

CAA/CMA Joint Tech Team Report January 2017

Leader: Stewart Morris, Jr

Members: Jill Ryder, Virginia Goodman

Mission Statement: To inventory and analyze the CAA and CMA information technology including hardware, software, databases and Web presence to make recommendations for their enhancement for use of offices as well as for the communication, education and distribution of information to members, interested parties and the public.

CAA Tech:

- Short term needs: Clean and service the 2 CAA computers and restore “shared information” to 1 CAA computer to be done by contractor, Next Century Technologies.
- 2017 Goal: Purchase 1 new computer/printer with a lot of memory for future part-time accounting employee in spare office next to Jill. This system will be shared with volunteer Linda Freeman for CJ scanning project and will have access to QuickBooks and membership data base.

CMA Tech:

- Short term needs: obtain computer service contract for maintenance and cloud back-up with Next Century Technologies (cost \$63 per month); add Inventory Manager to our PastPerfect software (cost \$236).
- 2017 goal: acquire InDesign for book publication in the future.

2017 Joint CAA/Tech Team goal: decide committee membership and energize the CAA/CMA Joint Tech to evaluate/brainstorm tech strategy, decide tech equipment needs and propose to the boards the future tech needs/project opportunities of both organizations. Other team members previously suggested: Mike Rider, Tim Zimicki, Dan Bussey