

**HOUSTON AREA LEAGUE OF PC USERS, INC.**  
**BOARD OF DIRECTORS**  
**AGENDA FOR January 2nd, 2003 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 September 5th, 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 )
8. Database Committee ( Anne Sipes )

**III. UNFINISHED BUSINESS**

**IV. NEW BUSINESS**

1. Motion to set the date of the next Board Meeting.(Agenda Attachment 2, Mark Flato)

**V. ADJOURN**

Approved minutes of January 2nd, 2003 Board Meeting

HOUSTON AREA LEAGUE OF PC USERS, INC.  
MINUTES OF JANUARY 2ND, 2003  
BOARD OF DIRECTORS MEETING  
4543 Post Oak Place  
Houston, Texas

**ATTENDEES:**

Officers:

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

**Directors:**

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

Parliamentarian: Marilyn Gore      Absent

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

The Minutes of the September 5th, 2002 Meeting of the Board of Directors were approved.

**II REPORTS**

### **Presidents Report ( Robert Gunn )**

The President reported that as a result of negotiations with building management the reserved parking spaces would be moved. He stated that we are currently in the process of negotiating a new lease. He stated that there are roof leaks and that the building management was dealing with a warranty issue involving the roof. He stated that a new roof had been promised. He stated that there is currently a 14 year lease under consideration. He created an Ad Hoc committee to investigate our lease options. Members of the Committee to investigate lease options are Robert Gunn (chair), Carla Cawfield, Scott Doctor, Al Greene and Chip Hubbard..

### **Vice President – Communications Report ( Jay Thomas )**

The Vice President Communications reported a slight decline in dial-up accounts and a slight increase in aDSL.

He also reported that the Magazine was about to go to the new smaller format mandated by the budget.

### **Vice President – Programs Report ( Mark Flato )**

The Vice President Programs reported that he is negotiating with Reliant Energy for the use of their building and that while nothing was confirmed he was working on a June Event.

### **Membership Secretary Report ( Sharon O’Fiel )**

The Membership Secretary reported that membership is on the decline. She stated that we are losing an average of 95 members a month.

### **Treasurers Report ( Al Greene )**

The Treasurer reported that most of the items in the auditors report had been addressed before the audit was written.

Marie Jones reported that she had only been able to locate documentation for about 20% of the cash disbursements when she began working with us as our Bookkeeper. She stated that a new filing system has been implemented and that locating documentation relating to cash disbursements should not be any problem in the future.

### **Database Committee Report ( Anne Sipes )**

The Database Committee has completed the first phase of developing and implementing the HALNet User Management System. All HAL-PC Memberships and HALNet Accounts are now managed using a single database.

As promised, the HALNet User Management System’s Easy Renew option was enabled in September of 2002. Members and clients who choose to use this option may renew

their HAL-PC Membership and all of their HALNet Accounts at the same time online. The system has been successful and is collecting about 20% of the monies collected on behalf of HAL-PC.

The Database Committee would like to be able to develop additional applications to generate income for HAL-PC. The Committee believes that the requirement that people purchase membership in order to purchase other services such as HALNet is creating a great deal of unnecessary complexity in the coding of this type of application. The requirement forces people to buy what they don't want rather than letting them buy what they do want and is a detriment. We would respectfully request that this Board remove this restriction and allow us to develop applications that will sell the services requested by individuals without requiring that we check to be sure that a membership has been purchased or having to determine when the membership will expire in order to allow an individual to purchase other services.

Scott Doctor made a motion to allow individuals to purchase HAL-PC or HALNet services without having to join HAL-PC.

The motion passed.

Mark Flato made a motion to set the date of the next Board Meeting.

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, March 6th, 2003.

The motion passed.

The January 2nd, 2003 Board meeting adjourned at 8:05 pm.

Respectfully Submitted,  
Larry Monks  
**Recording Secretary**

## **Agenda Attachment 1**

Unapproved minutes of September 5, 2002 Board Meeting

HOUSTON AREA LEAGUE OF PC USERS, INC.  
MINUTES OF SEPTEMBER 5, 2002  
BOARD OF DIRECTORS MEETING  
4543 Post Oak Place  
Houston, Texas

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

### **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.

### **Unfinished Business.**

None.

### **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 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, March 6th, 2003.**