**MF HOA – BUSINESS PRACTICES COMMITTEE [BUS PRAC]**

**LAPTOP & PROJECTOR – PROJECT PROPOSAL**

***WILL BE REVIEWED & APPROVED BY THE BOARD (AS IS OR CHANGED) AT THEIR 12/9/17 BOARD***

The headings below cover the project proposal and background on how the project came about. It also provides some detail on information within the proposal.

**PROJECT PROPOSAL**

1) that we acquire a laptop PC (including the separately licensed anti-virus and office software), a projector, and a portable screen as assets of MF, with several objectives being met by this acquisition:

a) that MF have a projector and screen capability as a communication tool for use both in board and owner meetings/work sessions

b) that MF have a laptop PC which will be used for multiple purposes such as, but not limited to, - being the key source for information communicated using the projector & screen

- being the key technology resource for use by our Secretary (minutes taking at board and owner

 meetings)

- being the key technology resource for our web page team (for managing the MF web page)

- being the key technology resource for our electronic files storage team (see Background Item

 #2 below).

2) that the new PC be a laptop PC acquired from a reputable computing equipment provider – the characteristics of the hardware & software are found in Background Item #3 below).

3) that the projector be an acceptable technology acquired from a reputable computing equipment provider – the characteristics of the equipment are found in Background Item #4 below).

4) that the projector screen be an acceptable equipment brand acquired from a reputable equipment provider – the characteristics of the equipment are found in Background Item #5 below).

5) that the estimated project cost be $\_\_\_\_\_\_ (current range is $930 to $1,330) or less one time costs and $150 annual operating costs, with the cost components that follow:

a) one time costs: PC $\_\_\_\_ (current range is $300 to $650); projector $\_\_\_\_ (current range $450 to $500; projector screen $150; HDMI cable to connect PC to projector $30

b) annual costs: Microsoft Office 365 office application (office software & cloud storage space) $100 per year (for five users); antivirus software $50 (first 6 months usually free, depending on what comes installed on the hardware). This is a guesstimate and will be based on the ultimate selected antivirus solution).

6) that the start date to be immediately, with an expected duration of three to four weeks such that the project will be completed before or shortly after year end with the one time costs expensed in 2017 (using the *Computer Costs* expense line item) or 2018 or a combination. The expectation is that we may be able to take advantage of holiday sales for some or all of the acquisitions.

7) that the project team be Rick Jordan (web page team), Pete Hogue (electronic files team), Susan Novy (web page team and key user in her Secretary role) and John Gaddis (business practices chair) with support from other MF resources if and as needed. The business practices team will coordinate the creation and documentation of how the assets will be managed (where they will be housed, training on use of the assets, etc.).

**BACKGROUND**

1) The original challenge that led to a Board agenda item at the 11/4/17 board meeting was a request from Pamm that her loaner laptop PC being used by Susan (for taking minutes real time at board and owner meetings) be returned to Pamm. Under our current paradigm that our volunteers use their personal computing equipment in execution of their roles, this action will cause a business challenge to MF that would need resolution (since Susan’s personal computing equipment is a desktop MAC).

The discussion quickly switched to a discussion of whether the HOA ought to have some form of personal computing equipment as an organization asset. It was agreed that this analysis needed to be soonest – John Gaddis as business practices chair agreed his team would take responsibility for that analysis and would make a recommendation to the board on this topic.

Subsequent to the meeting, as the initial analysis work began, the scope was changed from just the issue of a laptop PC becoming an HOA asset to the broader scope of the HOA having an electronic communication capability (one component of which would be a laptop PC).

The proposal above is the result of the analysis done on the broader scope.

2) The MF Long Range Planning [LRP] team is currently leading/coordinating a project that has an objective of moving from our current paper based records management approach (records management is a component of our overall information management approach) to an approach based on the use of and storage of electronic files. The board has seen an overview document describing the project and its relationship to our web page project that is defining improvements for that capability. The board has approved the objective for both projects. The web page team has responsibility for that project, and currently Pete Hogue of the LRP team is coordinating the other project.

3) The characteristics of the laptop include, but are not limited to:

a) Windows 10 operating system

b) wireless and Ethernet capability for internet connectivity

c) acceptable process speed, memory capacity, and information storage capacity

d) multiple USB 2.0 ports

e) capable of HDMI connectivity to the projector

f) premise is that internet connectivity will be handled by the volunteer using the laptop PC.

*Alternatives being considered are (including, but not limited to):*

*a) Lenova Idea Pad laptop PC acquired at Best Buy (or comparable business)*

*b) a Dell Inspiron laptop suggested to us by the IT group that supports John’s firm when he asked them for a recommendation.*

4) The characteristics of the projector include, but are not limited to:

a) provides for both wireless and HDMI connectivity with the source PC.

*Alternatives being considered are (including, but not limited to):*

*a) an EPSON EX5250 acquired at Best Buy (or comparable business)*

*b) a Dell projector suggested to us by the IT group that supports John’s firm when he asked them for a recommendation.*

5) The characteristics of the projector screen include, but are not limited to:

a) provides for a stable base that is useable either in a volunteer’s home or a non-MF facility such as the library meeting room we use

b) a screen that folds up for easy storage and transportability.

*Alternatives being considered are (including, but not limited to):*

*a) an 80 inch EPSOL portable screen, to be acquired at \_\_\_\_\_\_\_\_\_\_ (or comparable business)*

*b) to be determined with further research.*