

Desert Cove Homeowners Association

Data Management Director's Report General Meeting – April 29, 2025

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 five and a half years.

I'm responsible for:

- **Maintaining the DCHA resident's information database.** 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, tickets sales, general meetings etc...
- **Creating and printing.** In addition to the above:
 - Event tickets and posters. Speaking of tickets, since last September I have created, printed and cut a total of **835** tickets for the events.
 - Printing and assembling the Welcome Kits for the Welcome Director.
- **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.** At the beginning of each month the database, Website and Google Drive are backed-up to ensure DCHA information is secure.

Thank you!

Tracy Cox
Data Management Director