questionnaire before the next membership meeting to ask what subjects members desire. It was also suggested that we set up an email database in order to email members information. Laura said we would need a volunteer to implement that and that keeping up with email addresses, which tend to change frequently, is a challenge.

Motion to have Laura mail out questionnaires was made and seconded.

Meeting adjourned.

Next meeting of the Coordinating Council will be May 9.