

**HOUSTON AREA LEAGUE OF PC USERS, INC.**  
**BOARD OF DIRECTORS**  
**AGENDA FOR September 5th 2002 Board of Directors Meeting**

**I. CALL TO ORDER AT 7:00 PM**

1. Recognize any non-member guests
2. Approval of the minutes of the August 1st, 2002 Meeting of the Board of Directors. (Agenda Attachment 1)

**II. REPORTS**

1. Presidents Report ( Robert Gunn )
2. First Vice President – SIGs ( Stephen Whitt )
3. Vice President – Communications ( Jay Thomas )
4. Vice President – Programs ( Mark Flato )
5. Treasurer ( Al Greene )
6. Membership Secretary ( Sharon O’Fiel )
7. Education Committee ( J Kolenovsky )

**III. UNFINISHED BUSINESS**

**IV. NEW BUSINESS**

1. Motion to approve the FY2002–2003 Budget (Al Greene)
2. Motion to set the date of the next Board Meeting.(Agenda Attachment 2, Mark Flato)
3. Financial reports by month for June 2001 through June 2002. (Agenda Attachment 3, Bob Stewart)
4. Detailed accounting of current Accounts Payable including Employee payroll. (Agenda Attachment 3, Bob Stewart)
5. A request by a member for a copy of the audit conducted by the board or an independent third party of the election counting software used to tabulate the board election results. (Agenda Attachment 3, Bob Stewart)
6. A list of board members and the conflicts of interest stated in their signed documents. (Agenda Attachment 3, Bob Stewart)
7. Disclosure to the current BOD of the results of the audit conducted last fiscal year. (Agenda Attachment 3, Bob Stewart)
8. Discussion of how to handle HAL–NET in light of the audit results. (Agenda Attachment 3, Bob Stewart)

**V. ADJOURN**

Approved minutes of September 5, 2002 Board Meeting

**ATTENDEES:**

Officers:

President	Robert Gunn	
First Vice President – SIGs	Steve Whitt	
Vice President – Communications	Jay Thomas	
Vice President – Programs	Mark Flato	
Treasurer	Al Greene	Absent
Membership Secretary	Sharon O’Fiel	
Recording Secretary	Larry Monks	

**Directors:**

Bret Branon	Absent
John Chambers	
Dell Coleman	
David Dillard	
Don Dillard	
Scott Doctor	Absent
Monte Goodman	
Reginald Hirsch	Absent
J. Kolenovsky	
Mike Novominsky	Absent
David Pausky	Absent
John Pohlman	Absent
Bob Stewart	
David Walter	
Brian Walters	
Reuben Wilson	

Parliamentarian: Marilyn Gore      Absent

**I. CALL TO ORDER AT 7:00 PM**

No Non–member guests.

Corrections to Minutes of Meeting August 1, 2002:

Jay Kolenovsky asked that the Education Committee report should be corrected to read Thompson Learning Prometrics instead of Thomas and that his name, J Kolenovsky reported as reporting the business plan instead of Jay Thomas Minutes were approved as amended.

**II REPORTS**

**Presidents Report: Robert Gunn announced that Al Greene’s mother had died September 3. Committee Lists were distributed.**

## **VP SIGs:**

Steve Whitt asked that no food or drinks should be in SIG rooms or classes – the carpet has just been cleaned. Discussed possibility of leasing the SIG rooms when not in use. Steve stated he had checked the current rate for use of a meeting room and found the rate to be between \$80 and \$100. He felt that \$80 was an appropriate amount to charge. Discussion followed, directors expressed that would be a good way to educate others about HAL and that it would be worth trying.

## **VP Communications: Jay Thomas presented his report as follows:**

### **Internet**

We currently have approximately 7,761 users on the HALNet system. Of that number, approximately 457 are users of our ADSL service. Additionally, over 1,100 of our users are taking advantage of the e-mail virus & spam screening service.

In the early morning hours of the 1<sup>st</sup> of September, an unusual type of drive failure occurred in HALNet's e-mail server. HALNet's e-mail server is a very critical system resource and efforts had been made to make it as reliable as possible, including the use of a RAID-5 Mass Storage Array which can normally deal with the failure of a single drive. In this instance, the failure mode was one which resulted in corruption of the system SCSI bus causing the array contents to become invalidated. As a result, a restore from a backup which had been taken at 4:29 that morning was performed. Various means are currently being considered to improve the reliability of HALNet's e-mail server.

### **The Magazine.**

At the suggestion of The Magazine's publisher, Meredith Foster, and in light of budgetary constraints, the HAL-PC Magazine will move to an 11-issue publishing calendar with a combined "Holiday Edition" covering the November-December period when many HAL-PC members and columnists are pre-occupied with visiting relatives and holiday meals and travel plans. Issue size will also be reduced from 52 to 44 pages (except for the Holiday issue) in order to further reduce Magazine-related costs.

Jay also told the Board that Tom Lassister, who has written for the magazine for a long time, has serious medical problems. Jay and the Board wish for his complete recovery.

### **Advertising.**

No advertising has been placed since the last meeting of the Board of Directors.

## **VP Programs: Mark Flato:**

announced that Smart Computing wants to do a presentation for us. He is researching the possibilities. Discussion followed, Monte Goodman asked if Mark could research holding meetings offsite that would be of adequate size for a general meeting. Others mentioned the success of the Internet Expo held a couple of years ago.

**Treasurer: Al Greene:**

was absent due to the death of his mother. He sent Robert Gunn a note that he asked Robert read. He stated that HAL is facing challenges in the coming years. We need to focus on increased membership and income. That we have made many positive changes recently and we need more to come. He said that do to commitments he will not be able to attend Thursday evening meetings for some months.

**Membership Secretary: Sharon O'Fiel:**

announced that membership at the end of the month of August was 10,001 up from July's 9,832 figure. She and Robert Gunn updated the status of the new magnetic stripe membership cards. We have determined that all the printing can be done on our printer which will save the added printing costs and allow us flexibility if changes need to be made. These cards will become the member's permanent membership card. Robert Gunn announced that Anne Sipes has been working very hard on writing the code to allow for monthly credit card charges. She also almost has in place an e-mail address for every HAL-PC member! Robert thanked Anne for her hard work as did the rest of the directors.

**Education Committee: J Kolenovsky:**

reported that day classes for September and October are in session. That 2 instructors have been hired. Advertisements are in the HAL magazine and on our website. Ads will also be placed in the Greensheet and other publications. Flyers are being made to place at Microcenter and other computer stores. Night classes will be 6 to 9 three times a week. So far HTML Programing will be offered. A+ will launch Sept. 18 at a cost of \$595. He also announced that only class members will be allowed to buy vouchers. Prometric has not given us an answer as to whether we will be an approved testing center for them yet.

Discussion followed. Bob Grefe suggested that a Saturday beginning Windows XP or First Step class would be well received.

**III. Unfinished Business.**

None.

**IV. New Business.**

Motion to approve the FY 2002-2003 Budget presented by Sharon O'Fiel at the request of Al Greene. Each director who is responsible for a budget met with the President, the Treasurer, and Marie Jones several times to prepare a balanced budget. The details of the

budget were presented and discussed. The motion to approve the budget passed.

Motion to set the date of the next Board Meeting (Mark Flato).

Whereas ARTICLE IV. BOARD OF DIRECTORS, G states that Board meetings shall be held monthly or as directed by the Board.

Be it hereby resolved that the HAL-PC Board of Directors will meet again on Thursday, January 2, 2003.

Motion that the Treasurer have posted an end of month Balance Sheet each month on the website in the form presented at the last Board meeting. (Bob Stewart). Motion passed.

Motion withdrawn by Bob Stewart for detailed accounting of current Accounts Payable including employee payroll based upon the current information provided in the new budget, and the current audit just completed.

A request by a member for a copy of the audit conducted by the board or and independent third party of the election counting software used to tabulate the board election results. The member making the request was present for the Board meeting. Jeff Hupp reported that extensive tests had been done prior to the first on-line voting. This year a more simple test was done because the same software and procedures were followed. The member stated she voted in person, but did not receive an e-mail confirmation. She is not a HAL-PC internet customer. Jeff stated he would pull the detail for e-mail confirmations sent for her.

Request for a list of Conflict of Interest Statements was requested from Bob Stewart and other Directors. Those will be mailed.

Disclosure to the current BOD of the results of the audit conducted last fiscal year. Robert Gunn explained that last year's BOD has received a copy of that in January, but that the current BOD would receive a copy as well.

Discussion of how to handle HALNet in light of the audit results. Robert Gunn explained that our auditors are very knowledgeable of how to report non-profit revenues and expenses. That we have already completed the current year's audit and that thanks to the hard work of Marie Jones our books are current and being reported properly.

The September 5, 2002 Board meeting adjourned at 9:00 pm.

Respectfully Submitted,  
Larry Monks,  
Recording Secretary

## **Agenda Attachment 1**

### **HOUSTON AREA LEAGUE OF PC USERS, INC. BOARD OF DIRECTORS AGENDA FOR August 1st 2002 Board of Directors Meeting**

#### **I. CALL TO ORDER AT 7:00 PM**

1. Recognize any non-member guests
2. Approval of the minutes of the June 29th, 2002 Meeting of the Board of Directors..

#### **II. REPORTS**

1. Presidents Report ( Robert Gunn )
2. First Vice President – SIGs ( Stephen Whitt )
3. Vice President – Communications ( Jay Thomas )
4. Vice President – Programs ( Mark Flato )
5. Treasurer ( Al Greene )
6. Membership Secretary ( Sharon O’Fiel )
7. Education Committee ( J Kolenovsky )

#### **III. UNFINISHED BUSINESS**

#### **IV. NEW BUSINESS**

1. Election of two Executive Committee Members.
2. Motion to appoint J Kolenovsky to the position of Director of Education. ( Agenda Attachment 1, Stephen Whitt )

#### **V. ADJOURN**

## **Agenda Attachment 1, Stephen Whitt**

Motion to appoint J Kolenovsky to the position of Director of Education

WHEREAS: THE HAL-PC Bylaws allow the Board of Directors to appoint Member Services Director, Vendor Liaison Officer, Bulletin Board System Operators, Volunteer Coordinator, Welcome Committee Chairman. and other functionaries as the Board may deem necessary.

WHEREAS: the Board of Directors has determined a need for a Director of Education.

Be it hereby resolved: The HAL-PC BOARD OF DIRECTORS appoints J Kolenovsky to the position of Director of Education

### **ATTENDEES:**

#### **Officers:**

President – Robert Gunn  
First Vice President – SIGs – Steve Whitt  
Vice President – Communications – Jay Thomas  
Vice President – Programs – Mark Flato  
Treasurer – Al Greene  
Recording Secretary – Larry Monks  
Membership Secretary – Sharon O’Fiel

#### **Directors:**

Bret Branon – Absent  
Brian Walters  
David Dillard  
David Flato  
David Pausky – Absent  
David Walter  
Dell Coleman  
Don Dillard  
J Kolenovsky  
Jay Thomas  
John Pohlman – Absent  
John Chambers – Absent  
Monte Goodman – Absent  
Reginald Hirsch – Absent  
Reuben Wilson – Absent  
Robert Stewart – Absent  
Scott Doctor – Absent

Parliamentarian: Marilyn Gore

## **CALL TO ORDER AT 7 PM**

The chair asked if there were any objection to the approval of the minutes of the August 1st meeting. No objection was heard. The chair announced that the minutes were approved.

The President nominated Brian Walters and Reginald Hirsch to be appointed to the Executive Committee.

Brian Walters and Reginald Hirsch were appointed to the Executive Committee.

The Vice President of SIG's, Steve Whitt, presented his report as follows:

Steve is looking into updating the PC's in the SIG rooms and the lab. Steve is currently reviewing costs. With what we currently have, Steve is questioning upgrading all machines running Office 97 to 2000. To be "up to date", Steve pointed out and recommended that all these machines be upgraded to Windows 2000 and Office 2000.

Jay Thomas asked the cost involved and the possibility of obtaining Academic licenses for the machines. J Kolenovsky offered that techsoup.org has alternative pricing.

The Vice President – Communications, Jay Thomas, presented his report.

### Internet

On the afternoon of July 10th, there was an extensive power failure in the Galleria area which included the building in which HAL-PC is located. While there was an initial problem with generator startup, timely intervention by Larry Dillard & Jeff Hupp prevented any interruption of service to our users.

### The Magazine

The Magazine print run has been reduced to 11,000 copies to reduce costs and better meet our needs. This provides sufficient copies for direct mail to our membership as well as some to use for promotional purposes.

### Advertising

No advertising has been placed since the last meeting of the Board of Directors

Respectfully submitted,

Jay Thomas/Vice President Communications

Mark Flato mentioned that there were e-mails received concerning paying for someone to go to Comdex. Mark Flato recommended that there was no need to pay for someone to go.

The Treasurer presented his report as follows:

Al Greene mentioned that he has received an engagement letter for the CPA firm Blazek and Vetterling. Blazek and Vetterling's proposed fee is \$15,000. Al was satisfied with the proposal. Robert Gunn mentioned that with previous audits no working papers were



received from the previous CPA since 1990. Essentially, the audits were passed along. Robert Gunn said that we would receive real audits from this firm. Gunn said that Blazek and Vetterling the primary non-profit CPA firm in town.

HAL-PC ends the month with no significant outstanding debt.

Al Greene proposed bonding directors who handle money to protect from theft. Robert Gunn believes there is an employee theft insurance policy in existence.

Al Greene,  
Treasurer

Sharon O'Fiel made a motion that we accept the proposal from Blazek and Vetterling. The motion passed.

The Membership Secretary presented her report as follows:  
Current membership is 9,842. It's low. There has been a renewal letter sent to former members. Jeff and Robert have setup the new membership card printer and it is working.

Sharon O'Fiel  
Membership Chair

The Education Committee chair presented his report as follows:  
J Kolenovsky said that the committee has been meeting twice per month, every other Saturday, to get momentum.

We are now a CompTIA learning affiliate. We can now sell CompTIA courses until December 31. We need to get two MCT's on staff.

We have applied to Thomas Learning Prometric. Jay Thomas produced a business plan for us to handle Prometric Testing.

We have met with two instructors qualified to teach MOUS.

We will have formal and informal classes.

Al Greene asked if we can make money on testing. J Kolenovsky said yes, 50%

New Business:

Steve Whitt made a motion to appoint J Kolenovsky Director of Education. The motion passed.

The August 1, 2002 Board of Directors Meeting adjourned at 7:50 pm.

Respectfully Submitted,  
Larry Monks  
Recording Secretary

## **Agenda Attachment 2**

Motion to set the date of the next Board Meeting. ( Mark Flato )

Whereas ARTICLE IV. BOARD OF DIRECTORS, G. states that Board meetings shall be held monthly or as directed by the Board.

Be it hereby resolved that the HAL-PC Board of Directors will meet again on Thursday, January 2nd, 2003.

### **Agaenda Attachment 3**

From: "Robert L. Stewart" <rl\_stewart@highstream.net>  
Subject: Fwd: Agenda Items for the next meeting  
Date: Wed, 31 Jul 2002 07:22:49 -0500  
To: secretary@hal-pc.org,monte@hal-pc.org,reg@hal-pc.org  
Cc: walterdw@hal-pc.org,dpausky@hal-pc.org,jpc@hal-pc.org, rk wilson@hal-pc.org

Mr Gunn,

The following was sent to you and everyone above on July 19. Why was it ignored and these items not added as agenda items for the August meeting?

Bob

Date: Fri, 19 Jul 2002 07:38:47 -0500  
To: monte@hal-pc.org, reg@hal-pc.org  
From: "Robert L. Stewart" <rl\_stewart@highstream.net>  
Subject: Agenda Items for the next meeting  
Cc: walterdw@hal-pc.org, dpausky@hal-pc.org, jpc@hal-pc.org, rk wilson@hal-pc.org  
Bcc: nightowl@hal-pc.org

Items requested to be added to the next BOD meeting agenda.

1. Financial reports by month for June 2001 through June 2002. None have been posted to the web site.
2. Detailed accounting of current Accounts Payable including Employee payroll.
3. A request by a member for a copy of the audit conducted by the board or an independent third party of the election counting software used to tabulate the board election results.
4. A list of board members and the conflicts of interest stated in their signed documents.
5. Disclosure to the current BOD of the results of the audit conducted last fiscal year.
6. Discussion of how to handle HAL-NET in light of the audit results.

Since I am new to this, I do not know the formal procedure for submitting item to the agenda so until I am notified of the process and format, this will have to do.

Robert L. Stewart

Information Technology Architect  
Microsoft Certified Professional (Access)