

# Opinion

By the editor

ALMOST from the time that ACMO created the **Associate** membership, its professional services and trades members have been working to help organize the Association's social events.

Today, those events include the golf tournaments, pub nights and harbour cruises that have become so popular over the years with all ACMO members.

## ACMO 2006 Associate Members Recognition Awards

### 25 Years .....

Karen Kimber, Schindler Elevator Corporation

Fred Marrese, Carwall Real Estate Appraisers (1990) Ltd.

### 10 Years .....

Paul Belanger, Belanger Engineering  
Ronald Danks, Simpson Wigle LLP

John Deacon, Deacon, Spears, Fedson & Montizambert

Domenic Dell'Aquila, Trow Associates Inc.

Ray Deveau, Comfort Plus Mechanical Systems & Services Inc.

Allan Hopkirk, Trident Elevator Company Limited

Denise Lash, Miller Thomson LLP

Brian Shedden, J. McBride & Sons Ltd.

Cathy Spark, Yolles Partnership Inc.

Robert Wray, Tybrad Electric Ltd. (1986)

### 5 Years .....

David Cousins, Davroc & Associates Limited

Richard Elia, Elia Associates

Sean Foley, CondoBusiness

Mediaedge Communications

Martha Huska, Sanico Pumping and Flushing Inc.

Jim Perry, Securitas Canada

Philip Sarvinis, Read Jones

Christoffersen Ltd.

Barry Scott, Scott, Petrie, Brander,

Walters & Wright LLP

Jason Tower, Waste Solutions Group

Mike Wynn, Finlandia

As ACMO nears its 30th anniversary, and with a rapidly-growing membership, ever-increasing benefits, great educational programs and new professional standards certification, I look back over my 17 years with ACMO's management company and marvel at how well it has all come together.

The chairs and members of many committees have worked hard to improve ACMO's services and benefits. Professional Development, Certification and Standards, Membership and Marketing Committee chairs and members have been very active for years and made significant contributions to ACMO's success. Other Committees

– like Regional Expansion, Website, Communications, Ethics, External Affairs and the Luncheon Committee – have played a key role in guiding the Association's activities into new areas.

Among the many dedicated Board members who have served ACMO so well, there have been many RCMS from the regions who have endured long hours of sometimes difficult travel to attend monthly meetings. They came from Windsor, Ottawa, London, Guelph, Kitchener and other cities, mostly for the full term of their election.

This is what volunteerism is all about, and it is only possible in a progressive association when everyone works for the good of all.

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## Six Steps to Keep Management and Corporation Data Safe

By Darryl Deen, CIO

**P**ROTECTING and securing company data is ranked as a top priority in any business. This is equally true for property management companies with the additional requirement of protecting the data of their managed condominium corporations. Oddly enough, while this is sometimes noted as "mission critical," it is often left unattended or assumed safe, possibly resulting in devastating consequences. These disasters can be prevented with six simple **IT (Information Technology)** concepts and practices.

Backup is a simple term, but what does it really mean? To any professional in any industry, a data backup is the lifeline of the company. A good backup procedure will allow the company to recover data and settings in the event of a disaster. This can include theft, fire or water damage, or a hardware failure. Disasters are not selective and can happen at any time. By understanding the concepts listed below you can better protect your data, company and reputation.

**Backing Up Data.** There are many options. Some companies elect to use CDs, DVDs or portable hard drives. But the most accepted, reliable and manageable method is tape backup. It requires a tape backup unit, a set of tapes to write data on and, of course, software to backup the data.

### Data Storage and Media Rotation.

Keep at least one copy of the data offsite. This will permit recovery of data following all disasters and may also be an insurance requirement. Check the insurance policies to ensure proper coverage. Media rotations mean having more than one copy or media you are backing up. This concept will permit recovery from corrupted files, recovering files older than one day, allowing you to manage full or incremental backups and serve as "backup to the backup." With a single-rotation backup, there is only one day's worth of data to choose from.

**Real Servers.** Purchase a "real" server. Good quality and good redundancy in a server will save time and money on a day-to-day basis. A real server will have redundant SCSI hard drives (RAID), redundant power supplies, lots of memory and run a true server operating system such as Windows Server 2003 rather than workstation software such as Windows XP. A server should not be used by an employee as an everyday computer.

**Data Centralization.** You are now half way through a strong backup strategy. Data centralization is simply what it sounds like. With a true server and backup method already in place, all company-critical files are now kept on the server.

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Recognition was given at the June AGM to the "Class of '84" – 10 RCMs who were among those who founded ACMO with very little money and almost no outside professional help. The founders were the ones who produced the first CM magazines, planned educational courses and seminars, created the RCM designation and exam, organized ACMO trade shows and early membership benefits.

Cooperation with CCI at the annual joint condominium conferences has been very successful, as well as other projects that have been beneficial to both associations.

Finally, tribute should be paid to the many companies (mostly Associate members) that have been regular advertisers in CM magazine over the years. Their support

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centralization permits controlled access to files or folders and keeps that data off the workstations, which are more prone to disasters and data loss than servers.

**Firewall.** A good firewall will protect data from the outside world. Believe it or not, there are programs and hackers that scan the entire Bell and Rogers networks and will get into internal servers if you don't have a secure firewall. **Sonicwall** and **Cisco** are rated very well. Put strong passwords in place, open only the necessary ports to keep the bad guys out.

**Testing Backup Data.** Testing is a critical part of the backup strategy. A successful daily backup does not necessarily mean that the data will restore successfully. On a monthly or other regular basis, perform a "test restore" of random data to ensure it is truly recoverable. On a technical note, be sure to restore to a test folder or test server to avoid overwriting data.

Sometimes accidents happen and you don't know when, how or even why. In an electronic world, keep management data and every condominium corporation's data safe. Understanding the above concepts and working with a knowledgeable IT company will permit quick recovery from any disaster while keeping data that maintains your company's success safe and secure. □

*Darryl Deen is the managing director of D-Tech Consulting, specializing in website services and computer software.*

has made it possible for CM to become, by far, the leading publication in the Ontario condominium industry.

Those members who are new to ACMO will not be aware of these past events, of the successes and challenges that made ACMO what it is today. But many of those brand new members will be the ones soon expected to carry on the work and to take ACMO further into the 21st cen-

tury in an even bigger association – on the Board and in committees. Perhaps, in about another 20 years, the RCM Class of '07 will receive its recognition for another job well done by the member volunteers of ACMO. □

*The opinions contained in this article are those of the author and do not necessarily reflect the policy of ACMO.*

## ACMO 2006 Recognition Awards — RCM and Corporate Members

### 25 Years RCM .....

Ermidio Alves, Prudential ELFA Management Group Inc. (The)  
Gary Atkin, G.S. Atkin Property Management Specialists Inc.  
Nancy King, Grenadier Property Management  
Patricia Savoy, Savoy + Associates Inc.

### 20 Years RCM .....

Michael Bolahood, Blue Ridge Realty Management Inc.  
Gord Kimmerer, Guardian Property Management Services Ltd.  
Richard Kubig, Kubig Property Management Ltd.  
Bruce Rayner, Brookfield Residential Services Ltd.  
Ian Slater, Guardian Property Management Services Ltd.

### 10 Years RCM .....

Shirley Ballantyne  
Susan Bottrell, Newton Trelawney Property Management  
Melissa Caron, Rio Can Property Services  
Kenneth S.C. Chan, Brookfield Residential Services Ltd.  
Ian Chappell, Brookfield Residential Services Ltd.  
Carmelo Colangelo, Colangelo Property Management  
Paul Di Lulio, CLP Property Management Inc.  
Henry Dwinell, Tri-Can Contract Inc.  
F. Manuel Fernandes  
Donna Haley, Haley Property Management  
Michael Hassey, Hassey Management Corporation  
Jan Percival, Jan Percival Property Management & Consulting  
Mitch Rasmussen, Bert F. Grant Management Limited

Maria Sacchetti, M.R.S. Property Management Inc.  
Augustine Tang, GT Property Management Ltd.  
Donald Watson, Upper Canada Management Corp.

### 5 Years RCM .....

Beth Bellar, Grey Condominium Corporation No. 40  
Bonnie Breault, Marwick Property Management (Windsor) Inc.  
Hon-Ping (Benny) Cheung, Vineberg Property Management Ltd.  
Jim Church, Marwick Property Management (Windsor) Inc.  
Shelley Hutchinson  
Estela Imas, Brookfield Residential Services Ltd.  
Shirley Ip, Prompton Real Estate Services Corp.  
Vicky Leung, DEL Property Management Inc.  
Yiu Fai (Ken) Mak, Del Property Management Inc.  
Diane Murphy, Di Mur Property Management Inc.  
Mustafa Nanji, Caber Management Services Inc.  
Diane Ridgway, M.F. Arnsby Property Management  
Cheryl Valley, Marwick Property Management (Windsor) Inc.  
Janet Volkes, Danridge Property Management Ltd.  
Melissa Wickham, Danbury Property Management  
Fung Ching (Jane) Wong, Condo Solutions Management Inc.  
Sandro Zuliani, Brookfield Residential Services Ltd.

### 5 Years Corporate .....

Percel Inc.