

# Technology Committee

## Minutes

10:30 AM \* April 18, 2018

Call to order 10:30

In attendance: Heidi Larson (Business Office Representative), Valarie Harrison (CRC Representative), David Tollefson (Chairperson), and Guest Visitor Kirby Smith. Members telephoning in to the meeting were Kurt Olds, Judy Dennington and Ralph Dennington

The following members were unable to attend: Richard Jacobson; Mike Farabee; Ms Deb Blagg (Co-Trustee Resource); and Mr Mark Scott (Co-Trustee Resource).

Old Business:

1. Develop plans to meet and engage our membership, office staff, contractors and Board of Trustees.

Feedback:

(Mr Jacobson) Financial interface – Postponed to May meeting.

(Mr Olds) Specialized applications (Water Department & Business Office) – Postponed to May meeting

(David/Chair) Provided detail of Business Office computer hardware, software and web applications:

2. Develop and implement membership survey to provide for input and suggestions.

Feedback: Initial Survey results shared (9 hard copies already) indicating a wide spectrum of views and suggestions.

New Business:

1. Discuss and finalize fill-in-the-blank survey, document or online options; and move forward. The committee discussed the current survey format and wish to revisit the questions to insure we are asking the right questions. Chair will reformat/reword the survey\* in concert with the committee discussion share it and decide if any changes are necessary. The remainder of the new business # 1 is postponed to our next meeting. The updated format question #5 is attached for your consideration. I also updated the introductory paragraph of the survey. Are there any other updates before we finalized the questions?
2. Share outstanding Alexa voice/response developed by Mr Farabee. There were no members on the committee that access and/or use an Alexa device at this time.
3. After one meeting and one month, discuss and determine committee strategy by prioritization of duties within our Charter and assign member responsibilities if possible. All participating members volunteered for remaining functions; Heidi will develop initial email for requesting basic information from each Board Trustee, Kurt will also help. Valarie will help with the other committee visits and interviews and Judy and Ralph will continue to support all administrative tasks.

Meeting adjourned 11:30 AM

Prepared April 19, 2018

Chairperson, David Tollefson

The next scheduled meeting of the TechCom is May 16, 2018, 10:30 AM.