**Agenda**

**Technology Task Team**

**2/7/18**

**Revision / approval of mission, scope, and goals:**

1. Mission statement – By July 1, 2018, the technology task team will make recommendations to the VGEM Board of Trustees, on long term (3-5 years) plans for technology use by the HOA.
2. Scope – Assessment and recommendations related to the use of technology by VGEM residents to enhance daily operations of the community and functioning of the residents. The focus is on technology within the clubhouse, the common grounds and as a means of communication and record storage. Areas of concentration include video, audio, computer/internet, telephone, data, security, and systems monitoring.
3. Goal statement –
	1. Improve operational efficiency of HOA / community manager/ Board of Trustees in areas of finance, governance, communications, document storage and retrieval, and systems monitoring.
	2. Enhance services available to residents in order to optimize the VGEM “experience”.

**Assessment of current technology:**

1. Refer to spreadsheet – is this complete and accurate?

**Community needs/ desires:**

1. Consider survey of residents?
2. Suggest the following categories:
	1. Hardware – Computer, phones, fax, copier, security cameras, smart thermostats, gaming console, etc.
	2. Software – Resident portal, communication, document storage and retrieval, (ex, LifeStyle Link), Dakim Brain Fitness Software, gaming software,
	3. Services – Go To meeting, satellite radio, Comcast, etc.

**Next steps:**

**Next meeting: 2/21/18 at 6:30pm**