

Wildwood Property Owners Association

Technology & Automation Committee

Minutes of the July 27, 2023 Meeting (via Zoom)

Attendees: Bill and Karen Del Vecchio, co-chairs; Larry Erwich; Ruth and Marc Sininsky

Bill called the meeting to order at 7:03pm

1. **Introductions** - For the benefit of the new co-chairs, everyone on the Committee briefly introduced themselves and talked about their tenure and experience at Wildwood.
2. **Priorities - online payments and the web site - top issues facing the community (from January 2023 meeting)**
 - a. **Online payments** – The goal is to provide the membership with the convenience and ease of online dues payments securely with minimal transactions fees to either members or the WPOA without making more work for Charity. Bill and Karen updated the Committee on their conversations with Charity about the current payment process. Larry provided background on some of the research into online payment providers he completed previously and integration with QuickBooks. Karen will follow up with Charity regarding online payment options available from Berkshire Bank, with whom the WPOA currently has a banking relationship, like no/low cost eCheck and EFT programs either through Berkshire or online bill pay.
 - b. **Web site** – The Committee walked through the current website which Charity designed and has been maintaining, doing an excellent job in addition to her other responsibilities. The current hosting cost is extremely reasonable at \$14 per month. Charity has integrated the WPOA meetings and events Google Calendar with the website. The suggestion to convert the site to WordPress, webmaster requirements and additional costs was discussed. More research is needed into the current site. Moreover, the Committee felt the membership may need to be reintroduced to the site, its navigation

and wealth of information/forms available. **The Committee suggested reintroducing the current website at the annual meeting as it was felt that the members may not be fully aware of this resource.** Ruth will pass this suggestion to the Board.

The Committee discussed the idea of surveying the membership to see what features/functions it would like available on the website, including whether a “Members Only” section is warranted/feasible based on potential costs, administration and security requirements. There should also be a backup resource for Charity for website admin and development. Bill will follow up with Charity to get a better understanding of the current platform, features, capabilities, and admin/update process.

3. Other topics

- a. **Google Workplace** – The Committee discussed using Google Workplace for Board/Rep and committee members email tied to function rather than person. Needs more research. In addition, there was mention of having a work order ticket system available to both members and staff. More research needed to see if this is available in Workplace or a via 3rd party, and at what cost.
- b. **Budget** – tabled. Premature to try to determine an annual budget until more concrete information is available on the various tech initiatives.
- c. **Other topics, problems or areas for improvement that have been discussed by the committee? Any new thoughts?** The Committee was asked to review the Wildwood Strategic Plan Technology Section in preparation for the next meeting to have a better understanding of the Technology priorities and timelines set forth in the Plan. We want to be sure the Tech Committee’s goals are aligned with the direction and priorities of the Plan.

The meeting ended at 8:10 pm. The next meeting to be scheduled for September.

Respectfully submitted by Karen Del Vecchio