

**Washington Area Computer User Group  
Minutes of the Board of Directors Meeting  
October 18, 2003 (\*Amended)**

**Board Meeting Attendance** – Kathy Perrin, Jim Brueggeman, Bob Rott, Paul Howard, Geof Goodrum, Chuck Roberts, Bill Walsh

**Comments on General Meeting** – Geof Goodrum got through initial problems with a computer's Windows operating system and gave us a good look at the hard drive partition nomenclature and installation process for the Red Hat distribution of the Linux operating system.

**Attendance at General Meeting** – 24

**Minutes** – Minutes for the last club meeting on August 16 were not available for final approval.

**Treasurer's Report/Other Financial Business** - Bob Rott reported the club's latest account balance at the end of August was **\$2112.32**. There were two deposits totaling \$183 resulting from August activity: \$120 (8 half-year memberships at \$11 each, one full-year membership at \$22, \$10 for three Linux disks) and \$63 (another full-year membership at \$22 \*for Elliot Kohn, two Disks of the Month at \$3 each, and a donation of \$35 \*from Elaine Marciniak.) Due to the storm cancellation of the month's meeting, there were no deposits in September.

Bob Rott was given \$51 for the WAC disk donations today, consisting of 16 PC Disks of the Month and 1 Linux Disk of the Month (all at \$3 each.)

Kathy Perrin asked what balance we should have at the end of the year and how it compares to yearly expenses; this was deferred as it related to the topic of more disciplined accounting practices, discussed later.

**Cursor Production** – With the next meeting being November 15, the deadline for article submissions will be Sunday, November 2. Paul Howard says we need to check the newsletter mailing labels, he has recently been getting two copies of the Cursor each month. Also, the membership/renewal application in the Cursor needs to be updated to say "2004".

**Website News** – Geof Goodrum will send Paul Howard some coding software to keep sensitive WAC website information hidden from internet "search robots."

**New Business** – Jim Brueggeman said there were no irregularities, or at least no transaction errors, for the two-year audit of WAC finances just completed. He said we nevertheless need a more disciplined approach to tracking accounting activities and suggested the use of accounting books with duplicate receipts. Paul Howard said again we needed to start a real accounting system, which would at least give the club treasurer consistent documentation and procedures for a proper audit trail.

Jim offered to pick up two receipt books with triplicate forms, so there would be a copy for the customer, a copy for the treasurer, and a copy for club archives.

There was discussion about putting future transactions on computer using Quicken or QuickBooks software; Geof said he would talk to Intuit at Comdex in November about getting some software donated.

For club expenses, a voucher was suggested that could be created and used as a standalone document or as a cover sheet with receipts attached.

There will be a meeting at the Reston Library tomorrow, October 19, to go through club records to prepare the five-year WAC financial document being sent to the IRS, for re-affirmation of our 501(c)(3) status. Bill Walsh hopes to mail the final package to the Cincinnati IRS office by Monday.

Mr. Pat Echols and Mike ten Kate will be contacted concerning the payment of yearly incorporation fees. Since Pat Echols has indicated he will be retiring within a year, Paul Howard wants to assume the duty of Registered Agent for the club, and Echols will be contacted accordingly.

Kathy Perrin will contact the recuperating Bob Mason with a suggestion that WAC give a \$25 donation to Bob's CLCP group in recognition of Jim Spurlock, with a card to be sent to Jim's wife. Kathy will also see if Bob can provide the WAC logo for use by the other members; Bob will also be asked about how we can reserve rooms at the Fairfax County Government Center for next year.

**Future Meetings** – The November meeting will be a demo of the Office suite, December will be our computer clinic. January topics suggested were discussions about computer “toys” received for Christmas, Zone Alarm protection software, and genealogy.