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## Annual General Meeting

When: Wednesday 9<sup>th</sup> July 1:30pm

Where: Paraparaumu Community Centre

See Pages 8 and 9 for details

## Mid-Winter Christmas Luncheon

When: Thursday 24<sup>th</sup> July 12.30pm

Where: Cookies in Seaview Road

The SeniorNet Kapiti Mid Winter Christmas Luncheon with ham, chicken plum pudding and mince pies.

A great occasion to bring cheer, warmth and fellowship to these colder months.

Catch up with all of your SeniorNet friends.

Tickets \$18.50 per head; drinks extra.  
Available from Lois Brinck, 298 7797

## Your Committee

John Penny	Chairman	jepkapiti@paradise.net.nz	905-0483
Peter Ness	Treasurer	mness@paradise.net.nz	298-7378
Georgie Lowe	Secretary	gallow@paradise.net.nz	902-1377
Gordon Wykes	Dep. Chair	wykes@xtra.co.nz	298-3935
Jim Heron	Past Chair	sparkyj@paradise.net.nz	902-1763
Lois Brinck	Committee	jandl.brinck@paradise.net.nz	298-7797
Lois Goodsell	"	goodsell@paradise.net.nz	904-7558
Don McKarell	"	mckarell@paradise.net.nz	902-0343
Brian Milne	"	brianmilne@xtra.co.nz	(06) 364-2311
Pat Stephens	"	pat2utor@paradise.net.nz	905-8678
Peter Thomson	"	peter_t@paradise.net.nz	902-3483
Fred van Soest	"	fmvs@paradise.net.nz	905-9591
Brenda Wilson	"	raro lofty@orcon.net.nz	904-0219
Alan Royal	Webmaster	a.royal@paradise.net.nz	(04) 977-8967
Bob Kessler	Newsletter	pbkessler@paradise.net.nz	902-1806
NOTE: When contacting any of the above by E-Mail please ensure that 'SeniorNet' is clearly stated in the Subject line. High volumes of SPAM means that messages with an unclear Subject may be inadvertently discarded.			

## 2008 Diary of Events

Date	Day	Time	Item
7 July	Monday		Term 2 finishes
9 July	Wednesday	1-30pm	A.G.M. Paraparaumu Community Centre
10 July	Thursday	9-30am	Executive Committee Meeting
17 July	Thursday	9-30am	Monthly Q & A Workshop
21 July	Monday		Term 3 1 <sup>st</sup> 5-week period starts
24 July	Thursday	12-30pm	Mid Winter Luncheon Cookies, Paraparaumu
14 August	Thursday	9-30am	Executive Committee Meeting
21 August	Thursday	9-30am	Monthly Q & A Workshop
22 August	Friday		Term 3 1 <sup>st</sup> 5-week period finishes
25 August	Monday		Term 3 2 <sup>nd</sup> 5-week period starts
11 Sept	Thursday	9-30am	Executive Committee Meeting
18 Sept	Thursday	9-30am	Monthly Q & A Workshop
26 Sept	Friday		Term 3 2 <sup>nd</sup> 5-week period finishes
9 October	Thursday	9-30am	Executive Committee Meeting
13 October	Monday		Term 4 starts (Only one 5-week period)
16 October	Thursday	9-30am	Monthly Q & A Workshop
17 November	Monday		Term 4 finishes

## Proposed Classes for 2008 Term 3

These are the scheduled classes but are subject to change depending on student requests. Classes are only held if we have at least 3 students. If classes are cancelled Lois Goodsell or another committee member will advise you. Requests for other classes are still acceptable, so let us know what classes you require. Please use the form on page 13 to sign-up for your choice of classes and submit to the Secretary by Friday 11 July for the 1<sup>st</sup> 5 weeks and Friday 15 August for the 2<sup>nd</sup> 5 weeks.

Term 3, 1 <sup>st</sup> 5-week period (Period starts Monday 21 July and finishes Friday 22 August)			
	9:30 AM - 12 NOON (2½ hour sessions)	12 NOON – 2:00 PM (2 hour sessions)	2:00 PM – 4:30 PM (2½ hour sessions)
MONDAY	E-mail & Web Browsing 5 week course	Introduction to XP Part 1 5 week course	Digital Cameras & CD Burning 5 week course
TUESDAY	Introduction to XP Part 1  5 Week Course	Intro to Computers Beginners Course Weeks 1, 2, & 3 Photo Image & Editing Weeks 4 & 5	Introduction to Microsoft Word  5 week course
WEDNESDAY	Intro to Computers Beginners Course 3 week course	Advanced Graphics Workshop 5 weeks	Workshops
THURSDAY		Greeting Cards (Using MS Word) 3 week course	Intro to Computers Beginners Course 3 week course
FRIDAY	Intro to Microsoft Word 5 week course	Microsoft Draw (Using MS Word) 5 week course	Advanced Graphics Workshop 5 weeks
Term 3, 2 <sup>nd</sup> 5-week period (Period starts Monday 25 August and finishes Friday 26 September)			
	9:30 AM - 12 NOON (2½ hour sessions)	12 NOON – 2:00 PM (2 hour sessions)	2:00 PM – 4:30 PM (2½ hour sessions)
MONDAY	Intro to Windows XP Part 1 5 week course	Power Point Slide Show 5 week course	Introduction to Microsoft Word 5 week course
TUESDAY	Digital Cameras & CD Burning  5 week course	Photo Image & Editing Weeks 1 & 2 Intro to Computers Beginners Course Weeks 3, 4 & 5	Greeting Cards (Using MS Word)  3 week course
WEDNESDAY	Microsoft Draw (Using MS Word) 5 week course	Advanced Graphics Workshop 5 weeks	Workshops
THURSDAY		Greeting Cards (Using MS Word) 3 week course	Intro to Windows XP Part 1 5 week course
FRIDAY	Introduction to Microsoft Word 5 week course	Workshops	Advanced Graphics Workshop 5 weeks



## Chairman's Report

On behalf of the members I would like to thank the committee and tutors for the time and effort they have put into the running of the Learning Centre. To give you an idea of what it takes to operate a Learning Centre here is a basic rundown of how our Learning Centre works.

**Our committee has instigated, with Brian Milne's help as facilitator, Six Key Strategic Areas of Focus.** They are:

- *Governance.* I share with Georgie Lowe. Georgie is also Secretary.
- *Marketing* ensures we get maximum publicity. Gordon Wykes and Brian Milne.
- *Membership* tracking is the basis of our Learning Centre. Jim Heron.
- *Funding* is the fuel that drives the Learning Centre. Peter Ness and myself. Peter is also the Treasurer and keeps firm control of our finances.
- *Facilities* ensure ongoing cost-effective facilities. The team is Don McKarell, Fred Van Soest and Peter Thomson.
- *Course Syllabus.* Implementing a comprehensive course syllabus is Lois Goodsell and Lois Brinck.

Lois Goodsell is also responsible for sending our claims for Learner hours into the Federation for TEC funding. Lois Brinck coordinates our loyal tutors who do a great job in helping students through the courses. We do rely on a very loyal base of tutors and would appreciate some more members volunteering as tutors. Tutoring is a very rewarding part of SeniorNet, so give it a go. Pat Stephens has reviewed and rewritten manuals and developed workshops as well as fronting the very popular Q&A session. Peter Thomson also looks after technical matters. Bob Kessler is co-opted to produce our newsletter and assists Pat with the Q&A session. Don McKarell is responsible for the newsletter distribution. Alan Royal keeps our web page up to date.

This is a remarkable team effort that ensures the smooth running of our Learning Centre.

The Federation of NZ SeniorNet Societies has been of great assistance to our Learning Centre. We get about a third of our funding from the TEC through the Federation. The formation of the Federation has led to better contact with **other SeniorNet's and this has meant a better exchange of ideas and** information with other Learning Centres.

Georgie Lowe is stepping down as secretary after four years loyal service. Georgie is willing to continue on the committee and has been nominated. Thanks Georgie.

John Penny



## Treasurer's Report

The financial records have been drafted and are in the hands of our Auditor. Completed Financial Statement will be available at the AGM.

Two features are worthy of comment:

- A significant drop in our cash reserves since 31 March 2007. This is entirely due to the upgrading of computer software purchased in April 2007. This capital expenditure was funded from a Lions Foundation grant which was received in March 2007 i.e. prior to the commencement of the financial year and thus inflating the cash reserves and operating surplus of the year ended 31 March 2007 in comparison with this year.
- The operating deficit for the year is largely a consequence of increased depreciation, reflecting the aforementioned capital purchase. It signals the need to ensure that our income and reserves are maintained at sufficient levels to provide for future capital needs.

Peter Ness



## Course Coordinator's By-Line

Thank you to those who answered our Survey. Your input is greatly appreciated. Thank you also for taking the time to fill in the Evaluation Form – **it's really great to know how you** like the classes we arrange for you.

For those of you who have not done Classes for some time it is not necessary for you to start from the beginning again. If you have done XP1 and Word or XP2 (Files & Folders) you can do any courses that are available. If you wish you can also do a refresher course on any of these.

It would really be of great assistance if you could get your Enrolments into the Secretary ASAP; this makes it easier to adjust the classes.

Term 3

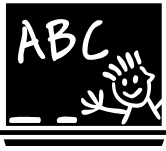
1<sup>st</sup> 5-week period to be in by Friday 11th July

2<sup>nd</sup> 5-week period to be in by Friday 15<sup>th</sup> August

Term 4

Only 1 5-week period to be in by Friday 3<sup>rd</sup> October

Lois Goodsell



## Tutors' Corner

Continuing our Tutor Profile feature, in this issue we present Cara Fleming. **Here's what she tells us about herself.**

I was born and brought up in Wellington, and after finishing school I trained as a nurse at the Christchurch Hospital. **In the mid 50's I travelled to England to enjoy the experience of a "working holiday"** - with the emphasis on holiday. Back in New Zealand I worked for a few years as a Public Health Nurse in the Wairarapa area. It was an interesting time with the introduction of the Polio vaccination.

Returning to Wellington in 1960 I had a career change; working in a laboratory and then training as a Cytology technician in cancer detection. Pursuing this interest I returned to Europe where the opportunity arose to work in Geneva. When the laboratory there was given a World Health Organization (WHO) grant to lead a fourteen Nation Research Study, I was appointed as Technical and Admin Assistant to the Study.

Back to NZ in 1970 I was able to continue my interest in research in a different area. At that time WHO Manila had sponsored the establishment of an Epidemiology Research Unit in Wellington, and my varied experience fitted a position on the staff. The main focus of the research was to study the effect, both medically and sociologically, of migration from a subsistence economy to a Western type economy. The Tokelau Islanders provided a unique population to study since the Island population was only 1500 and around 1000 had migrated to live in NZ. Back at base our data for analysis was initially transferred onto punch cards!! How times have changed.

I joined SeniorNet about 4 years ago to learn how to use a computer I had been given by a family member. Shortly thereafter I was asked if I would like to be a tutor, which I accepted. I have enjoyed my association with Senior Net, and the contact with those attending classes, where I have learnt more **than I've taught!! Also the help, humour and expertise of the Management Committee** and the more experienced Tutors has all been inspiring.

**Editor's note: Thank you Cara for sharing your interesting background with us.** On behalf of everyone we wish you a speedy recovery from your injury and look forward to your return to your tutoring duties.

From Lois Brink, Tutor Coordinator

This past year has seen all thirty on our list involved in tutoring - in some cases two or even three courses in a 5-week block. It DOES get quieter over the winter months but the first term of 2008 saw every available teaching space in use - mostly full classes, requiring up to three tutors at a time!

Our tutors are a dedicated group, and do a magnificent job in providing help and support for our members. However, we cannot rest on our laurels!! While

there are still many people joining SeniorNet who have little or no computer experience, many members are becoming more knowledgeable. As a result our tutors have to look at their own capabilities, and aim at improving their own skills to be able to offer the quality of information/guidance needed for the more advanced courses we are being asked to provide.

We have welcomed two new tutors to our group in the past weeks, but are still VERY keen to hear from anyone interested in sharing their skills/expertise through tutoring at any level.

If you think you can contribute your time - two and a half hours a week - we would love to hear from you!!

## SeniorNet Federation News

SeniorNet Kapiti is a member of *The Federation of New Zealand SeniorNet Societies Inc.* It offers our branch and members a variety of benefits including united representation, shared resources, and special offers/discounts to members.

To learn more about the Federation and the services and benefits it offers go to their website [www.seniornet.co.nz](http://www.seniornet.co.nz) and have a good look around. There is much of interest and benefit on offer. For example, click on the Special Offers link to see discounts available from Microsoft and Adobe on their software products, as well as specials from TelstaClear and other merchants.

## In Case of Emergency – **'ICE' CAMPAIGN**

(Sourced from SeniorNet Hutt City)

Mobile phones have names and numbers stored in their memory but nobody, other than ourselves, knows which of these numbers belong to our closest family or friends.

If you were to be involved in an accident or taken ill, the people attending would have your mobile phone but wouldn't know whom to call.

**Hence the 'ICE' (In Case of Emergency) Campaign** method of contact during emergency situations.

All you need to do is store the number of a contact person or persons who should be contacted during emergency under the name "ICE" (In Case Of Emergency). For more than one contact name simply enter ICE1, ICE2 and ICE3, etc.

A great idea that will make a difference! Help spread the word and today-

- Type the acronym ICE followed by a contact name (for example, ICE-Mum or ICE-Lucy) into the address book of your mobile phone
- Save their phone number
- Tell your ICE contact that you have designated them and ask them to do the same.

# The 2008 Annual General Meeting of SeniorNet Kapiti Inc.

To be held on 9<sup>th</sup> July 2008  
Commencing at 1.30pm  
Paraparaumu Community Centre

## AGENDA

1. Apologies
2. Minutes of the last AGM
3. Matters Arising
4. Adoption of Annual Report
5. Adoption of Financial Statements
6. Election of the Executive

The following nominations have been received:

Chairperson	John Penny
Vice Chairperson	Lois Goodsell
Treasurer	Peter Ness
Secretary	Helene Pippan
Committee (up to 9)	Lois Brinck, Georgie Lowe, Don McKarell, Brian Milne, Pat Stephens, Peter Thomson, Fred van Soest, Gordon Wykes

Jim Heron will continue to serve on the Executive as the Immediate Past Chairman.

7. Election of the Auditor
8. General Business

Guest Speaker: Grant Sidaway, Executive Officer of The Federation of NZ SeniorNet Societies Inc.

Light refreshments will be served after the meeting.

## Minutes of the 2007 AGM of SeniorNet Kapiti Inc.

Held in the Community Centre, Paraparaumu, on Wednesday, July 11th 2007, at 1.30pm.

\* The out-going Chairman, Jim Heron, welcomed the thirty-two persons present.

\*Apologies were received from: Peter Ness, Georgie Lowe, Yvonne Gastmeier, Celia Fletcher, Jeanette Mather and Noeline Wykes.

"Minutes of the previous A.G.M. (2006), having been circulated, were taken as read. There were no matters arising. It was moved (Jim Heron), and seconded (Loma MacGregor) that the minutes be accepted. Passed.

\*Adoption of the Annual Report: Jim Heron outlined the current organisation, now funded through T.E.C. with financial support (sponsorship) through Telstra and the Lions Foundation, among others. It was moved (Pat Stephens) and seconded (Lois Goodsell) that the report be adopted. Passed.

\*Adoption of the Financial Report: The Treasurer, John Penny, explained the main points of this. Cliff Revell questioned the level of payment from T.E.C. Reg Platt commented on the amount held in account, and whether course fees need to remain at their current level. This would be brought up in General Business. John moved the adoption of his report, seconded by Colin Watkinson. Passed.

\*Auditor: The accounts have been audited on a voluntary basis, and Rex Temperton is no longer available to do this. We need a Chartered Accountant for this work, as this is a requirement for our funding. To be followed up by the committee.

Election of officers: As the following people have confirmed their availability to serve on the committee for the ensuing year, it was moved (Jim Heron) and seconded (John Penny) that these nominations form the incoming committee. Passed. Committee for 2007-2008: Chairman: John Penny, Deputy Chairman: Gordon Wykes, Secretary: Georgie Lowe, Treasurer: Peter Ness, Immediate Past Chairman: Jim Heron, Committee: Lois Brinck, Lois Goodsell, Don McKarell, Brian Milne, Pat Stephens, Peter Thomson, Fred van Soest, Colin Watkinson, Brenda Wilson.

\*General Business: Cliff Revell raised the possibility of reduction of course fees, given our healthy bank balance! It was explained (John Penny) it was important to conserve funds due to the high cost of the rental of our premises, and that the current lease has only two more years to run.

No further general business was raised.

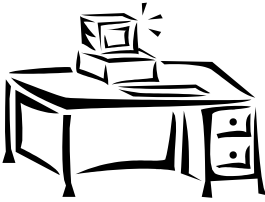
- Remit: It was moved (Jim Heron) that subscriptions be raised to \$30.00 p.a., reducible to \$25.00 for early payment. Reg Platt spoke in favour of the remit, pointing out that the current subs have been the same for the ten years of the Learning Centre's existence! The rise would apply to the 2008-2009 financial year. This was seconded by Charles Davies. The meeting voted unanimously in favour.

\*Life Membership: A presentation in the form of a certificate was awarded to Reg Platt, in recognition of his contribution to Kapiti SeniorNet as committee member, tutor and facilitator over the past 10 years.

Jim Heron formally passed over the Chair to John Penny.

John introduced the speaker for the afternoon---Brian Nelson, Chairman of SeniorNet Waikanae, and Wellington Rep. on the Federation. Brian explained the rationale behind the formation of the Federation, and the steps taken in the setting up of this. Appreciation was expressed following his informative talk.

The meeting was concluded at 3:15pm and was followed by afternoon tea.



## Help Desk

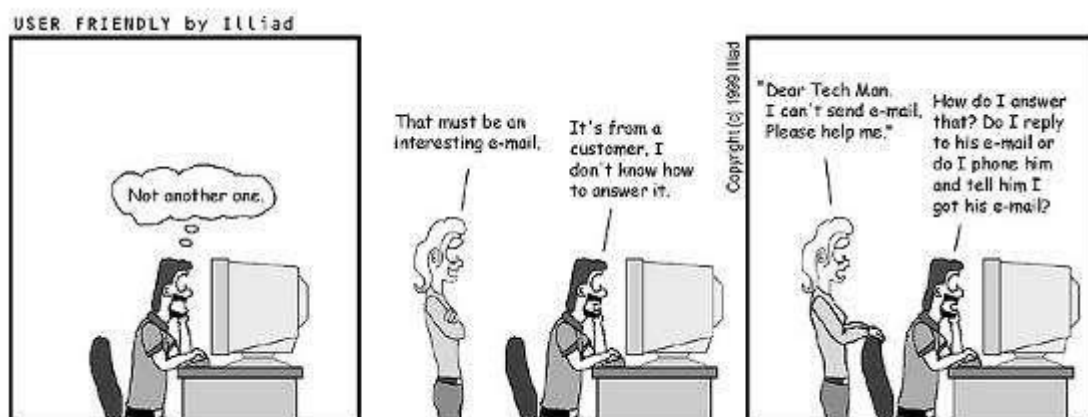
Item 1: Currently there are several software update packages that are getting a lot of publicity and comment. Having viewed a fairly wide range of this information the

following are my suggestions at this time:

- Windows Vista Service Pack 1 (SP1) – Install ASAP as it will improve the performance and stability of Vista. It is a large download and for those with an Internet dial-up connection it will take a long time to download so until it is available on a Microsoft CD it may be prudent to get a CD copy from someone who has broadband and has already downloaded it.
- Windows XP Service Pack 3 (SP3) – Do not install at this time. Problems are being reported and until they are addressed stay with SP2 - but ensure regular updates are being installed to it.
- AVG8 Free – No need to install yet. Problems and performance issues are being reported, so stay with Version 7.5 until they are addressed. Because of these issues Grisoft has extended support of 7.5 from their original cut-off date of 31 May until 31 December, so there is no urgency to update.

Item 2: Five quick tips for sorting e-mail (sourced from CNET.com)

1. A quick way to store e-mail you want to keep is to drag-and-drop it onto the desktop or into an appropriate folder.
2. **It's best to sort your e-mail** into at least a few different folders, to have some form of organization. If you make them subfolders of your Inbox, you can search through all your messages all at once.
3. **If you're worried about forgetting** to read messages that are automatically filed in folders, remember that folders that contain unread mail have a little bolded number after them in brackets such as (3) to indicate the number of messages in the folder that you haven't read. **It's pretty easy to track, so you will probably find this is a sufficient indicator so that you won't** forget to check the folders.
4. Can you have replies sent to a subfolder? Yes. You can write a rule to have messages sent to various folders upon receipt or on sending the message-- whichever option suits you. Click on the Tools tab and select Rules and Alerts.
5. How Rules are applied to incoming e-mail: If more than one rule applies to an incoming e-mail, the rule placed in first place takes precedence, or both rules are applied.



## SeniorNet Kapiti Membership Benefits

Ian Mead of PC Challenge in Raumati Beach will give a discount on software or hardware purchases to members showing their membership cards. This offer excludes labour charges.

He also advises that he now has links with a recycling company in Auckland, and wants any old ink cartridges and toner cartridges for them to process.

**A collection box for old cartridges is now at our Learning Centre so don't throw them away any more, either bring them into the Centre, or drop them off at his Margaret Road shop. Do your bit to help keep NZ green!**

## Welcome to New Members

Jackie North  
Mary Beggs  
Don Beggs  
Wally Heale

Marie Irving  
Ritchie Thomson  
Marie Phipps  
Laurel Bragger  
Ngaire Cook

Dallas Revans  
Jim Carter  
Roger Carter  
Adi Gressehner



## The Fine Print

### Newsletter

The primary method of distributing this Newsletter is by E-mail. Members with an **E-mail address registered with us will receive this as an Attachment in 'PDF'** format. The free Adobe Reader program will open the Attachment for reading and/or printing. Members who are not on our E-mail list will continue to receive **their copy by 'snail mail', but are encouraged to use E-Mail** and provide their address to us. Simply send an E-mail to [seniornet.kapiti@paradise.net.nz](mailto:seniornet.kapiti@paradise.net.nz) with **'New Address'** in the Subject line.

All contents of this newsletter are offered in good faith as being correct when published. No liability is accepted for any errors it may contain.

We acknowledge that some material in this newsletter is sourced from other SeniorNets.

### Waiver

From time to time some of our members give help and advice to other members on matters relating to computers and associated equipment. This help or advice is given in good faith, is taken solely at the recipients risk, and imposes no responsibility or liability of any kind, either on those providing such help or advice, or on SeniorNet Kapiti.

### New Address or Phone?

If you have changed your E-mail/postal address or phone number (or are about to) please let us know so that we can update our records.

### Need Help?

**Please don't hesitate to contact us if you have a problem with your computer or the course that you are taking. We're only too happy to help if we can.**

## Thank you to our Sponsors...




- NZ Lottery Grants Board  
Te Puna Tahua
- Print Room
- Mr. Rex Temperton of  
Temperton Associates

## ... and our Supporters

- Ian Mead of  
PC Challenge  
Margaret Road, Raumati Beach
- Kapiti Senior Citizens Club  
45 Ocean Road, Paraparaumu, 902-4483
- TelstraClear

**Kapiti Coast Grey Power Association Inc.**

PO Box 479  
Paraparaumu 5254  
Phone (04) 902 5680  
email: [kapitigreypower@paradise.net.nz](mailto:kapitigreypower@paradise.net.nz)



**The Active Organisation protecting the rights  
of senior citizens and others over 50 years.**

Pop into our offices at the Community Services Centre,  
Coastlands Shoppingtown, and find out what we have to  
offer.

Find out about our Shoppers Discount guide and the Odd  
Job scheme - obtain literature - and while you are there  
have a cuppa and chat with our friendly staff.

Office hours are **Monday to Friday 10.00am to 4.00pm.**

## Class Application for 2008 Term 3

Please complete the following form and send with your fees to:

The Secretary  
SeniorNet Kapiti Inc.  
P.O. Box 522  
Paraparaumu

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone No \_\_\_\_\_ E-mail address \_\_\_\_\_

X	Course Name	Cost	Day - Time
	Beginners Introduction to Computers (3 weekly sessions of 2 hours each)	Free	
	Introduction to Windows XP Part 1 (5 weekly sessions of 2½ hours each)	\$40.00	
	Introduction to Windows XP Part 2 (5 weekly sessions of 2½ hours each)	\$40.00	
	Introduction to Microsoft Word (5 weekly sessions of 2½ hours each)	\$45.00	
	Email (3 weekly sessions of 2½ hours each)	\$30.00	
	Web Browsing (2 weekly sessions of 2½ hours each)	\$20.00	
	E-mail & Web Browsing (combined) (5 weekly sessions of 2½ hours each)	\$45.00	
	Digital Cameras & CD Burning (5 weekly sessions of 2 hours each)	\$45.00	
	Photo Image & Editing (2 weekly sessions of 2 hours each)	\$20.00	
	Power Point Slide Show (4 weekly sessions of 2 hours each)	\$40.00	
	Greeting Cards (Using MS Word) (3 weekly sessions of 2½ hours each)	\$30.00	
	Personalize Christmas (3 weekly sessions of 2 hours each)	\$60.00	
	Microsoft Draw (using MS Word) (5 weekly sessions of 2½ hours each)	\$45.00	
	Microsoft Excel Spreadsheet (8 weekly sessions of 2 hours each)	\$60.00	
	Creative Graphics (8 weekly sessions of 2 hours each)	\$60.00	
	Advanced Graphics Workshop (4 weekly sessions of 2½ hours each)	\$20.00	

**Note:**

To print this form while viewing it with Adobe Reader click the Printer icon on the Tool bar (3<sup>rd</sup> icon from left end) to open the Printer dialog box. Click the radio dial button titled Current Page and then click OK.

If undelivered please return to:  
SeniorNet Kapiti, 39 Hinemoa St., Paraparaumu