

**Membership**

Membership now stands at 603 with 418 renewals and 185 new members. There are currently 16 on the waitlist for Fundamentals training and the waiting time is still 2-3 weeks.

**Fundamentals Training**

Trainers are reminded to encourage students to enrol for further optional courses when the relevant Fundamentals course has been completed.

**NTM Segment 6**

We do understand that this segment includes areas not covered in Fundamentals before and so are planning to organise a 3-hour workshop for Vista and Windows 7 Trainers to cover Outlook Express, Windows Mail, and Live Mail. Watch this space.

**Virus-Handling Instructions**

If a virus is discovered, please call your Senior Trainer. They will safely remove the flash drive, put it in an envelope labelled with the student's name and "Virus found", and leave it in Lionel's tray in the Office for the Maintenance Team to "clean". Please check that the student has an anti-virus program at home. When "cleaned" the flash drive will be returned to the student.

**Optional Courses***Financial Members attending Pay-in-Advance (PIA) Courses*

It has been agreed by the Management Committee that Members should be "financial" at the start of a Pay-in-Advance (PIA) Course (c.f. old rule of having to be financial when the Member booked their place on a PIA Course). At the recent Office Admin/Coordinators meeting this issue was hotly debated. The basis being that Members may not be impressed if they had been waiting several months to do a Course and then find that it starts in July so they have to pay for another Membership Year. Whilst the issue was appreciated, it did not change the fact that according to our Club Rules a Member is required to be financial to attend an Optional Course. It was agreed that a certain amount of discretion should be applied for Optional Courses starting in July this year, and that the Club Rules should be amended to cope with this problem in future.

*Photo Story on Windows 7*

There have been some reports there may be problems when using Photo Story on Windows 7. Marea Parsons, the Photo Story Course Presenter, reports recent trials found no problems on either the 32-bit or 64-bit versions of Windows 7 Home Premium.

*eBay*

Brian McBride requested that the Club set up its own eBay ID so that certain extra features can be taught in the eBay Workshops. The Management Committee has approved the issue and use of a Club Debit Card for eBay, the eBay Account is being set up, and will be available for future eBay Courses.

*Video Editing*

The former Video Editing and Video Editing Advanced Courses have now been combined into one course called "Video Editing". It runs for 4 weeks, costs \$20, and the next course starts on 26<sup>th</sup> August 2011.

*Pay-in-Advance versus Pay on Day 1 courses*

The Club would like to change all courses to Pay-in-Advance (PIA) because a) they are coordinated by email (so no "telephone tag" or deciphering of hand-written phone numbers and email addresses), b) the Presenter knows how many students will turn up on Day 1 (so no places on the course risk being wasted by "no shows"), c) all students have an equal chance of enrolling in the course and d) it removes the confusion between the two types of courses. The disadvantages for the student are a) that those new to email may find it daunting to have to use email to register interest in a course and b) it means making a special journey to the Club to pay the enrolment fee.

These two disadvantages can be solved by phone calls to the Club Office during Office Hours.

Students with email concerns can ask the Office to give the Course Coordinator their phone number

and request phone contact (this should only be for a minority of cases). Students can reserve their place on a PIA course by phoning the Office and agreeing to send the money to the Office. The reserved place would be held for 7 days, but if the payment was not received, the reserved place would be released if there were other members waiting for a cancellation.

#### Interest Lists on PIA Course Clipboards

In an attempt to remove confusion between Clipboards, the layout of "Interest Lists" attached to PIA Course Clipboards will be redesigned in an attempt to discourage students from adding their names to them. (They exist purely to indicate the demand for the course, and as confirmation that emailed requests to the Coordinator have been actioned.) The layout will be consistent across all Courses - see sample. Watch this space.

#### The Monthly Email to Members and the Monthly Newsletter

These two publications are now listing all Optional Courses for which dates had been set. Whilst this practice is worthwhile in principle, it has caused some issues as Members had interpreted this announcement as their invitation to go to the Office and book a place on any of the mentioned PIA Courses. This was not possible for some Courses as the Coordinator had not yet sent the Eligibility and Enrolment lists to the Office so that places could be booked nor fees taken. It was agreed that notes (in bold) should be applied to these lists in the Mailout and Newsletter to inform Members that they should NOT attempt to book and pay for any Optional Course before they had received the specific email from the Course Coordinator telling them that bookings were now open.

#### Distribution of Trainers' Mailout

The Trainers' Mailout is now being distributed from the Club Rooms using the MailList Controller, the same software as is used for the monthly email to members.

#### Member Survey

As previously announced, with a view to improving Optional Course enrolments, the Club has decided to send out a Member Survey to make sure that we are providing the sort of Optional Courses that members want. This Survey will be accessed via a link in the monthly email to members and should only take a few minutes to complete. Will all Trainers please encourage members to respond to this Survey as it will give the Training Sub-Committee and Management Committee important feedback on whether the Club is meeting member's needs. The Survey is likely to go out with the June or July monthly email to members.

#### **Workshops and Special Interest Groups (SIGs)**

The Management Committee agreed at the May meeting that a fee for a workshop is not mandatory and should be at the discretion of the presenter.

#### **Acronis Orders**

All 20 copies of the original delivery have now been purchased by members. As well as being advised that copies of Acronis were available, those members remaining on the list have been emailed to asking them to confirm their interest. To date, additional orders number only six.

#### **MS Office 2010**

It is anticipated that MS Office 2010 will be installed on the Windows 7 Partition of all club PCs by the end of July. This will mean that Office 2007 will now only be available on Vista PCs.

#### **Monthly Meeting**

Our next Monthly Meeting is the AGM on Wednesday 10<sup>th</sup> August 2011 which will include a presentation by Carlo Rodriguez from the Law Society. There will be no Course Promotion at the August meeting as there may not be time. Course registration Processes will be the topic at the September Meeting.

The next All Trainers Meeting will be held after the August Monthly Meeting on 10 August 2011.

*Peter, Eleanor, Alan & Colyn*