

**HOUSTON AREA LEAGUE OF PC USERS, INC.  
BOARD OF DIRECTORS  
AGENDA FOR April 3rd, 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 January 2nd, 2003 Meeting of the Board of Directors.  
(Mailed with the March Agenda)

**II. REPORTS**

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

**III. UNFINISHED BUSINESS**

**IV. NEW BUSINESS**

1. Motion to set the date of the next general election of Directors (Agenda Attachment 1), Jay Thomas
2. Motion to set the date of the next Board Meeting.(Agenda Attachment 2), Sharon O’Fiel
3. Motion to extend the budget (Agenda Attachment 3), Jay Thomas

**V. ADJOURN**

**Approved minutes of April 3rd, 2003 Board Meeting**

**HOUSTON AREA LEAGUE OF PC USERS, INC.  
MINUTES OF April 3rd, 2003  
BOARD OF DIRECTORS MEETING  
4543 Post Oak Place  
Houston, Texas**

**ATTENDEES:**

**Officers:**

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

**Directors:**

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

**Parliamentarian: Marilyn Gore**    **Absent**

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

The Minutes of the January 2nd, 2003 Meeting of the Board of Directors were approved.

## **II. REPORTS**

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

The President reported that the National Dial-Up introduced. Robert mentioned that the lease option has been investigated by the Lease Committee which was be presented by Chip Hubbard in the Lease Options Committee Report. Robert mentioned that the new membership cards had been produced and mailed to the Board Members and that Board Members should have received them by this meeting.

### **2. First Vice President – SIGs ( Stephen Whitt )**

The First Vice President – SIGs presented his report for a proposed succession plan, which are created to anticipate long-range needs and the cultivation of a strategy for meeting those needs for the continuity of operation.

The points of the plan include:

Perform task analysis and descriptions of all activities of the current HAL-NET management contractor.

Complete inventory of all HAL-PC, and non HAL-PC equipment utilized in Network Services (both on and off site).

Establish that a total and accurate accounting for all bandwidth utilization through HAL-PC facilities and equipment is provided.

Set up a third-party piece of monitoring software to ensure accurate monitoring of all bandwidth activities of HAL-PC facilities.

Software monitoring and results need to be performed and presented to the Board by an outside, neutral third party.

Compile a listing of all parties that access HAL-PC networks, along with copies of contracts. In that all use of HAL-PC networks may incur potential liabilities, to both the organization and the directors, a complete listing needs to be provided to the HAL-PC board for retention and review.

Obtain and define written contracts for all contracts that are presently through verbal agreements.

Procure copies of all written contracts to the HAL-PC Board for retention and review without.

A motion was made to setup a committee to review a succession plan. Motion was declined; HAL-PC already has a disaster plan in place.

The First Vice President SIGs stated that there was an issue with the SIG network connectivity, but that it was workable.

### **3. Vice President – Communications ( Jay Thomas ) Agenda Attachment 4**

#### **Vice-President/Communications Report to the HAL-PC Board of Directors March, 2003**

##### **Internet–**

As of Thursday, March 6th, we have approximately 7,062 users on the HALNet system. Of that number, approximately 553 are users of our ADSL service, 52 more than we had at our last meeting in January. Additionally, over 1,500 of our users are taking advantage of the e-mail virus & spam screening service, up from 1,400 in January.

As some of you may have already learned, HAL-PC's HALNet service is now available from hundreds of local dialup numbers across the United States and Canada. This additional capability is intended to both improve the usefulness of HALNet to our current subscribers who travel as well as to provide us with an opportunity to provide service to HAL-PC members who have moved away from the Houston area as well as to our friends and relatives. A special webpage has been created to provide information on this exciting new capability at:<http://www.hal-pc.org/national.html>.

##### **The Magazine**

A change is being made in the way that our Magazine is being mailed. Previously, our printer had to ship the boxes of magazines to the mailing house who applied address labels and actually mailed The Magazine to our members. Our printer will now be preparing and mailing our Magazine for \$70.00 less per month than the previous arrangement. This arrangement also removes nearly two days of lead time in distributing The Magazine to our members.

##### **Advertising**

No advertising has been placed since the last meeting of the Board of Directors. Please tell your friends and relatives about Houston's Best Kept Secret, HAL-PC and our award-winning HALNet Internet Service which is now available in many locations throughout the United States and Canada.

**Respectfully submitted,  
Jay Thomas / Vice-President Communications**

**4. Vice President – Programs ( Mark Flato )**

June 7th was selected by the election committee (see **Agenda Attachment 1**). The Vice President of Programs had nothing to report.

**5. Treasurer ( Al Greene )**

The Treasurer had nothing to report.

**6. Membership Secretary ( Sharon O’Fiel )**

Membership Secretary presented a report that as of 3/29/03, membership was 9,259 active members. Operations on dealing with prospective members have improved and complaints have greatly decreased. Praise was given to Anne and Jeff on the super job done on the membership database and on–line renewals system. The new Membership Card system is up and running. The new accounting system is up and running. Revenues in other areas are increasing

Membership Secretary also commented on online training, which would offer extra benefit to those at a far distance from HAL–PC building and online video of SIGs to increase benefits to more members.

**7. Education Committee ( J Kolenovsky )**

The Education Committee Chair was absent. No report presented.

Robert has filled in place of J Kolenovsky, who has been absent for personal reasons. The revenue for classes is up and the participation and types of classes are increasing.

**8. Lease Options Committee ( Chip Hubbard )**

The Lease Options Committee Chair presented the following resolution:

**WHEREAS, HAL–PC needs a permanent facility from which to do business and conduct its operations; and**

**WHEREAS, HAL–PC currently resides at 4543 Post Oak Place Drive, Houston, Texas as its place of doing business, and said facility meets the current and known foreseeable needs of HAL–PC’s business concerns; and**

**WHEREAS, the current HAL–PC Landlord is willing to offer a new lease with terms and conditions favorable to HAL–PC,**

**THEREFORE BE IT RESOLVED,**

**That the Board of Directors of HAL–PC hereby authorizes the president of HAL–PC to negotiate, enter into, execute, and sign a new lease on HAL–PC’s behalf with terms and conditions of a favorable nature to HAL–PC.**

The motion passed with additions of excluding board members of liability.

**III. UNFINISHED BUSINESS**

No unfinished business

**IV. NEW BUSINESS**

- 1. Motion to set the date of the next general election of Directors (Agenda Attachment 1), Jay Thomas**
- 2. Motion to set the date of the next Board Meeting.(Agenda Attachment 2), Sharon O’Fiel**
- 3. Motion to extend the budget (Agenda Attachment 3), Jay Thomas**

**V. ADJOURN**

**Agenda Attachment 1**

**Motion to set the date of the next general election of Directors, Jay Thomas**

**Whereas: The online election system is in place and has been tested, and**

**Whereas: All members of HAL-PC as of the record date for notice of the June meeting (April 30th, 2003) will have a special voting key printed on the mailing label of their magazine or on their new member letter, and**

**Whereas: All members of HAL-PC as of the record date for notice will be in the voting database, and**

**Whereas: the list of candidates for director will be loaded into the voting system, and**

**Whereas: there is a General Meeting planned for June 7th, 2003,**

**BE IT HEREBY RESOLVED: That the record time for the general election of Directors shall be 1:00 pm to 3:00 pm, Saturday, June 7th, 2003.**

**BE IT FURTHER RESOLVED: That electronic voting will commence on May 1st, 2003 and continue until the close of the record time for the election: 3:00 pm, June 7th, 2003.**

**BE IT FURTHER RESOLVED: At the close of voting on June 7th, 2003, the Election Committee will generate and present to the membership a report of votes**

**cast and duly elected Directors.**

The motion was approved.

### **Agenda Attachment 2**

**Motion to set the date of the next Board Meeting. (Sharon O'Fiel )**

**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, May 1st, 2003.**

The motion was approved.

### **Agenda Attachment 3**

**Motion to extend the budget, Jay Thomas**

**Whereas: HAL-PC's Fiscal Year ends on May 31st, 2003, and**

**Whereas: New Officers are to be elected at the June 2003 General Meeting**

**Whereas: The authority of the organization to make disbursements Relies on a budget being in place.**

**NOW THEREFORE BE IT RESOLVED:**

**That the budget in place for the fiscal year ended May 31, 2003 be continued at the same monthly rate until a new budget is approved no later than the adjournment of the September 2003 Board of Directors Meeting.**

The motion was approved.

The April 3rd, 2003 Board meeting adjourned at 8:33 pm.

Respectfully Submitted,  
Larry Monks  
Recording Secretary