CAA/CMA Joint Tech Team Report
January 2, 2018

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 and other projects and will have access to QuickBooks and the membership data base.
  3. Completed the scanning of all Carriage Journal issues and are now making them available on the CAA website.
  4. Roger and Sue Murray have sponsored the upgrades to our tech needs with regards to camera, camcorder and mounted projector.
- 2018 Goals
  1. Improve the speed of our internet.
  2. Purchase desktop scanner.

CMA Tech:
- 2017 Accomplishments
  1. We have added cloud back-up for our electronic files from Next Century Technologies.
  2. Installed Inventory Manager and Barcode Printing software onto Past Perfect.
  3. Inventoried library books and carriage, hardware and harness catalogs.
- 2018 Goals
  1. Complete barcoding of library resources.
  2. Purchase desktop scanner and higher resolution desktop printer.
  3. Establish priority for digitizing collection and proceed with scanning.

2018 Joint CAA/CMA 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.