



RAC Technology Committee Minutes

May 25, 2021

Acting Chairperson Ron Sweet called the meeting to order at 9:30 am.

Members Present: Larry Chambers, Tom Hart, Harry Hintz, Bruce Clatterbuck, Matt Batt, Jean Aronson, Dianne Bergman, Gary Natbony, and RAC Liaison Sarah Chambers.

Members Absent: Benny Blackshire (excused), Don Vore (excused), Don Dione (excused).

The roll call confirmed a quorum, and the agenda was provided in advance by email.

A motion was made by Harry Hintz to accept the agenda and was seconded by Tom Hart.

The minutes of the April 8, 2021 meeting were approved by a quorum via email in April.

Chairperson's Report:

Ron discussed the many cases in which the Committee helped the residents in the past 60 days.

The program is working as designed and is helping a good number of residents.

The ROC continues to suggest to Freedom Plaza management that there be a technology person available on a fulltime basis to work with not only the residents but the staff as well.

Old Business:

We discussed the upcoming Tech Talk seminars and established a need for an organized approach.

New Business:

Sarah shared the following guidelines that would be a great starting place for future resident education:

Pick a topic for training

Assign a lead Trainer

 If there is more than one version, may need 2 leads

Pick a day that trainers are available

Go to Stephanie and schedule a room(s) that will accommodate the task

Go to Suzy and ask for Touchtown and Elevator advertising

 Give her a sample graphic and words

 Note this requires 3 weeks notice in advance

Provide a notice for the Weekly to Stephanie.

 Ask her to run this notice every Thursday until the class

Alert ROC that they will be receiving registrations for the class

Provide ROC with data they may need to assist registrants

Check with ROC periodically to see that there are responses

Prepare class PowerPoint, handouts, and directions for trainers.

Have a team to review the above and make recommendations as necessary in the future.

The next seminar will be on June 22, 2021 in the Auditorium, with the topic of Sharing Photos From Your Phone. It will start at 10:30am, with no more than 20 residents attending. Signups will be through the ROC. We will have a short presentation of very basic information, then split into two groups; one for Apple and one for Android. Tom Hart and Harry Hintz will lead the Apple group, and Bruce Clatterbuck and Sarah Chambers will lead the Android group. We encourage all Committee members to help in the small groups, as we would like to achieve a one on one ratio of helper to resident. Materials will be provided by the team leaders as to the basics to cover.

The lead trainers for this Seminar will be Bruce Clatterbuck (Android) and Tom Hart (Apple).

The meeting adjourned at 10:32am.

The next meeting will be June 22, 2021 in the same location, the 4th floor conference room at 9:30am