

### **Hills Shire Times Small Business Awards**

As announced in the September Newsletter, our Club was a Finalist in the Hills Shire Times 2007 Truelocal Business Awards. We are delighted to tell you that on 26 September six members of the Management Committee (plus spouses) attended the Finals Awards Ceremony at the Castle Hill RSL, and were presented with the winners' trophy in the "not-for profit" category. The Club is now entitled to use the Winners Logo.

Much of the credit for this award goes to you, our fantastic band of Trainers who are the mainstay of the activities which keep the Club running. So a great big "Thank You" to you all from The Management Team for your continued commitment and hard work on behalf of the Club.

### **Membership**

Membership currently stands at 445. We do not have a waiting list for the Fundamentals Courses at the moment, but following the recent publicity in the Hills Shire Times, which should continue this week following the finals of 2007 Truelocal Business Awards, new enquiries and new members are still continuing.

### ***The plan for the rest of 2007***

We still aim to get as many people as possible through Fundamentals by the end of the year and as announced last month will continue to:

- Put spare training capacity to use by giving students extended (free) teaching time.
- Bring forward prospective memberships and give allowance for holidays if necessary
- Offer students the chance of two (paid) sessions a week

All these initiatives are at the discretion of the Fundamentals Senior Trainers.

### **Windows 98 Training**

As announced last month, any new members joining the Club with Windows 98 who are unwilling to attend on Monday afternoons for lessons with Marj Jones, will be offered a place on a waiting list for a future Windows 98 Group Course.

### **New Trainees**

Sheila Cocksedge has taken on the role of looking after our Potential and Trainee Trainers, so if you know of anyone who might be interested in training, please let Sheila know. During this next month we are pleased to welcome David Barr (Tuesday mornings) and Erika Schultz (Tuesday afternoons) to the Training Team. Thank you Sheila for being willing to take on this important role for the Club, and for getting people started so quickly.

A special welcome also to Margaret Savell, who, too late for last month's Mailout, completed Fundamentals and immediately started as a Trainee on the Friday morning Training Team!

### **Signing up for Courses**

The Training Sub Committee has become increasingly concerned about the numbers of club members repeatedly refusing offers of Optional course places while expecting to maintain their position near the top of the Waitlist. In order to combat this, the rules for Course Coordinators allocating members to courses, and for members signing up for courses, are being changed. We hope that these changes will mean that the Waitlists will show only members who are serious about doing courses as soon as possible, and will

also make it easier to work out how many members are actually ahead of you on the Waitlist.

The changes are:

Course Coordinators will now adopt the “three strikes and you are out” rule for those repeatedly refusing offers of courses. On the third refusal the member will be advised that their name is being removed from the list, and that if they still wish to do the course they need to visit the Club and sign up again.

Members who have finished (or who have exemption from) Fundamentals should only sign up for courses that they are ready to do now. Signing up for a course in September and adding a note “next year please” is not acceptable, and this sort of entry will be deleted from the Waitlist.

Members who are currently doing Fundamentals should not sign up for any Optional courses until they have completed PC Fun (giving them access to Level 2 courses), or are within 2 weeks of completing XP (or 98) Fun (allowing access to Level 2 and Level 3 courses).

Members are welcome to sign up for more than one course at a time. However, if while attending one course, a second course is offered and refused, that refusal will count as one strike against that member for the second course.

Members and Course Coordinators Additional notes written on Sign-up sheets by members indicating weekday availability (eg “not Wednesday”) or a short holiday in the next couple of months (eg “not 14-28<sup>th</sup> November”) will be recognized by Course Coordinators, and they will only offer courses on the appropriate days. Although these restrictions may mean longer waiting times for the people involved, they will not result in removal from the Waitlist.

Members and Course Coordinators are encouraged to use email. Coordinators will identify emails they send by adding Computer Pals to the subject field.

A summary of these rules is attached, and copies will be available near the Clipboards.

### **PC/XP Fun Refresher Course**

As announced last month, there are enrolment forms available in the Office (and will also be at the October meeting) for the proposed 2 x 3 hour PC and XP Fun Refresher. This is open to all club members, so if you are interested or know of anyone who has been requesting this type of course, please complete or ask them to complete an enrolment form before the end of October.

### **Vista and Office 2007**

#### Trainer Availability for Vista and Office 2007 familiarization

We still hope to start the Vista and Office 2007 familiarization sessions for trainers in October, so please indicate your interest and availability on the Clipboard in the hall. As mentioned before, these courses will have to be more “watch and talk” demos rather than hands on for everyone.

### **New Assessment Test**

We know some of you have tried the Assessment Test but we did not receive any feedback about your results, so decided to send the test out to everyone last weekend.

Apologies to anyone who received multiple copies of the Assessment Test email, and “Thank You” to those who have now passed on your results.

### **Updated Course Progression Chart**

A couple of large copies of the updated Course Progression Chart are now up at the Club. When talking to students about signing up for courses would you please show them the chart, tell them the procedure for signing up (including the changes announced above), and explain that the pre-requisites are set by the Course Presenters and are there to indicate the depth of knowledge required for the course. Any specific questions about pre-requisites should be directed to the appropriate Course Presenter.

### **New, Updated and Deleted Courses**

#### Word Processing

The first running of the new MS Word is going well, with 3 of the 4 weeks completed. A second course is scheduled to start on Thursday 25 October.

The first draft of the “MS Word Advanced” course is almost complete. Thank you Terri.

#### Internet & Email

A draft Contents List for the course has been circulated to the Training Sub Committee ready for discussion at October’s meeting.

#### Technical Workshops

Peter’s second Technical Workshop will be on Thursday morning, 18 October, and will cover Hubs and Routers.

#### Microsoft PhotoStory 3

The first PhotoStory 3 Workshop is on Thursday morning, 11 October, with a second one planned for Tuesday afternoon, 16 October.

### **Room 2 Sound-proofing**

The soundproofing in Room 2 has finally been completed, looks very smart, and works well ([Any feedback on the effectiveness yet???](#)) Thank you Lionel and the Showground Committee for your commitment to this project..

### **Senior Trainers**

Until now, Senior Trainer status has only been conferred on those Trainers who present Optional Courses or run one-on-one Fundamentals courses on Mondays, Tuesdays, and Fridays. It has now been agreed that any deserving Trainer can be given Senior Trainer status on the recommendation of the Training Sub-Committee and subsequent endorsement by the Management Committee. This status would be retained by the member even though other Club duties may interrupt regular training, or the Senior Trainer may take a rest from training (the status would only be broken if the member discontinued Club membership).

Based on these new rules, Eleanor Ball, Marea Parsons and Lionel Smith have now been awarded Senior Trainer status.

The speaker at our Monthly meeting on 10 October 2007 will be Terry Scanlan, who will be demonstrating Flight Simulator. The next Trainers’ Meeting will follow this Monthly Meeting on 10 October 2007.

*Peter & Eleanor*