

*Book*

*George Austermann*

SPECIAL MEETING

AUGUST 7,2003

10:00 am- Noon

Present were Bill Waters, President; Jane Morrissey, Director Clerk; Ed Hampson, Tom Forman , and Lesley Loke (serving as advisors to the Board)

The Special Meeting was called by Bill Waters, President, for purposes of discussing a proposal to update and centralize the general files, maintenance, and financial records of the Association. By evaluating software and hardware in relation to our needs, it may be found that it is in the Association 's best interests to do the financial record keeping, billing, receivables, check writing, etc. in house. Everything else we do is already done that way. If the Board decides to convert to a totally in house operation, the financials would be run in tandem with our current business service for 6 months prior to actual conversion. There is a great deal of data entry and checking out to be done. It is generally agreed that we would begin all record keeping with this fiscal year.

Recognizing that our current system (or lack thereof) is outdated, cumbersome, time consuming, often ineffective, and in many ways, not meeting our needs, the Board has asked Ed Hampson, Tom Forman, Lesley Loke, and George Austermann to offer their advice and expertise in assisting the Board in evaluation so the best decision can be made. Clearly, it is time to "enter the computer age", even though some paper files will always be necessary. An Association should not be relying on the use of members space and equipment. A system needs to be established which offers virtually instant access, accountability, portability, and ease of use.

Previously downloaded for purposes of evaluation, is a software program put out by CAI, specifically for small, self-managed associations. Bill, Ed, Lesley, and Tom have looked at this and it is felt that the system is simple, straight forward, user friendly, inexpensive and would serve our basic needs. Lesley will contact CAI to inquire about the following:

- A list of software owners
- Archiving records....How far back can the system go?
- Support availability and effectiveness
- Hardware requirements

The proposed course of action is:

1. Lesley will talk to CAI
  - a) Ask any questions
  - b) Reveal any concerns
  - c) Report back
2. a) Aquire Software  
b) Aquire Hardware

After evaluating the pros and cons of Laptop vs. Desktop computers, it was generally agreed that a laptop gives us the portability we need. Space requirements are minimal. It is felt that a combination is not needed at this time.

Specifications developed include:

512 MG RAM                                  Floppy  
Pentium 4 Processor  
40 Gigabyte HD  
2.2 Gig Speed  
15 " screen  
CD Burner  
WorksSuite 2002  
External Mouse  
Extended warranty with on-site service  
XP Professional  
Printer-Scanner-Copier  
*Microsoft Office*  
*Excel*  
Lesley will check with manufacturers for prices.

Once the information is gathered, the group will meet again and a recommendation made to the Board.

Respectfully submitted,

Jane Morrissey, Clerk