

to Committee:

First, I wanted to thank you both for being willing to serve and update you on some new happenings.

1. workday - explained in previous email
2. Current positions open in our committee, I will be making a flyer and sending it to seta announce and both of you. Please announce and discuss every opportunity that you get. Archives Co-chair - Secretary (we are practicing the spirit of rotation and leaving this position open for a new committee member when they appear - Treasurer - and Eddie you will need to decide if you want a co-archivist to help cover your duties as archivist.
3. The following items do need to be addressed by us.
  1. A technical equipment inventory, what works, what is broken and what is outdated
  2. A detailed list of what technical, office and software equipment we need in order to begin the comprehensive digitization of paper documents.
  3. What technical components do we want to use from here forward when we are doing Archives presentations or displays and what needs to be purchased in order to do so. I am submitting an amended budget for archives to be put on the agenda for April
  4. I am currently working on putting some bylaws and operating guidelines into place so that the committee does not have to ever experience the situation we are currently in when they rotate every two years. Of course changes can be made, but at least it will be a starting point.
  5. Eddie, if you could please start compiling a comprehensive list of the specific documents you want to be stored in our share drive for GSO - new York, state of Texas, area 67, all districts within our area and all groups within our area. If you could please have this list prepared for us to discuss in February at our condensed meeting I will greatly appreciate it.
6. We will have a meeting for just us three to get the items on this list knocked out in a very quick and efficient manner. We will have to see how far along we get on our workday on Saturday before we can schedule an exact time for our 3 person meeting on 2-12-2023. If we do not get the room finished on Saturday, we will be back at intergroup on Sunday to complete it. Are you both able to commit to be at intergroup on Sunday the 12th at 10:00am to finish the room and then work on the above list. Please let me know and have a great day.

Eddie we will need your completed list by 2-12-2023.

I will notify you all by email when the 2023 folder is set up on our share drive so that you both can view the new organization system for digital documents as we move forward.

Thank you both for your time and service.

I wanted to update you both that we are the only 3 people that are allowed to be on the Archives committee share drive. We all have permission to work in the drive. Over the next week or so, I will be getting the year 2023 folder set up on the google drive which will serve as the official format for all documents that are loaded into our official g drive. I do not believe it will be necessary to organize the boxes. We are simply going to take one of the shelf and start scanning in the documents that we have agreed to collect and keep.

In love and service

Deborah T.