

Roswell Adult Learning Center  
Quarterly Volunteers' Meeting  
April 6, 2017 10:110 AM

The meeting was called to order by Miriam DePriest, president.

The motion to approve the minutes of the Winter Volunteer meeting January 5, 2017 was made by Don Hogan and seconded by Frank Padula. The motion to approve was approved.

The treasurers report was presented by Miriam DePriest in the absence of Marshall Dean. Copy of the treasurers report is attached.

#### The President's Report:

- Primarily the status of the classroom computers and given by Frank Padula. Details are:
  - Some computers updated to latest Windows update – each takes about 40 minutes
  - Computers # 7 to # 16 have not been updated – those office updates take 2-3 hours each
  - Each computer is unique which makes updates a bit more difficult
  - All computers have Microsoft accounts which is the administrator
  - Passwords are not required except for a couple of machines
  - Reboot/Restore feature
    - New on all computers
    - Not confident with options – David is testing some options
    - Needs more testing – Frank has new program which is not yet installed
- President thanked Frank and David for their time.
- There have been meetings with an outside company recommended by the City of Roswell regarding how to set up the computers more efficiently. Discussed was setting up a Master and then clone remaining machines. Waiting for pricing estimate quotes before going further. Also looking into having outside company handle regular maintenance which could be done remotely but would require all computers to be on. Need a price for this service. Discussion ensued about having an outside company or not. No definite decision was made at this time.
  - The servers – there are 2. The older up is up and running. The newest one is not ready to go online. The software has been purchased but does not seem to exactly do what George was told it would do. If services of an outside company are done, that company will not deal with the servers. The idea of using the server is good.
  - Once quotes are in, the Executive Committee will make a decision
- A volunteer for publicity is still needed. If anyone is interested, please contact Miriam DePriest. Frank Padula has been doing. The position would involve contacting local media, such as the Roswell Patch, RALC Rambler catalog and website, City of Roswell and other, and generating interest in the classes offered.
- A quarterly volunteer newsletter will be generated and sent by Miriam. The newsletter will tell volunteers what's new and what's going on. Hopefully this may engage more on the volunteer list to step up and help coach and perhaps even instruct.

Curriculum Committee Report – working on the Fall 2017 and the Winter 2018 classes. There will be no classes this summer as enrollment does not support classes at that time. Curriculum Team Minutes from February 22, 2017 are attached. The feedback report from Winter 2017 is attached.

Tech/Webmaster Report – Don Hogan. The RALC Ramble web site is now up to date.  
Manuals Report & Status of Servers – Manuals for the 2016 classes are in.

Staffing Report – a good turnout on coaches agreeing to coach; sadly, a number of classes had no signups. The suggestion was made that coaches and instructors see if they can encourage students to consider coaching and/or instructing.

Lab Report – no one called for an appointment during winter quarter. Instructors: please remind students of the lab availability which is by appointment only.

- Other issues/New Business.
- Volunteer Luncheon April 19; RSVP by April 10
- Election of New Officers will take place in the fall. Consider serving.
- The City of Roswell has hired a new directory of Parks and Recreation which could mean changes at RALC.

The motion to adjourn was made by Frank Padula and seconded by Bill Buttrick. Meeting adjourned.

Respectively submitted  
Carroll Myers, Secretary