2016 was the inaugural year of the "New" technology committee and for the most part ran quite smoothly with significant improvements in streamlining our operations.

Members of the Technology Committee are:
- Gail Hannam
- Pam Keeling
- Janice Kimpel
- Jane Piper
- Sandy Rice
- Mary Robson
- Carla Sloan (Rules Chair)
- Char McLear (Technology Chair)

Tasks that fall under the Technology Committee include the following items and separate reports have been generated for each:
- Website maintenance and administration
- Entry form design and distribution
- Publicity materials design and distribution
- Tournament registration
- Tournament administration
- Membership administration
- IWGA documentation archiving and retrieval
- Public Relations archiving and retrieval
- Assistance to non-technical board members with technical duties

Highlights of the improvements made in 2016 include:

**Standardization of tournament entry deadlines**
In the past, the Senior Championship used a timed entry window of August 1-15. This caused quite a bit of confusion with players and may have been responsible for some players missing an opportunity to play in the championship.

In 2016 the deadline was changed to fall in line with standard tournament entry deadlines similar to the State Am and Junior Championships with a simple deadline of August 15. Whether this change was responsible or not is unknown, but we saw an increase of players on the waiting list that traditionally averaged about 5 to 27 players.

**Standardization of tournament waiting list procedures**
There had been some confusion in the past between tournament chairs and registration personnel on how to handle the close of entries, the handling of late entries, and the handling of waiting lists. This was standardized in 2016 and is documented in ????????????????

**Shared registration duties**
In 2015, Mary Robson took on the responsibility for the entire registration process. This was a huge job, that allowed us to inspect and streamline the entire process for the future.

In 2016 we split the registration process between three board members with great success. Mary Robson was listed on all entry forms to receive mail-in entries while Pam Keeling handled the on-line entries for the State Am and Junior Championships and Carla Sloan handled the on-line registrations for the Senior Championship.

This worked extremely well and will be repeated for 2017.
**The implementation of Google Drive as our primary file storage location**

Prior to 2016, files were stored on the local drive of the TPP computer. This meant that files had to be emailed to the webmaster for posting to the website and to the publicity chair for distribution to the media.

Gail Hannam brought to our attention the option of saving our files to Google Drive which eliminated the need for emailing files to appropriate board members. This concept was taken further to standardize the file locations within our Google Drive so that files would update themselves to the website, and would be available to any board member who needed access to the files.

Our old computer files were reorganized and placed into Google drive as well to allow us ease of maintaining the website and retrieving files.

**The implementation of on-site printing of scorecards**

In 2015 we experimented with printing the State Am scorecards on site. This concept was expanded to all three championships in 2016. This eliminated hours of board members having to wait around to hand-write scorecards and resulted in an annual savings of about $700.

**The implementation of a new State Amateur Championship scheduling format**

In response to increased difficulty in procuring sites for our State Am, we developed a new schedule for the championship. Instead of requiring the club to provide Monday as a practice round day, we eliminated the scheduled practice round day and moved the qualifying round to Monday. This results in our only needing the course for 4 days instead of 5 and significantly reduced our occupation of a club's "prime-time" teetimes. This allowed us to virtually immediately procure Pine Meadow as our championship site for 2017.

**This implementation of a philosophical change in hosting contracts**

In response to the golf industry's financial crisis, we began taking a more a la carte approach to our championship contracts rather than trying to stick to a rigid format. This will allow us to tailor a contract to the needs of a specific club to accommodate range, cart, and club storage fees.

**Computerization of IWGA memberships**

Janice Kimpel successfully transformed our membership program to a paperless format.

**Website improvements**

The website continues to improve under the guidance of Mary Robson and Gail Hannam. Gail has brought technical expertise that has allowed us to make significant improvements without having to pay support fees. Content improvements have been made to the site as well as technical improvements that are streamlining our operations such as file structures and improving our data collection from our on-line entries.

Other technical items were accomplished such as moving our hosting to our developer’s server (saves money) and performing technical updates and certificate renewals.

**TPP improvements**

TPP is the computer software that we use for administering our championships. It is provided to us by the USGA and while it performs most of our functions quite well, it is very difficult to learn and use. In the past, only a few board members have dealt with TPP, and the particularly difficult State Am format has almost always had to be run by Char McLear.

In 2016, Sandy Rice has come up to virtually full speed in running the TPP program. She has also continued her extensive work in documenting the operation of the program so that others may use it and 2016 allowed us to verify much of her documentation.

Gail Hannam has also expressed interest in TPP and has been researching importing capabilities and the on-line version of the program. Her work in this area will continue over the winter.
State Senior Championship flight reorganization

Prior to 2016, the flights for our Senior Championship were determined by ages in 5 year blocks. This resulted in a rather complicated scheme of prize purchasing and distribution as the flight sizes varied wildly. In 2016, the flights were established by similar size so that the same number of prizes would be given out for each flight.

Twitter feed for State Amateur Championship

Thanks to brainstorming by Gail Hannam and Mary Robson, we experimented with live Twitter feeds during the finals of the State Am. Since it was an experiment, we only advised our board members and the families of the players of our attempt.

This proved to be easy to perform and was well received by the player's families who were attempting to perform a similar action on their own to other friends and family.

We hope to expand this capability in the future, with Gail and Mary researching this and other live-scoring options.

The implementation of walking referees for State Am semi-final and final matches

Walking referees are a customary option for match play where a rules official is assigned to a match to make rulings on any rules questions, to determine who is away if requested by the players, and to keep the official score for the match.

In 2016 we experimented with this concept during the semi-final and final matches and the program was well received by the participating board members with others requesting the opportunity to participate in the future.

We hope to expand this program for the future.

Topics for discussion and decisions required at the fall board meeting:

1. New State Amateur format for 2 flights of 32 (See Tournament Administration Report)
2. Reduction of handicap maximum limit for Junior Championship (See Tournament Administration Report)
3. A change in the requirement for IWGA membership for State Am entrants (See Tournament Administration Report)

Items for improvement in 2017:

We made great strides in streamlining our operations in 2016. Items to be worked on for the future include:

- Reduce the time to produce results for the State Senior Championship
- Develop a sign-up/assignment sheet for the day-to-day TPP and publicity duties
- Continue refining the TPP manual
- Continue efforts to standardize the file storage of IWGA documents
- Research various live-scoring options
- Improve the on-line entry user experience to reduce confusion over the need for a Paypal account
- Implement "congratulations/confirmation" email to State Am and State Junior participants about one week prior to running pairings to trigger withdrawals prior to the establishment of pairings.
- Improve the coordination with the on-site photographer to insure that photos are uploaded to Google drive daily
Whole board "to-do" list:

While the Technology Committee is responsible for generating much of our documentation and for performing many of our organization's duties, we cannot do it all. We need the participation of the entire board. Specifically, it is critical that we receive the following help in a timely manner.

- **Tournament Entry Forms**
  - Tournament Chairs need to send Char McLear required changes to the forms by no later than January 1, 2017. There is no need to re-type a form, merely print an existing form and highlight necessary changes in schedule, pricing, club information, chair information, etc. You can mail, fax (815-385-4022), email, or just send a list of changes. Also, don't worry about the map. That will be created automatically and will only need to be confirmed once completed.
  - Changes to tournament format, eligibility, waiting lists and entry procedures are standardized and any changes to these items must be approved at the board level.
  - Tournament chairs will be sent a preliminary proof of their entry form for their approval. Please respond promptly to the request and proof carefully before signing off on your tournament's form.

- **Entry Brochure**
  - Victory Fund Chairs need to send Char McLear their tally of contributions by no later than January 1, 2017.
  - The Treasurer needs to send Char McLear the list of recipients and amounts paid by no later than January 1, 2017. Be sure to include stipends for US Junior Girls Championship qualifiers, State Team qualifiers, and the local charity for the State Am and State Senior Championships.
  - The President needs to send Char McLear the list of current board members and their assignments by no later than January 1, 2017.
  - All board members will receive an email of the entry brochure for proofing. All board members need to carefully proof each of the entry forms and the brochure and respond promptly with any changes. Last year, delayed responses resulted in the re-building of the entry brochure a record seven times. This is unacceptable. Please watch for the proofing requests and respond quickly and carefully.

- **Website**
  - Each board member who is responsible for an area, needs to periodically check the website for their area of responsibility and thoroughly check all materials and links for accuracy.
    - The Tournament Chairs should be very familiar with their pages and prior to their tournament should be monitoring the posting of entered players.
    - The Secretary should periodically check that the board contact list is accurate and that meeting minutes are posted.
    - The Victory Chairs should check their page for accuracy.
    - The Membership Chair should check the membership page
  - When requested, or when available, board members should visit the website and check for content and links.

- **Hosting Packets**
  - The member in charge of updating the hosting packets should download the most recent packet from the board access page and document any changes to be made. Like the entry forms, there is no need to try to re-type materials, just make the appropriate notes and send them to Char McLear by February 15, 2017.

- **Tournament Chairs/Hosting Site Chair**
  - Forward a copy of the final contract to the Technology chair and Webmaster for archiving

- **Board reports**
  - Send copies of reports to webmaster@iwga.org for posting to the website.

Respectfully submitted by Char McLear