

Data Management Director's Report

Annual General Meeting

September 22, 2021

- Throughout the year I've kept the DCHA database up-to-date with all residents moving in and out.
- Once I receive information of new residents arriving in the Cove, it is forwarded to our Membership / Welcoming Director, Shaunie, so she can call and arrange a time to visit and welcome them to the Cove.
- From the database, information is extracted to create the resident phone lists as well as the email distribution list.
 - Once phone lists are created from the database, it is uploaded to our website at least once a month.
 - The email distribution list is used to convey important information to the residents from DCHA.
 - All information on our website is kept on the DCHA laptop. Whenever documents require revising, they are revised and uploaded right back on to the site.
- During the lockdown the shelves and nametags were refurbished to make them more presentable.
- Over the past few months, a Resource List was created and uploaded on to our website for all residents to access.
- All Board of Directors Bios have been uploaded on to our website.
- When time permits, I print and assemble Welcome Folders for the Membership / Welcoming Director.

Tracy Cox
Data Management Director
Board of Directors
Desert Cove Homeowner's Association