

## Hills Shire Times Business Achiever Awards

Those of you who have been to the club during this last week will probably have seen our new trophy – presented at the finals of the Hills Shire Times Business Achiever Awards for 2009 for “Community Contribution of the Year”. As Peter said on stage when he accepted the award on behalf of the Club, “This award belongs to all the trainers and other volunteers who give their time to our great Club.”

Well done everyone!

## Membership

Membership is already back up to 364, with 339 renewals and 25 new members – which is very good for this early in the financial year. The Waitlist is currently 29 (XP-11, Vista-18) which means a delay of about 3 weeks before a training spot becomes available. This is the first time that the waitlist for Vista has been higher than that for XP.

## Swine Flu

The general message for all trainers and students stays the same: “please consider others, use the hand wipes provided where appropriate, and if you feel unwell, please advise the appropriate (club) person and stay at home”. If trainers feel threatened by anyone coming for one-on-one teaching, there are masks available in the Office.

## Fundamentals Training

### New Senior Trainer

Congratulations to Sylvia Fenech who has been promoted to Senior Trainer for the Monday afternoon Fundamentals session. Chris and Robyn Keay are heading off across the Nullarbor on holiday for several weeks.

### Vista Course

There seems to be some confusion about Vista students and Fun CDs. Vista students are not given a Fun CD when they start the Vista course. Instead, they receive a blank CD part way through the course, and then use Vista's very user-friendly CD burning tool to burn their own copy of the Fun CD. There are stocks of blank CDs in the Vista drawer of the Office filing cabinet for this purpose. The only problem with this is that it means Vista Students need to “borrow” a Fun CD when they are ready to do the Grandpa Joe exercise. The assumption is that they will use their Trainer's CD, but if this is ever not possible, they can “borrow” a Fun CD from Office for their lesson (please ask the Office Assistant).

### Professor Teaches

As advised last month, the club now has copies of the Professor Teaches Vista program for sale to Vista students at the special cost price of \$25 each. If other club members would like to order a copy of the program they are welcome to register their interest on the clipboard in the Office, and extra copies will be purchased when normal stocks are replenished.

### Files and Folders Refresher

The next Files and Folders Refresher will be on Wednesday, 9<sup>th</sup> September from 1.15pm – 3.45pm. If you know of students who have completed the Files and Folders section in the Fundamentals courses, or who are struggling with browsing CDs etc. in Optional courses, please tell them about this free workshop – the sign-up sheet is in the hall.

### Advance Notice

As advised last month, we are still emphasising the importance of Files and Folders, and will be having a Trainer Assessment test on this topic again this year (September/October). As before, Trainers wishing to continue with one-on-one training in 2010 need to pass this short Assessment Test before we close for Christmas (and yes, you will still be able to try it as many times as you like)! Just a reminder of the process – new Trainer badges are now only awarded to One-on-One Trainers; new helpers in Optional courses are given Assistant Trainer badges. Any Trainer who passes the Assessment Test keeps a Trainer badge; any Trainer who doesn't pass (or doesn't take) the Assessment Test stands down from one-on-one training (but can become an Assistant Trainer in Optional courses if they wish). The

Assessment Test is not compulsory for Assistant Trainers, but they are always encouraged to do it anyway.

## **Optional Courses**

### Pay in Advance Courses (PIAs)

There are still a few hiccups with PIAs – mainly because would-be students are too keen to pay, and Office Assistants too keen to accept their money. Please accept that if there is no corresponding Enrolment List and Eligible Student List in the appropriate PIA course folder in the Office, then you cannot enrol and pay for that course.

### Course Coordinators

Just a word of warning to all Course Coordinators – sorry for the lack of notice but the Student Course List for 2009-2010 has been changed and now shows **all** students and not just those who are “financial”. To check a student’s financial status is it now necessary to check that there is a “Yes” against the student’s name in the new **“PAID 09-10”** column immediately to the right of the Phone column. The courses completed section of the Student Course Lists unchanged. If some un-financial students have inadvertently slipped through onto Course Lists, then please don’t worry about it as we will catch up with them next time they attend a course.

The Course Coordinator Guidelines will be updated and circulated in the near future.

## **Club PCs**

### The RECYCLD.EXE Virus

We must continue to be very vigilant. Flash drives must still be checked on one of the Puppy Linux PCs before being inserted in any Windows PC. They must also be virus checked by Kaspersky as soon as they are inserted into a Windows PC. This process will continue for the next few weeks.

## **Kaspersky**

The licences for the Kaspersky anti-virus program are very close to expiry, and because of its excessive intrusion into the way we wish to use our PCs they will not be renewed. **About half of the PCs already have new anti-virus software installed (Eset NOD32). Please virus-check flash drives by selecting Take no Action to close the AutoPlay dialog box, then going to (My) Computer, right mouse clicking on the flash drive, and selecting “Scan with Eset NOD32 Antivirus” from the context menu.**

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

### e-Bay Workshop

The eBay Workshops will continue under the leadership of Peggy Joel. The next one will be on 20<sup>th</sup> August – see the Clipboard in the hall for more details.

### Digital Scrapbooking

The Officeworks presentation of their Photobooks program at the June Monthly Meeting was very well received. Officeworks has further advised us that their most experienced presenter (who was unable to attend the Monthly Meeting) would present the first Photobooks Workshop at the club. If you are interested in a 3-hour Photobooks Workshop at a cost of \$10 please sign upon the Clipboard in the hall. Thanks to Jan Dominello who has agreed to be the Coordinator for this course.

## **Windows 7**

Thanks to the Maintenance Team we will soon have access to Windows 7. PC 12 in Room 2 will soon be available as a triple boot XP/Vista/Windows 7.

## **Monthly Meeting**

The August monthly meeting on 12<sup>th</sup> August 2009 is our AGM plus special morning tea. There will be a Trainers’ meeting after the AGM.

*Peter & Eleanor*