NSCCC

MONDAY MEETING

Location: Newton Senior Center
Date: 10/26/2026 @ 1:00pm
Attendees: 24 members
Chairperson: Joan Danis
Speaker: Gerri S.

House Keeping

- At 1:00 pm, Joan called the meeting to order.
- Reminded people to scan their Surrey Recreation Membership Card at the front desk whenever they come to the Newton Senior's Center, & check-in with the Membership chairperson when they enter the auditorium.
- Remind people to silence their Smart phones.
- Register with the registration volunteers, Gayle and Beth, particularly as they continue getting familiar with members.
- The previous meeting minutes were read in condensed form. Members were advised that meeting minutes are available on the club's website.
- I would like to accept the minutes. Are there any errors or emissions, can we have a seconder? thank you
- Class Cancellations – Some club classes have been cancelled temporarily. Classes will not proceed unless at least six participants have registered.
- Free Digital Safety Presentation (By Brella) at Fleetwood Library
    - Date: November 5
    - Time: 11:00 a.m. – 1:00 p.m.
    - Registration: Required.
- Isaiah Clemente from Brella Society requested that the club share information about this presentation on digital safety for older adults. A poster containing the registration telephone number is available.
- Celebration of Life – Dixie Mogg at the age of 94.
  Members wishing to express condolences but unable to attend may send a card to her son Darren Mogg at 1619 Rochester Avenue, Coquitlam, BC V3K2X7
    - Date: November 7
    - Time: 1:30 p.m.
    - Location: Mundy Park Fieldhouse

- Health and Wellness forum – The forum will focus on helping seniors access healthcare services. The club will have a table at the event, and members were encouraged to participate.
    - Date: November 14
    - Time: 10:00 a.m. - 2:30 p.m.
    - Location: Senior Center
    - Presented by: Community Services and ICON

    - Registration: Required at the front desk.
- Free Apple Store Class – A free educational class at the Apple Store is being planned for November. The date has not yet been confirmed. Members interested in attending were asked to sign up and indicate:
    - Their approximate level of interest.
    - The topics they would like covered
    - The information will help the organizer tailor the class to members' needs. Attendance is limited to 12 participants.
- Volunteer Recruitment and Succession Planning
  Joan emphasized that volunteers are essential to the continued operation and the success of the club. New members are encouraged to take on leadership and committee responsibilities to maintain a strong and sustainable organization.

  The club's bylaws require key positions to be filled. Current staffing and vacancies were highlighted.

  President – Vicci
  Vice President – Joan
  Secretary – Vacant
  Registrar – Gerry assisting during Athena's absence
  Maintenance Committee Chair – Angus
  Education Chair – Angus

  A small number of members are currently carrying multiple responsibilities, with approximately 4 people covering seven tasks in addition to 3 instructors.

  Succession planning: All positions will be open for consideration in June. Members were encouraged to begin thinking about volunteering and taking on responsibilities before the next AGM in June.
  Next Meeting – October 26, Gerri from the Cloverdale Computer Club.
  Topic: Computer-related presentation including an online component.
- Today we have Gerri from Cloverdale Computer Club.

Main topic started around 13:20pm
by Gerri S.

Topic: Powerpoint

1. Purpose

The presenter gave an introductory workshop on Microsoft PowerPoint for a seniors group. The aim was to show what the program can do, demonstrate its main tools live, and share practical tips for personal projects such as family photo shows, travel stories and memorial slideshows.

2. Opening and Overview

- A show of hands established that most attendees had at least tried PowerPoint.
- PowerPoint presentations can be viewed on other devices, including Chromebooks, and a free office suite can run them on Linux machines.
- Key principle: a presentation is not an essay. Think of it as a digital photo album, with short text meant to be shown on a screen rather than read like a letter.
- Example uses discussed: a wedding dinner slideshow tracing the couple's lives from childhood, a memorial service photo display, travel stories and life stories.
- Each slide is a set of separate "blobs" of information (text boxes, pictures, shapes) rather than a page like a word processor.

3. Design Tips Discussed

- Keep slides simple. Use large text (about 40 point in the demo), easy-to-read colors, and remember that less is more.
- Use short sentences or bullet points rather than paragraphs.
- Crop large pictures to the part that matters so viewers know what to focus on. Resize from the corner handles to avoid stretching images out of shape.
- Place pictures so they face into the slide toward the text, for balance.
- Choose a plain background with dark text and a consistent style. Avoid flashing colors.
- Use animations sparingly. The audience did not come to watch things bounce around the screen.
- Proofread carefully, since a small typo looks very large when projected.
- Label family photos before they are lost to time.

4. Live Demonstration

The presenter walked through the following features:

- Ribbon and tabs: Similar to other Microsoft programs. Contextual tabs (such as picture or shape tools) appear only when an item is selected, so always click an item before trying to change it.
- Slides and layouts: Adding a new slide, changing its layout (content, comparison, blank), and rearranging slides in Slide Sorter view.
- Pictures: Inserting from a computer folder, OneDrive or online sources; applying artistic effects, borders and shapes.
- SmartArt: Enter text first, then choose a layout (lists, hierarchy, relationships). Layouts can be swapped afterward. A hierarchy works well for a family tree.
- Shapes, video and sound: Inserting and formatting shapes; adding video and audio from files.
- Photo Album: Insert > Photo Album builds a slideshow automatically from a selection of photos, with optional captions.
- Transitions and animations: Transitions move between slides; animations act on items within a slide. Both only appear in Slideshow mode. Either can be removed by selecting all slides and choosing "None."
- Themes and templates: Applying one design to all slides for consistent fonts and colors, or starting from a Microsoft template.

- Slideshow options: Starting from the beginning or the current slide, looping continuously (useful for memorial or kiosk displays), hiding slides, and building custom shows (for example, one family branch only).
- Notes panel and Presenter view: Speaker notes are visible only to the presenter.
- Reusing content: Slides can be copied from other presentations, including ones found online.

The live demo was affected by a spotty internet connection, microphone feedback and some features that did not behave as expected. Several items (a video link, clipart search, the photo album screen) required retries.

5. Free and Alternative Options

- A free online version of PowerPoint is available through a Microsoft account. It has fewer features but is enough for a good presentation.
- Google Slides was shown briefly as another free option. Google Keep was also mentioned as a flexible place to store recipes, tips and book recommendations. The presenter offered to return for a session on it.
- Privacy caution: Do not put confidential information in online tools, as there is little real privacy online.

6. Preparation, Copyright and Saving

- Start by identifying the audience. Family-only use allows more freedom than a public or group presentation.
- Gather all photos, videos and text in one project folder before building the presentation. Right-click and "Save image as" to save web images into that folder.
- Copyright: look for Creative Commons or copyright-free filters (available in Microsoft's image search). Credit sources where required, and be more careful the more public the use.
- Save and share options: standard presentation, older 97-2003 format, PDF (not editable), picture files, or a self-running show.
- Use consistent file names. Avoid piling up versions such as "final" and "final 2."

7. Handout

The presenter noted that a step-by-step handout was created with an AI tool in about a minute or two from a short description of the audience and length needed. The tool also offered extras such as slides. One resource found online could not be distributed because its original source was not remembered.