

Desert Cove Homeowners Association

Data Management Director's Report Annual General Meeting – September 19th, 2023

My name is Tracy Cox and I hold the position of Data Management Director. Thank you to all the members of DCHA for giving me the opportunity to serve as your Data Management Director for the past four years.

My role has been very busy with new homes sales and residents moving in and out of the Cove.

I'm responsible for:

- Keeping the DCHA resident's information database up-to-date. The database is used for:
 - Identifying new residents for Welcome Visits.
 - Residents Directory on the DCHA website.
 - Creating email distribution lists for notices and information to residents from the DCHA and sometimes Administration.
 - Creating name tags, current members list for events, ticket sales, general meetings etc...
- This position creates, prints and cuts event tickets for the event coordinators.
- Prints and assembles the Welcome Kits for the Welcome Director.
- At the beginning of each month the database, Website and Google Drive are backed-up.
- Keeping the DCHA website current with useful information for Residents and the Board.
 - The Special Events Calendar continues to evolve which requires constant updates.
- Maintaining the master copies of all the electronic records for the DCHA which includes managing Board email accounts.

It has been a pleasure working with this great group of hardworking people. Keep up the fantastic work!

Thank you!

Tracy Cox
DCHA Data Management Director