

Desert Cove Homeowners Association

Data Management Director's Report Annual General Meeting – September 30th, 2025

Good Evening, I am Kate LaForge. My husband, Bill and I have lived in the Cove since September 2023. We are very happy here and have enjoyed making many new friends. I've always enjoyed volunteering and believe that volunteerism is the backbone of a community.

Tracy Cox was the Data Management Director for five years ending after the General Meeting on 29 April 2025. I have been acting in her place since then and hopeful of being elected to fill this role in today's elections.

Tracy leaves big shoes to fill and I have learned that managing the data for the DCHA is a much bigger job than meets the eye. Although I've worked with spreadsheets and documents before, I've never had experience with a Database so that has been a learning curve for sure.

Master Google Drive:

- The Master Google Drive is where we store original "soft" copies of all documents that we create to ensure that our records are complete in case of an audit by BC Societies. As you may imagine, we have **hundreds** of documents to maintain.

Resident Updates to the Database:

- In the fiscal year 2024/25 we have had **54** new residents which means adding them to our database, adding them to our directories, referring them for welcome visits, and making name tags.
- The revised Directories are printed approximately **once per month** and shared via the website.

Membership and Dues:

- Once new residents have had a welcome visit, many join the DCHA so this information needs to be added to the Database as well as tracking of the dues that are paid each year. The Database Director works closely with the Welcome Director and the Treasurer to ensure that this info is correctly added to the Database.

Events:

- Special Events Calendars and Weekly Activities are maintained for the calendar year rather than the fiscal year. Each time there is an addition, deletion or change to an event, the schedule needs to be changed, printed and posted on the website as well as at the Rec Ctr.

Tickets and Member lists:

- Many Special Events require the creation and printing of tickets. With much help from Marilyn, we have figured out a way to print numbered tickets efficiently and without additional cost to the DCHA. From the beginning of this fiscal year on 01 Sept 2024 to the 31 August, 2025, we have printed **1025** tickets.
- Using the database, member lists are created and printed for ticket sales.

Website Maintenance:

- Besides Directories and Events pages, there are many other pages of information on the website that we attempt to keep current and relevant.

Maintaining Board Email accounts

- All board members have a DCHA email. I am responsible for setting up and maintaining these email accounts.

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Other Related Duties:

In addition to the duties of each of our roles, all Directors are expected to assist with set up, clean-up, ticket selling, and coordination of events. I have helped out where and when I can.

It is a pleasure working with this great group of hard-working people. Keep up the great work!

Thank you!

Kate LaForge
Data Management Director