

Desert Cove Homeowners Association

Data Management Director's Report General Meeting - May 3rd, 2022

My name is Tracy Cox and I hold the position of Data Management Director.

- I'm responsible for keeping the DCHA resident's information database up-to-date with all the residents moving in and out of the Cove.
The database is used for:
 - Providing information of new residents arriving in the Cove, to our Welcoming Director, Shaunie, so she can call and arrange a time to visit and welcome them to the Cove.
 - Creating the resident phone lists (or directory) which is uploaded to website at least once a month. Which I know many of you use.
 - Creating the email distribution list which is used by the Board of Directors to communicate information to all Desert Cove residents and DCHA members.
 - Creating ad hoc lists for events, ticket sales, General meetings etc...
- I am responsible for maintaining up-to-date the information on the website:
 - Over the last number of months, I have been working with Marilyn Richardson on redesigning the website. I hope you've had the opportunity to visit the website and like the new look.
 - The new website also gives us the ability to gather input from residents, for example, on-line voting and recording attendance for events.
- I also am responsible for keeping the master copies of all the electronic records for the DCHA:
 - Currently I am working on gathering and consolidating all these documents and uploading them to the G Drive.

Thank you to all the members of DCHA for giving me the opportunity to serve as your Data Management Director for the past 2-1/2 years. I have enjoyed this journey and have learned a lot about excel and website design.

It has been a pleasure working with this great group of hardworking people. I look forward to continued friendships with you all. Keep up the fantastic work!

My term is up and we are actively looking for a new Data Management Director. If you are interested in this position, kindly forward your information to desertcovehoa@gmail.com.

Thank you!

Tracy Cox
Data Management Director