

**CAA/CMA Joint Tech Team Report**  
**July 5, 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 by the office as well as for the communication, education and distribution of information to members, interested parties and the public.

CAA Tech:

- 2017 YTD Accomplishments –
  1. Cleaned/serviced the 2 CAA computers and restored “shared information” to 1 CAA computer accomplished by contractor, Next Century Technologies
  2. Installed 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 projects and will have access to QuickBooks and the membership data base.
- Short term needs: none
- 2017 Goal: complete the scanning of all The Carriage Journal articles and have them available on the CAA Website.

CMA Tech:

- 2017 YTD Accomplishments
  - We have added cloud back-up for our electronic files from Next Century Technologies.
  - Installed Inventory Manager and Barcode Printing software from PastPerfect.
- 2017 goal: complete library inventory, barcode all library resources

2017 Joint CAA/Tech Team goal: continue to evaluate/brainstorm tech strategy, decide tech equipment needs and propose to the 2 boards the future tech needs/project opportunities of both organizations.