

Unapproved minutes of the March 6th, 2001 Board of Directors Meeting.

HOUSTON AREA LEAGUE OF PC USERS  
MINUTES OF March 6th, 2001  
BOARD OF DIRECTORS MEETING  
4543 Post Oak Place  
Houston, Texas

Any corrections, changes, additions to these minutes will be noted in the next month's minutes when the minutes are approved by the Board.

ATTENDEES:

Officers

President Robert Gunn  
First Vice President - SIGs Mike Mashburn  
Vice President - Communications Jay Thomas  
Recording Secretary Anne Sipes  
Membership Secretary Jeff Boggan Absent  
Treasurer Wes Leggett

Directors:

Michelle S Annis  
Mel Babb Absent  
Norman Blaylock  
James Coon  
Stephen Cravey  
William A Goetschius  
Robert P Grefe  
Moe Jones Absent  
J Kolenovsky Absent  
Tiffany Kong Absent  
Donald McGowan Absent  
Ray Morris  
Joseph E Morris Jr  
Mike Novominsky Absent  
David R. Pausky Absent  
Brian Sadler Absent

Parliamentarian: Marilyn Gore

Guests:

51076 Jason Perry  
Monte Goodman  
52602 Scott Provost  
71383 John Chambers  
47324 Marvin Kaiser

45613 Josie Duffey  
51076 Ron Perry  
32380 Elenor Grefe  
9831 D. Flato  
29427 Jeff Hupp  
49120 Bret Branon

1 **I. CALL TO ORDER AT 7:05 PM**

2 David Pausky asked that the Agenda be modified to read Agenda Attachment 7 where it  
3 read Attachment 7.

4 Bob Grefe made a motion (**Motion 010301, Agenda Attachment 1**) that the Minutes of  
5 the February Board of Directors Meeting be approved.  
6 The Motion passed.

7 **II. REPORTS**

8 The VP-SIGs offered his Report ( **Attachment 3** )

9 HAL-PC member and former SIG leader John Greer presented information regarding the  
10 benefits to HAL-PC and its members of possible affiliation with the Institute for  
11 Certification of Computer Professionals (ICCP.org).( **Attachment 4** )

12 David Pausky distributed a formatted copy of the Product Distribution Committee  
13 Motions ( **Attachment 5** )

14 The Treasurer offered his Report ( **Attachment 7** )

15 The VP-Communications offered his Report ( **Attachment 8** )

16  
17 **III. UNFINISHED BUSINESS**

18  
19 Norman Blaylock withdrew his Motion that the Board of Directors instructs the President,  
20 or his designee, to inform Mr. Dowdall, in writing, of our intent to terminate said  
21 agreement. ( **Attachment 1** ) on the basis that the investigating committee had  
22 recommended the termination of the relationship with Mr. Dowdell and Mr. Dowdell had  
23 already resigned.

24 **IV. NEW BUSINESS**

25 Anne Sipes made a motion (**Motion 010302, Attachment 6**) to direct the Programs  
26 Committee to neither spend nor commit HAL-PC to spend any monies in excess of those  
27 received in payment from participants in activities sponsored by the Programs Committee.  
28 The motion failed for lack of a second.

29 Anne Sipes made a motion (**Motion 010303, Attachment 2**) to hold a special meeting at  
30 HAL-PC Headquarters on March 31<sup>st</sup>, 2001  
31 The motion passed.

32 **V. ADJOURN**

33 Stephen Cravey moved (**MOTION 010304**) to adjourn

34 The March 6th, 2001 Board of Directors Meeting adjourned at 8:14 pm.

Respectfully Submitted,  
Anne Sipes  
Recording Secretary

## Attachment 1

**Motion that the Board of Directors instructs the President, or his designee, to inform Mr. Dowdall, in writing, of our intent to terminate said agreement. ( Norman Blaylock )**

**Whereas Mr. Bob Dowdall's letter of agreement regarding professional Fundraising services with HAL-PC, as recorded in the Board minutes of June 1998(?), requires 30 days notice to terminate his services to HAL-PC.**

**And, whereas the Board of Directors wishes to terminate said agreement with Mr. Dowdall.**

**Be it resolved that the Board of Directors instructs the President, or his designee, to inform Mr. Dowdall, in writing, of our intent to terminate said agreement.**

## Attachment 2

**Motion to hold a special meeting at HAL-PC Headquarters on March 31<sup>st</sup>, 2001 ( Anne Sipes )**

**Whereas the majority of our current Board Members have made promises to the membership that require changes to the bylaws.**

**Whereas the current HAL-PC Bylaws state: Written notice of proposed amendments must be published to all members at least 30 days prior to the meeting called in accordance with Section A of this Article.**

**Whereas the proposed bylaws changes will be published in the February issue of the HAL-PC Magazine.**

**Whereas the publication date of the HAL-PC Magazine is always the first of the month.**

**Whereas the current HAL-PC Bylaws state: These Bylaws may be amended at any Annual meeting or at a Special meeting of the members called for such purpose. Such meeting shall be subject to the notice requirements of Section A of Article**

**Be it hereby resolved that HAL-PC shall hold a Special Meeting of the members at HAL-PC Headquarters on March 31<sup>st</sup>, 2001 for the purpose of voting on the proposed bylaws changes as they are published in the March 2001 issue of the HAL-PC Magazine.  
HAL-PC member and former SIG leader John Greer**

## **Attachment 3**

### **VP-SIGs Report March 2001 HAL-PC Board Meeting**

**To:**  
Anne Sipes  
Recording Secretary

**From:**  
Mike Mashburn  
VP-SIGs

**Date:**  
02/19/2001

On Saturday February 17<sup>th</sup> a special seminar entitled “Clean Up Your Computer” was presented to an enthusiastic audience of 90+ HAL-PC members. Special thanks go to John Cochran for preparing and presenting the seminar and to William Goetschius and Joe Morris, Jr. for assisting him. Due to the success of this seminar, as well as last year’s Ebay seminars presented by Dick Huddleston, we will be looking for more opportunities to hold such events for our members. Recommendations for topics and presenters are always welcome.

During February all SIG Room guest monitors were upgraded to 17” monitors, thanks to a donation of used equipment from Engage Energy, now a division of Coastal Corp.

New SIG: A+ Skills & Drills, SIG Leader Josie Duffey. The SIG will concentrate on intensive preparation for the A+ Certification exam.

HAL-PC member and former SIG leader John Greer requested that the Board be presented with information regarding the benefits to HAL-PC and its members of possible affiliation with the Institute for Certification of Computer Professionals (ICCP.org). See Attachment.

## Attachment 4

**To: Mike Mashburn**

**From: John Greer, CCP**

**Date: February 15, 2001**

**Subject: Affiliation with the Institute for the Certification of Computer Professionals**

**I've attached the material you requested including the following:**

**Outline listing the examination subject items.**

**Overview of the core examination.**

**Overview of the specialty examinations.**

**Some of the sites to obtain preparatory material for the examination.**

**The latest material concerning the affiliation process.**

**ICCP Code of Ethics.**

**HAL-PC is well aligned with the main concepts behind the ICCP. HAL-PC has all of the ingredients to form and support a special interest group with an emphasis on the non-vendor specific Certified Computing Professional (CCP) certification program. The various SIGs comprising HAL-PC could supplement the ICCP SIG, and provide the specialty training required for the various certification programs offered by the ICCP. HAL-PC has the potential to be one of the best affiliates in the program. Most importantly, the club membership will benefit from the educational goals and standards required by the ICCP.**

**The ICCP is the only professional society which provides a non-vendor specific certification for the computer professional. An individual achieving the CCP credential does not represent any vendor only the high standards and goals of the ICCP.**

**Thank you for your consideration concerning this proposal.**

**Regards,**

**CC: J. Kolenovsky**

## **ICCP AFFILIATE MEMBERSHIP**

**The ICCP Board of Directors, at a recent meeting, approved the creation of a new class of membership called Affiliate.**

**Affiliate members can be any of the following type of organizations:**

**Professional Associations not wishing or qualifying for regular membership; including Societies outside North America.**

**Trade or Technical Schools who represent the ICCP in countries outside North America.**

**Companies who promote and support ICCP certification programs for their employees.**

**Educational Institutes who promote ICCP certification thru our ACP test program or by conducting and sponsoring ICCP review courses.**

**Affiliate member rights to include the following:**

**Allowed to identify themselves as affiliates of the ICCP in their political subdivisions and/or professional community.**

**Allowed to designate a person to be the official contact with the ICCP. Designee would be allowed to attend ICCP Board Meetings and participate in the discussions without vote.**

**Designee would receive official ICP correspondence going to all regular member representatives**

**Allowed to nominate members for ICCP Councils and Committees.**

**Affiliate member responsibilities to include the following:**

**NON-refundable application fee of \$300.00 for continuing membership.**

**Annual membership fee of \$150.00, payable the first of January each year, except prorated the first membership year.**

**The annual membership fee can be waived by an organization providing the following services:**

**Publish ICCP advertisements in magazines, journals and newsletters at least two times per year.**

**Provide ICCP with annual, secure access to mailing list(s) without charge for promotion of ICCP activities and programs.**

**Other considerations:**

**Affiliate member organizations are not required to appoint designated contacts, in which case official communications are with the affiliate office.**



**Affiliate member organizations do not have a vote at ICCP Board Meetings. Affiliate member applications, after consideration by the Membership Committee are submitted to the Board for final approval.**

**If your organization is interested in becoming an affiliate member, please submit a letter stating your intentions and include the following:**

**Copy of your newsletter, Journal or House Organ.**

**Number of members.**

**Copy of Code of Ethics or Standards of conduct, if available.**

**Goals and objectives of your organization.**

**A statement from your President, Executive Director or a person in authority indicating how you would support ICCP Certification within your organization.**

**The name and address of the contact person and alternate who receive and distribute ICCP correspondence relating to meetings and promotional literature.**

**Your application fee of \$300.00 US funds.**

**With the creations of the class of member, we hope to expand and recognize your interest in certification and its importance to the Information Processing Industry.**

**ICCP Examination Subject Outline:**

**Core Examination**  
**Business Information Systems**  
**Communication**  
**Data Resource Management**  
**Management**  
**Microcomputing and Networks**  
**Office Information Systems**  
**Procedural Programming**  
**Software Engineering**  
**Systems Development**  
**Systems Programming**  
**Systems Security**

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**BASIC Language**  
**C Language**  
**C++ Language**  
**COBOL Language**  
**Pascal Language**  
**RPG/400 Language**

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**New Examinations Under Development**  
**JAVA**  
**Visual Basic**  
**Object Oriented Analysis and Design**  
**Internet**  
**HTML**

## **Core Examination**

**The Core examination covers a range of topics considered to be knowledge required of every information systems and information technology professional today.**

- 1. Human and Organization Framework**
  - 1.1 Business Environment**
  - 1.2 Management**
  - 1.3 Technology Transfer**
  - 1.4 Interpersonal Communication**
  - 1.5 Professional Issues**
  
- 2. Systems Concepts**
  - 2.1 Types of Systems**
  - 2.2 Application Strategies**
  
- 3. Data and Information**
  - 3.1 Data Architectures**
  - 3.2 Data Management**
  
- 4. Systems Development**
  - 4.1 Systems Development Cycle**
  - 4.2 Systems Integration**
  - 4.3 Tools and Techniques**
  
- 5. Technology**
  - 5.1 Hardware**
  - 5.2 Software**
  
- 6. Associated Disciplines**
  - 6.1 Financial Management and Analysis**
  - 6.2 Management Science**
  - 6.3 Systems Auditing**
  - 6.4 Mathematics**
  - 6.5 Statistics**

## **Specialty Examinations : Example**

### **Business Information Systems**

**The Business Information Systems exam is intended to help define the body of knowledge and professional practices associated with the development and management of Business Information Systems. The BIS exam is designed to test the candidate's knowledge of the usage of Information Systems theory and practice at a level of competency appropriate to senior IS professionals.**

- 1. Business Information Systems Applications**
  - 1.1 Financial Planning/Decision Support**
  - 1.2 Accounting**
  - 1.3 Organizational Performance**
  - 1.4 Marketing and Sales**
  - 1.5 Materials Management**
  - 1.6 Production and Distribution Management**
  
- 2. The Business Information Systems Environment**
  - 2.1 System Analysis/Design Function**
  - 2.2 Data Base Design Function**
  - 2.3 Application Programming Function**
  - 2.4 Computer Operations Function**
  - 2.5 Systems Programming Function**
  - 2.6 Quality Control Function**
  - 2.7 Information Center Function**
  
- 3. Business Information System Considerations**
  - 3.1 User/IS Relations**
  - 3.2 Business Economics**
  - 3.3 IS Resource Management**
  - 3.4 EDP Equipment Use**
  - 3.5 Software Development Environment**

**Where can I get help preparing for the exams?**

**ICCP offers a Study Guide containing the fully expanded outline for each exam. It also provides sample questions drawn from old exams and explanations for the correct and incorrect answers.**

**The ICCP Education Foundation, in cooperation with Bird Professional Publications, offers a full line of ACP and CCP review courses for individual and group study. Follow-up surveys indicate a 75% passing rate for candidates using the Bird materials.**

**In addition to ICCP, several third parties provide audio tapes, video tapes and books to help prepare for the ICCP exams. A list of these resource materials is included with the ICCP exam brochure.**

Attachment 5

**Motion as passed by the HAL-PC Product Distribution Committee**

**Motion: 2001-02-20 (1) Made by David Crook and seconded by Charles Evans.**

**That the motion passed in the Special Meeting of the Product Distribution Committee held on February 6th 2001, be rescinded and replaced with the following:**

**Whereas the Product Distribution Committee has been charged with the responsibility of the distribution of donated product;**

**Whereas there are certain tax-related considerations regarding donated product;**

**Whereas the HAL-PC office and other administrative departments may have a need for donated product;**

**Whereas SIGs and outreach programs have a need for donated product;**

**Whereas the Product Distribution Committee has the authority to appoint individuals to address these issues;**

**Whereas John Cochran, Ron Perry, David Turner and Pat Freeman are willing to assist in the acquisition and distribution of donated product;**

**Be it hereby resolved that an Inventory Control Group is established.**

**Be it hereby resolved that the Inventory Control Group is hereby charged with the responsibility of receiving donated product, documenting the receipt of the product, evaluating the product, ensuring that the HAL-PC Office, HALNet and other administrative departments receive any donated product that is needed by those departments, and assigning any other donated product to the individuals responsible for final distribution;**

**Be it further resolved that the Inventory Control Group is hereby charged with the responsibility of determining where the rest of the product should go with guidelines developed and implemented by them and accepted by the Product Distribution Committee.**

**Be it further resolved that a tracking system acceptable to the Product Distribution Committee shall be developed by the above named individuals.**

**Be it further resolved that policies, logs of intake and distribution shall be provided to the Product Distribution Committee at their next meeting.**

**Motion Passed**

**Motion: 2001-02-20 (2) Made by David Pausky and seconded by David Crook.**

**That Ron Perry, Patricia Freeman, David Turner and John Cochran be appointed to the Inventory Control Group.**

**Motion Passed**

**Motion: 2001-02-20 (3) Made by David Crook and seconded by Charles Evans.**

**1. For all donations to the Inventory Control Group**

**1. Incoming donations to HAL-PC shall be directed to the Inventory Control Group who shall notify the Product Distribution Committee.**

**2. Access to the donation storage room(s) shall be limited to the Inventory Control Group, the Product Distribution Committee Chairman , and the HAL-PC Treasurer.**

**3. All incoming donations must be cataloged and tagged for tracking purposes.**

**4. A receipt must be given to the donor, identifying what was donated and a copy of the receipt shall be given to the HAL-PC office.**

**5. A monthly report will be provided to the Product Distribution Committee Chairman and the HAL-PC Treasurer showing current inventory and status of all donated equipment.**

**Motion Passed**

## Attachment 6

**Motion to direct the Programs Committee to neither spend nor commit HAL-PC to spend any monies in excess of those received in payment from participants in activities sponsored by the Programs Committee. ( Anne Sipes )**

**Whereas HAL-PC is currently operating without a VP Programs,**

**Whereas there are limited funds remaining in the Programs budget for this Fiscal Year,**

**Whereas it is the policy of this Board that no department shall exceed it's budget,**

**Be it therefore resolved this Board directs the Programs Committee to neither spend nor commit HAL-PC to spend any monies in excess of those received in payment from participants in activities sponsored by the Programs Committee.**

## **Attachment 7**

### **HAL-PC Treasurers Report - March 2001**

At the time of this writing, March 3, HAL-PC has no significant outstanding debt and a balance of \$150,614 in HAL's Bank of America cash account. There have been no transfers to or from any of HAL's other accounts during this period.

Earlier this month, Robert Gunn and I met with Caroline Vetterling and Terry Fredric of Blazek and Vetterling, an accounting firm specializing in work for non-profit corporations. HAL's former accountant has been notified of our intent to change accounting firms. We are working to facilitate a smooth transition.

Respectfully submitted,

Wesley L. Leggett,  
Treasurer



## Attachment 8

### **HAL-PC Vice-President of Communications Report to the Board of Directors, 6 March 2001**

#### \_Magazine\_

With the March issue of the HAL-PC Magazine we welcome a new advertiser, Altex, to the inside front cover. If any of you visit the Altex store, please mention that you saw their advertisement in the HAL-PC Magazine.

Please note also the special \$10 membership discount arrangement with the Museum of Fine Arts - Houston obtained for HAL-PC members by Carla Cawlfild.

#### \_Internet\_

The transfer of one of HALNet's connections to the Internet has again been delayed by AT&T. It may occur later this week. This transfer, which is at no cost to us excepting the time and energies of the HALNet Operations Team, should improve the quality of connectivity to a number of locations on the Internet including the City of Houston and The University of Texas at Austin.

On the ADSL front, Southwestern Bell Internet Services has restructured their pricing in such a way that we are now in a somewhat more cost-competitive position. Currently, ISP service and ADSL connection from Southwestern Bell Internet Services is \$49.00 (plus applicable taxes) per month. See: <http://www.swbell.com/DSL>

Our users pay \$39.00/month to SBC-ASI for the connection and \$5.00/month for HALNet ISP service which makes us \$5.00/month less. I expect this change to make HALNet a more appealing option.

#### \_Advertising\_

We will be making efforts to use existing advertising channels, such as space in The Houston Business Journal to promote the June meeting in order to minimize an additional expense for that purpose.

Respectfully submitted,

Jay Thomas