Report of the ad hoc Membership Software Committee to the 2017 JCNA-AGM.

Near the end of 2015, JCNA President George Camp formed an ad hoc Committee comprised of Gary Kincel, Dennis Eklof, Jack Humphrey, and Greg Huelsman. The challenge to the committee was to explore all possibilities related to an appropriate Membership Software approach at JCNA.

During the past year our committee met by phone conference several times, completed follow-up on topics discussed during those calls, and challenged each other on what the software should include, and how it should be written, with a keen eye on affordability for JCNA.

Following is a draft summary of our findings as previously communicated to JCNA leadership, and now to the full AGM.

Membership Software

Phase 1

With a goal of streamlining the way JCNA currently maintains and updates membership records, the ad hoc committee appointed by President George Camp has had a number of conversations over the past year. During those conversations, we have discussed many possibilities for a membership software database and program. Discussion included the possible purchase of a vendor sold plug in package that would be applied to our current website, and the alternate possibility of having our current website developer "Sitewired" do the development based on specifications provided by JCNA. In the end we have concluded that we should first provide a set of guidelines to "Sitewired" so they can provide pricing for development there. Here are the basics as we see it for a Phase 1 database creation. It is important for "Sitewired" to understand that there will be later enhancements, so that whatever is completed in Phase 1 can be a foundation to build upon for the future without major changes to what has already been completed.

- Web-based membership database. Create a flexible database that captures all relevant member data including the usual; name, address, e mail, affiliate club and region, cars owned, activities of interest, with expandability for additional fields of information related to a member when needed. These could include such things as willingness to volunteer, just as one example. Maintain history of membership when members drop off. The system must have a user friendly search capability, which will allow the user to search on a single or multiple fields of information. Allow, club, and above administrators to generate reports that can be exported to Excel for further manipulation.

- Password-protected web access based on profiles and membership status. Password protection should be at several levels of security, including member ability to access and update only their information, Affiliate club leadership to access only their club member information, RD, to access only their region members either individually or by affiliate club, JCNA leadership to access the full roster with read only or full update ability, individuals to be determined by JCNA President. Password usage should be tracked by the website as it relates to either view or change of data. Essentially, each user with a password would have a web account. A permissioning sub-system to control access needs developed that will control access by individual to (read/edit/Download etc.).

- Member/User Accounts, that drive the website, and member communication. In later phases of development, additional types of accounts could be added such as advertisers or non member event registrants, but initially Member accounts would allow for user access, tracking of website usage, creation of mailing list for printed publications, Allow on line renewal using Credit Card or PayPal, through a secured portal. These accounts would be linked to other parts of the website, like concours scoring, forum participation, use of the for sale advertising area and JCNA Shop.

- Used by administrators for managing roster. Administrator and Assistant administrator will have the ability and responsibility to update member data, create invoices for affiliate club, and MAL dues to be paid to JCNA.

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- Searchable by paid JCNA members.

- Integrated with the scoring system to greatly simplify score entry process for Concours, Rallies, and Slaloms.

- Integrated with a JCNA email notification system with member-based targeting, i.e. club, region, member-status and other filters.

- Online renewal (with credit card payment): This could be a winner in terms of club support. While JANE has its own on-line renewal capabilities, many clubs do not, and offering this as a feature could attract many clubs to support the new system. This would require some careful design work so that clubs could maintain their own fee and renewal policies while remaining integrated with the JCNA database. I could see JANE possibly moving to such a system.

Phase 2

- Allthough not fully developed at this time, Phase 2 will include enhancements to that which is developed from Phase 1. This information is being provided to the developer not as an absolute, but more as a guide. We have and will continue to discuss enhancements, some of which are noted below. A good portion of items here are suggested with club level use and acceptance in mind.

- Providing easy update forms for those now relying on paper

- Providing an easier means for those now using spreadsheets (or other tools) to easily transition to the new JCNA system if desired

- Providing affiliated clubs an easy option of supplying a computer readable file from their already computerized membership rosters. ,
- Provide club-level reporting functions for clubs who keep their roster in the JCNA database.
- Well integrated online renewal capabilities
- Machine-readable submissions from affiliated clubs
- Accessible by multiple administrators
- Ability to update JCNA membership profiles from profiles kept at Affiliate Clubs
- Link the membership database to JCNA's financial accounting system.