

August 21, 2015

Subject: OLLI PC User Group (OPCUG) changes

OPCUG has completed a transition to a new leadership team following Saturday's meeting. An Executive Committee of OLLI members Mel Goldfarb, Linda Randall, and Leti Labell has been established. Electronic copies (on CD) of OPCUG forms, correspondence, membership and financial records were provided to the committee members. OPCUG has held joint meetings with the Potomac Area Technology and Computer Society (PATACS) since January of 2009.

Mel Goldfarb is the Coordinator for the club, replacing Paul Howard. Mel G. will be the primary interface of the club with OLLI staff, arranging meeting scheduling, picking up keys in the week prior to meetings for access to Tallwood, and ensuring compliance by the Club with returning OLLI facilities to requirements for the following week's room uses. Mel will interface with Beth Davis for catalog entry approvals.

Linda Randall will serve as the group's treasurer, and will interface with Karen Nash to deposit receipts for OPCUG and the Joint Refreshment Fund, and arrange disbursements for expenses. The following rules shall apply for disbursements: Signatures of two members of the executive committee on the check request for approval of expenses. Disbursements to any member of the committee must be approved by two other members. Approvals of transfer of funds to OLLI for coffee and snack reimbursements may be via email (Bill Walsh tracking sheet invoice to be provided for OPCUG records.) All cash-on-hand was transferred to Linda by Paul following Saturday's meeting. Paper financial records were transferred to Mel M. as noted below.

Leti Labell will serve as membership chair for the club. She will maintain sign-in rosters, the OPCUG portion of the email database shared with PATACS, and send welcome emails to new club members. Leti will interface with the PATACS membership chair to maintain joint meeting statistics and coordinate membership efforts between the groups. All paper membership records were provided to Leti.

A 'meeting team' of the above OPCUG Executive Committee members and the following personnel has been formed, and all six may be reached via the mail forwarding address: [opcugteam@patacs.org](mailto:opcugteam@patacs.org)

Bill Walsh will provide meeting day on-site staff liaison, maintain records of OLLI social room supply use, assist with technical setup and insure building security at the conclusion of meetings.

Mel Mikosinski, an OLLI member, will provide videoconferencing setup for remote outreach to OPCUG and PATACS members unable to attend meetings in person, via the Lifesize videoconferencing system and its interconnection with Zoom's cloud meeting service. Mel M. serves as PATACS' membership chair. He also heads the OPCUG Audit and Financial Review team, which will be examining OPCUG's paper and electronic financial records from January 2009 to the present and providing a report within 60 days to OPCUG members and OLLI staff.

Paul Howard (PATACS's Program Chair) will provide program information for the eNews, Blast messages for out-of-term periods, and updates to the OPCUG websites hosted on OLLI and GMU servers.

## **Requests for Staff Assistance and Attention**

Meeting Room Reservations should be entered for 3<sup>rd</sup> Saturday, 11 AM – 5 PM, TA1, January – November; 2<sup>nd</sup> Saturday for December, for the foreseeable future – into 2016 and beyond.

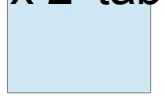
Room Keys: Mel Goldfarb will need to pick up keys for TA1, Social Room, Bathrooms, and Cottage in the week prior the Saturday meetings.

OLLI staff needs to insure that Paul retains UserID and PW access to the OLLI and GMU web resources during his sabbatical, or until such time that an OLLI member volunteers to perform these meeting publicity functions.

OPCUG requests that TA1 be set-up in standard classroom arrangement for its meetings. If time permits, having the tables / carts placed as noted on the attached sketch would greatly assist the meeting setup team.

72" x 30" table

4' x 2' table



Conceptual  
Not to scale

