

**IT Advisory Committee  
Annual Report – FY18**  
(to be submitted to Board by June 15)

The members of the FY17 IT Advisory Committee were Jean Friedberg (*Committee Chair*), and Bill Gray and Kevin Walsh. The staff liaison was Chuck Thompson.

As noted in FY17 report, the IT Advisory Committee decided to become an ad hoc committee. The Committee did not meet during FY17.

**A. Committee accomplishments for FY18 (Fiscal year just ended):**

- **While the ITAC did not meet during FY18, its previous work resulted in the creation of the Business Technology Advisory Committee. This committee is critical to tactical execution of strategic IT plans. This committee now meets on a monthly basis.**

**B. Proposed Charge submitted for approval by the CA Board identifying items to be addressed by Committee in FY18 (Fiscal year just beginning) that align with the Committee’s goals, CA’s strategic plan and the President/CEO’s goals and objectives:**

**C. Committee recommendations, if any, with justification, for consideration by CA Board:**

- **See attached Business Technology Steering Committee charter**

**Committee Charge approved by CA Board \_\_\_\_\_, 201\_**

Template approved 10/27/2016



## Business/Technology Steering Committee

### Mission

This Charter establishes the Business/Technology Steering Committee (BTSC) as the group responsible for providing executive leadership in strategic business/technology (BT) planning, project prioritization/management, and project approval for the entire organization.

### Objectives

The BTSC will provide a stabilizing influence so organizational concepts and directions are established and maintained with an innovative view toward the digital transformation of CA. The BTSC provides direction on long-term technology strategies in support of the organization's mandates and business vision.

Members of the Steering Committee ensure that CA's business technology needs and objectives are being adequately addressed regarding:

- Strategic Alignment  
Alignment of the organization's BT strategy with CA's business missions, needs and objectives
- Value Delivery  
Assuring that BT strategy delivers benefits and provides value
- Resource Management  
Optimal investment in and proper management of BT resources, including applications, information, infrastructure and people
- Risk Management  
Understanding and awareness of BT risks and effective, appropriate management of these risks

In practice, these responsibilities are carried out by performing the following functions:

- Identify and develop strategic initiatives
- Identify obsolete solutions/applications and develop decommissioning/"sunsetting" initiatives
- Prioritization of initiatives
- Monitor and review initiatives at regular Steering Committee meetings
- Develop and review standards and policies
- Update standards and policies as emergent issues force changes to be considered, ensuring alignment with this Committee Charter as well as the objectives of the organization
- Monitor the quality of deliverables

- Obtain “buy-in” across the entire organization and eliminate the “squeaky wheel” approach to project prioritization/management
- Act as a sounding board for all business/technology considerations

## Guiding Principles

*We want to digitally transform CA*

Why do we need to do this (business view) and what do we expect from it (functional view)?  
How do we do it (technical view) and what will we do with it (implementation view)?

- Learn to anticipate the future and transform business
- Articulate the vision to the entire team
- Provide leadership support for transformation
- Create an ecosystem that makes sense

Additional information and guidance:

CA/IT Digital Transformation strategy documentation –

<https://drive.google.com/a/columbiaassociation.org/file/d/0B4ysyF74kcJvcWdQdVRjdmFNeWc/view?usp=sharing>

CA/IT Digital Transformation strategy slide deck –

<https://drive.google.com/a/columbiaassociation.org/file/d/0B4ysyF74kcJvNnpRRWhDZWMzNkE/view?usp=sharing>

CA/ IT Cloud strategy documentation –

<https://drive.google.com/a/columbiaassociation.org/file/d/0B4ysyF74kcJvcVpfNWVpQkREXzQ/view?usp=sharing>

## Membership

A committee chairperson will be appointed by the CEO. Committee membership will be review every two years and adjusted as appropriate.

Initial members of the committee are:

- Director of Communications and Marketing (C&M)
- Director of Sports and Fitness (S&F)
- Director of Community Services (CS)
- Director of Open Space Management (OSM)
- Chief Financial Officer (CFO)
- Chief Information Officer (CIO)
- Staff representative

## Procedures

- Meeting structure – the chairperson or designee will collect agenda items and circulate agendas in advance of each meeting to ensure informed discussion of topics.
- Meeting frequency – at least quarterly. The committee will determine modifications to the schedule based on needs related to current activities.

- Documentation – all meetings shall have notes of discussions, recommendations, and action items.