



Charlotte Bytes



CCCGC President's Message

Mary Fleenor, President September, 2022

September 6, 2022

**Military Heritage Museum
Auditorium, 1st Floor
900 W Marion St.
Punta Gorda, FL**

6:00 pm—Open Forum

7:00 pm— Member Mtg

To Zoom—click link
General Member Mtg

INSIDE THIS ISSUE

[President's Message](#) **1**

[Events Calendar Link](#) **1-14**

[New Members](#) **2**

[Board of Directors 2022](#) **2**

[August Meeting Report](#) **3-4**

[Future/Upcoming Events](#) **5**

[By Laws](#) **6-13**

[Recommended Tech Sites](#) **14**

Members:

I am pleased to announce that Mark Krider has agreed to join the CCCGC Board of Directors when Sheri Lenora stepped down due to important personal commitments.

This month's program will be presented by Mark Krider on "Cutting the Cord" via streaming service alternatives to Live TV, Cable and Satellite for your entertainment needs.

The Favorite of the Month for September is AI Image Enlarger which enables you to enhance and upscale images, increasing resolution without losing quality.

Our next board meeting will be at 2PM on Friday, September 30, 2022 and all members are invited to join us in person or via Zoom. To join us via Zoom, click on the link in the Calendar under the Event Calendar Tab on the CCCGC.info website.

The next general member meeting will be on Tuesday, September 6, 2022, at the Military Heritage Museum (900 W Marion Av) in Punta Gorda. Open forum at 6PM, followed by presentation at 7PM. Click the Zoom link on the home page at <http://cccgc.info/> to attend.

We still need volunteers for the Bytes Newsletter Editor and in the office for the front desk and technical support.

Please check the Events Calendar for the course offerings and click the links to register. All classes are free to members! Please notify the instructor if you have questions you would like answered in the scheduled session. Let us know if you have special knowledge you would like to share with us as an instructor or presenter.

Know anyone who needs a little sunshine due to illness, injury or loss of a loved one? Contact the office and let us know.

Looking forward to getting your input: cccgcoffice@gmail.com, 941-585-0356 or click on the Suggestion Box on <http://cccgc.info/>.

Stay safe and healthy!
Mary Fleenor, President





Official Publication of the
Charlotte County Computer Group Corporation
PO Box 494296
Port Charlotte, FL 33949
Information: (941) 585-0356
www.cccgc.info facebook.com/cccginfo
Office Hours: 10:00 a.m. to 2:00 p.m.

VOL XXXIV No. IX

Promoting Computer Literacy and Education in Charlotte County. The largest gathering of computer knowledge in Charlotte County.

September 2022 Page 2

Editor: A Yvette Pilch

Events Calendar

Charlotte Bytes

Welcome New Members

Loraine Recard-Wolf

Roy Barlow

Nelson Borrero

Sandra Colon

Shirley Bishop

The Executive Board of Directors and Members of CCCGC welcome each of you to the group. We're here to help. Membership has its privileges.

If you have any questions, concerns or need computer help, please contact us at the office, by telephone or via the website. We will endeavor to help you any way we can.

2022 OFFICERS & DIRECTORS



**President
Mary Fleenor**

ccgcprresident@gmail.com



**Vice President
Harold Nixon**

ccgcvp@gmail.com



**Secretary
Rose Kopenec**

ccgcsecretary@gmail.com



**Treasurer
Lydia Rist**

ccgctreasurer@gmail.com



Debbie Krider



Mark Krider



Maureen Rand



Fran Robitaille



Gary Skillicorn

It is a pleasure to serve you in 2022 thru classes, presentations and individual assistance.

Please help to spread the word about CCCGC to your friends and neighbors.

Stay safe, enjoy the holidays and hope to see you throughout the new year.



September 2022 Page 3

Editor: A Yvette Pilch

Events Calendar

Charlotte Bytes

August Member Meeting Report

Military Heritage Museum

6:00 PM Open Meeting

Present – 28

Zoom – 13

Topics discussed:

Win!!

Font adjustments

Classes (in office and zoom)

CCCGC Website

Win 10 and Win 11 updates coming in October

Hibernating vs turning off the computer

Cache and cleanout – restart

Laptop – should it always be plugged in vs unplug

Any advantages moving to Win 11

AOL changing – shutting down??? – moving to Gmail? Suggestion to watch online video to help,

see link on CCCGC website

7:00 PM

Present – 34

Zoom 12

President M Fleenor began with the Pledge of allegiance, welcomed visitors (2); spoke about volunteers needed: desperate needs include meeting setup/teardown and front desk assistance. She reminded members about using NextDoor for free promotion of CCCGC. M Fleenor also spoke about member benefits and APCUG.

R Kopenec reminded members that if they donate any Apple equipment themselves or for others to be sure they have disconnected their account. Without disconnecting anyone in the office can see everything in their account. Apple's security will not let us reset it is not disconnected or you give us the login and password. She shared the following directions on how to disconnect:

FOLLOW THE INSTRUCTIONS ON HOW TO SIGN OFF YOUR ICLOUD:





Charlotte Bytes

August Member Meeting Report

Military Heritage Museum

7:00 PM Meeting Continued

Favorites of the Month:

G Kopenec introduced <https://www.magiceraser.io/> a website used to remove unwanted things from images in seconds. Upload an image, mark the bit you need removed, download the fixed-up image. Free to use. No sign up required.

Presentation:

G Skillicorn noted that the September presentation will be "Cut the Cord" with Mark Krider as presenter.

This evening's presentation was "What Did Ya Say?", a video from a former APCUG presentation that can be found on their website to be reviewed again.

Giveaways:

Gift Cards (3 AMEX): Paul Cook, Pat Krasenics, George Kopenec

Next meeting: September 6, 2022

Meeting adjourned at 7:50 pm



50/50: \$21 George Kopenec



Computer (HP Low Profile)



September 2022 Page 5

Editor: A Yvette Pilch

Events Calendar

Charlotte Bytes

Future Events & Presentations

September 2022 CCCGC Classes & Programs

- Sep 6 **Member Meeting**
Military Heritage Musuem Auditorium
900 W Marion St, Punta Gorda
6-7 PM Open Forum
6-8 PM General Member Meeting
[General Member Mtg](#)
- 8 **Maintenance & Backup**
2-4 PM, Office
Lydia Rist
- 12 **Microsoft 365**
2-4 PM Office
Rose Kopenech
- 13 **Open Forum**
2-4 PM, Office + Zoom
Mary Fleenor
[Fleenor Zoom Class](#)
- 19 **Libre Office**
2-4 PM Office
Rose Kopenech
- 22 **Maintenance & Backup**
2-4 PM, Office
Lydia Rist
- 26 **Apple Office Apps**
2-4 PM Office
Rose Kopenech
- 30 **Board of Director Meeting**
2pm Office Location
[CCCGC BdMtg](#)



August 26 **Board of Director Meeting**
2:00 pm
514 E Grace St, Punta Gorda
[CCCGC BdMtg](#)



An International Association of Technology and
Computer User Groups

As members of CCCGC, you are automatically members of Association of Personal Computer User group (APCUG) who offer free ZOOM classes and presentations to members. However, you must register with them to attend. Check the web-site for course options and registration:
<https://apcug2.org/>

APCUG past presentations can be viewed on YouTube. These are handy links for review if you attended them or had to miss the original presentation. Click the link below to see all the options.

https://www.youtube.com/results?search_query=apcug

George's Favorites

AI Image Enlarger

"Cutting the Cord"

Program: Presented by Mark Kreider

Via: Streaming Service



Charlotte Bytes

By Laws Revisions 2022 Page 1

Bylaws

Charlotte County Computer Group Corporation

A Not-For-Profit Corporation

ARTICLE I Name

1.1 The name of this organization shall be Charlotte County Computer Group Corporation.

1.2 Definition:

Board of Directors Charlotte County Computer Group Corporation Board of Directors: president, vice president, secretary, treasurer and five (5) directors.

Bylaws A standing rule governing the regulation of Charlotte County Computer Group Corporation.

CCCGC Charlotte County Computer Group Corporation.

Director A member elected to assist the officers with control or governance of the affairs of Charlotte County Computer Group Corporation.

Household Two persons maximum

Member A person who has paid annual dues and having membership in Charlotte County Computer Group Corporation.

Meetings Gatherings of members in one or more of four types: Regular, Annual, Board of Directors or special.

Office Primary place of business of the Corporation where organization work is done; classes are offered; refurbishing and member help is accomplished.

Officers Positions of duty, trust, or authority in Charlotte County Computer Group Corporation. These positions include president, vice president, secretary and treasurer.

Proxy A written authorization empowering another person to vote for the signer.

Quorum The number of members in good standing required to transact business.

ARTICLE 2 Location of Corporation

2.1 The registered office and principal place of business of the Corporation shall be at 514 E. Grace Street, Punta Gorda, FL 33950. Said office shall be maintained in the State of Florida for the duration of the Corporation.

ARTICLE 3 Purpose

3.1 The Corporation is organized exclusively for charitable, religious, educational, and/or scientific purposes under section 501(c)(3) of the Internal Revenue Code of the United States of America.



Charlotte Bytes

By Laws Revisions 2022 Page 2

3.2 The objective of the corporation is to promote computer literacy in Charlotte County.

ARTICLE 4 Members

4.1 There shall be one (1) type of membership: Individual (includes Honorary Lifetime Membership).

4.1.1 Individual: Any adult shall be eligible for membership (maximum two per household), with all the rights and privileges thereof upon payment in full of current dues.

4.2 Rights and Privileges of Individual Members: Individual members may participate in activity and discussion of, and vote in, all matters subject to voting at the general meetings and are eligible to hold office.

4.2.1 An Individual Member may attend any Board of Directors meeting.

4.2.2 An Individual Member, may inspect the specific Books and Records of the Corporation, at any reasonable time upon a written request.

4.2.3 The Board of Directors at a regular or special meeting may revoke a membership for cause including conduct deemed detrimental to the Corporation.

ARTICLE 5 Officers

5.1 The elected officials of the Corporation shall be a President, a Vice President, a Secretary, a Treasurer and five (5) Directors. These elected officials shall perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by the Corporation.

5.2 Term of Office: The Board of Directors will be elected for a term of one (1) year, beginning at the meeting immediately following the election. Term of office becomes effective starting in January of the next year.

5.3 Duties of Board of Directors

5.3.1 President: The President will be the Chief Executor Officer of the Corporation and will, along with the, Directors and other elected officers supervise and control the affairs of the Corporation. The President will perform all duties incident to the office and other such duties as may be provided in the Bylaws or prescribed by the Board of Directors.

Should the office of the President become vacant, the Vice President shall succeed to the office of the President and the Board of Directors shall designate or appoint another member of the Corporation to serve as Vice President for the remainder of the present



Charlotte Bytes

By Laws Revisions 2022 Page 3

term of office. Should the President and Vice President positions become vacant, the Board of Directors shall designate other members of the Corporation to fill the positions for the remainder of the present terms of office.

The President shall from time to time appoint committee chairs for such purposes as he or she may deem necessary, or as directed by a majority vote of the Board of Directors. Appointed officers or committee chairpersons will have such powers and duties as the President or the Board of Directors may assign to them.

5.3.2 Vice President: The Vice President shall perform all duties and exercise all powers of the President when the President is absent or unable to perform his/her duties. The Vice President shall perform such other duties as may be prescribed by the President or the Board of Directors.

5.3.3 Secretary: The Secretary shall keep minutes of all meetings of the Board of Directors; will be the custodian of the corporate records; give all notices as required by the Bylaws; perform all duties incident to the office of the Secretary and such other duties as may be required by the Articles of Incorporation, the Bylaws, or which may be assigned by the Board of Directors. The Secretary shall maintain a record of all the correspondence sent and received concerning agreements, obligations, contracts and understandings between the Corporation and any other party. All Directors and Officers involved with such correspondence shall provide a copy of it to the Secretary. In the event the President and Vice President are unable or not available to conduct a Board meeting, the Secretary shall conduct the meeting.

The Secretary shall provide each Board member a current copy of the Bylaws at the first meeting of every new Board. The editor of the newsletter and the chairperson of the Nomination Committee shall also be provided with copies. The Secretary shall further assure that a copy of these Bylaws shall be on file at the corporation office.

5.3.4 Treasurer: The Treasurer shall have charge and custody of all the funds of the Corporation; deposit said funds into the Corporation's account; maintain records of the Corporation's transactions; perform all duties incident to the office of Treasurer and such other duties as may be required by the Board of Directors, the Articles of Incorporation, and the Bylaws.



Charlotte Bytes

By Laws Revisions 2022 Page 4

6.2 Annual Meeting: The regular meeting in the month of December shall be known as the Annual Meeting and shall be for the purpose of electing a Board of Directors. The Secretary shall post a notice of the Annual Meeting giving the date, time and location in the November and December issues of the newsletter.

6.3 A quorum for the annual meeting shall be 5% of the total membership, as determined by the Membership Chairperson.

ARTICLE 7 Board of Directors

7.1 The Board of Directors shall consist of the Directors and Officers together vested with the management of the business, affairs and policies of the Corporation subject to the Articles of Incorporation and the Bylaws.

7.2 A quorum shall consist of five (5) Board of Director members at least one of whom is President, Vice President or Secretary.

7.3 Meetings of the Board of Directors, regular or special, will be held at such place as the Board of Directors designates. Should any such day constitute a legal holiday for all businesses, the meeting shall be held a different day designated by the Board of Directors. Any Officer or Director who cannot attend a meeting may direct his vote to be cast by written proxy or e-mail.

7.4 A special meeting of the Board of Directors may be called by the President, or a quorum.

7.4.1 Notice of Special Board of Directors Meeting shall be provided in writing, stating the place, day, and time of any special meeting of the Board of Directors, and will be delivered to each Board Member no less than two (2) days before the date of the meeting either personally, by mail, or e-mail sent by the person calling the meeting. Such notice must state the business to be transacted, and the purpose of such meeting. A copy of said notice(s) shall be kept with the Corporation records. Any Officer or Director who cannot attend a meeting may direct his vote to be cast by written proxy or e-mail.

7.5 A vacancy on the Board of Directors shall require the President and the Board to fill the vacancy for the remainder of the term.

7.6 Removal from Office: The Board of Directors, at a regular or special Board meeting, may remove an Officer or Director from the Board of Directors for cause.

ARTICLE 8 Committees

8.1 A Membership Chairperson shall be appointed by the President to maintain records of all members. The Membership Chairperson shall be responsible for sending out dues' notices in a timely manner.



Charlotte Bytes

By Laws Revisions 2022 Page 5

- 8.2 A Nominating Committee Chairperson** shall be appointed by the President no later than the regular membership meeting on the first Tuesday in September. The Chairperson may establish a Nominating Committee. The Nominating Committee shall prepare a slate of nominees for the elective offices, provide each nominee with a copy of the Bylaws; then provide the slate of nominees to the Newsletter Editor for inclusion in the November newsletter or other communication. At the general meeting in November, additional nominations may be made from the floor, provided that the nominees indicate concurrence with their names being placed in nomination.

The election will take place at the annual meeting of the membership in December and will be supervised by the Nominating Committee, which will announce the results immediately at the meeting and will have them posted, in the January issue of the newsletter or other communication. A copy of the election results shall be given to the Secretary for inclusion into the permanent record of the Corporation.

Directors and Officers shall be elected by a majority vote of the members voting in person. In the event an office is contested, any nominee may request a recount of the ballots.

- 8.3 Other committees**, standing or special, shall be appointed by the President as the Board of Directors shall from time to time deem necessary to carry on the work of the Corporation. The President shall be ex officio a member of all committees except the Nominating Committee.

ARTICLE 9 Dissolution

- 9.1 Upon the dissolution** of Charlotte County Computer Group Corporation, corporate assets will be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the Federal government, or to a state or local government, for a public purpose.
- 9.2 No part of the net earnings** of the Corporation shall inure to the benefit of, or be distributable to its members, directors, officers, or other private persons, except that the organization shall be authorized to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in our organizing document and our application for federal tax exemption. Notwithstanding any other provision of the articles, the corporation shall not engage in any other activities not permitted to be carried out (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.



Charlotte Bytes

By Laws Revisions 2022 Page 6

ARTICLE 10 Parliamentary Authority

- 10.1** The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Corporation in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Corporation may adopt.
- 10.2** In a Board of Directors meeting, the President may, at his/her discretion, permit some relaxation of the formal rules governing the conduct of meetings. Under such informal conduct, for instance, it shall not be necessary to rise in order to make a motion, nor to wait for recognition by the President before speaking or making a motion, nor for a motion to have a second; nor is there any limit to the number of speeches, nor does the President leave the chair when making a motion or discussing a question.

ARTICLE 11 Amendment of Bylaws

- 11.1** These Bylaws may be amended, revised or re-written at any regular meeting of the Corporation by a two-thirds vote of members in attendance, provided that the amendment has previously been approved by a vote the Board of Directors and submitted in writing at the previous Board of Directors meeting or otherwise published to the membership.

ARTICLE 12 Operations

- 12.1** The Corporation shall keep complete records of correspondence and minutes of the Board of Director meetings, a membership roster and a copy of the Bylaws and Articles of Incorporation.
- 12.2** The Corporation shall neither have nor issue shares of stock. No dividends shall be paid and no part of any net income or assets of the Corporation will be distributed to its members, Directors or Officers. However, the Corporation may reimburse a reasonable amount to members who have incurred expenses in performing a task requested or authorized by the President with the approval of the Board of Directors. Authorized expense receipts and vouchers must be submitted to the Treasurer for payment and then to the Secretary for placement in the corporate records.



Charlotte Bytes

By Laws Updates 2022 Page 1

Since the CCCGC Bylaws were last updated in 2018 there have been changes made with the approval of the Board of Directors and General Membership. The following updates have been made to the current document by the Bylaws Committee and approved by the Board of Directors on August 26, 2022. These updates require the review and approval of the general membership. Attached is a copy of the revised Bylaws of the Charlotte County Computer Group Corporation. Below are all the updates that have been made.

1.2 Board of Directors – added: “president, vice president, secretary, treasurer and five (5) directors.”

Code of Conduct – deleted per Board vote June 2021 and Member vote January 2022

Director – added “assist the officers with” and “governance of”

Household – rewrite: “Two persons maximum”

Member – deleted “Being a member of or”; added “A person who has paid annual dues and”

Meetings – new definition added – Gatherings of members in one or more of four types: Regular, Annual, Board of Directors or special.”

Office – rewrite - Primary place of business of the Corporation where organization work is done; classes are offered; refurbishing and member help is accomplished.

Officers – new definition added - Positions of duty, trust, or authority in Charlotte County Computer Group Corporation. These positions include president, vice president, secretary and treasurer.

2.1 Deleted former address and added “514 E. Grace Street, Punta Gorda, FL 33950.”

4.1.1 Deleted “Members of the same household may become members”

4.2.2 Deleted “stating such specific purpose.”

5.1 Deleted “Each elected official shall agree with and adhere to the code of conduct for CCCGC Board of Director members adopted by the corporation.

5.2 Deleted “including officers” and “2019”; added “of the next year.”

5.3.1 Third paragraph – deleted “as vacancies occur, appoint chairpersons of committees considered necessary at the time. The President may”; 3rd paragraph 4th line – Appointed.

5.3.2 2nd line – added “his/her”.

7.5 Add - ...President “and the Board” ...



Charlotte Bytes

By Laws Updates 2022 Page 2

Deleted “in accordance with the code of conduct.”

8.2 Deleted “Corporate”

8.3 Deleted “Such”; added “Other” committees

9.2 Deleted “trustees”; added “directors”

10.2 Deleted “Chairperson”; added “President”; added “his/her”; deleted “large”; deleted “chair”; added “President”; deleted “chairperson”; added “President”

12.1 Added “The” Corporation...

End of Document – Committee – added “Rose Kopenec (Chair), Sheri Lenora, Lydia Rist”

Added footer to each page:

Charlotte County Computer Group Corporation Bylaws
Revised & Approved: Board of Directors 08/12/2022
General Membership xx/xx/xxxx

Page 2 of 2



Official Publication of the
Charlotte County Computer Group Corporation
PO Box 494296
Port Charlotte, FL 33949
Information: (941) 585-0356
www.cccgc.info facebook.com/cccginfo
Office Hours: 10:00 a.m. to 2:00 p.m.

VOL XXXIV No. IX

Promoting Computer Literacy and Education in Charlotte County. The largest gathering of computer knowledge in Charlotte County.

September 2022 Page 14

Editor: A Yvette Pilch

Events Calendar

Charlotte Bytes

Please register using the link on a calendar date or sign-up form on the website if you are planning to attend a class:
www.cccgc.info

For more information

www.cccgc.info

Forms, Supplements, Membership, Classes, Bytes, etc.

The Charlotte County Computer Group Corporation

Is a non-profit 501(c)3 organization as classified by the Internal Revenue Service.

Donations, gifts, bequests, legacies, devices and transfers are deductible under federal laws.

Articles in the Bytes are courtesy of these Tech Sites

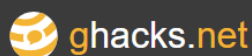
We're on the Web
www.cccgc.info



An International Association of Technology and Computer User Groups



Digital Citizen



The How-To Geek Daily Article
Daily Computer Help from your Friendly How-To Geek



DavesComputerTips

INTO WINDOWS



AskWoody

News, tips, advice, support for Windows, Office, PCs & more. Tech help. No bull.
We're community supported by donations from our Plus Members, and proud of it