



Storage Committee Task Force Update

Board Meeting #2

March 17, 2022

SLACK

- Slack is the preference for board communication with email as alternative as necessary
 - Can be used for short-term document storage
 - Julie will move documents off Slack at appropriate time

WEBSITE

- Documents (minutes, reports) related to specific board meetings will be attached to that meeting on our website
 - Julie will access from Slack to post on the site
 - If the meeting does not appear on the home page, utilize the calendar - link on left
- Once we begin in-person meetings again, registration will go through the website
 - We need to become accustomed to using the site again
 - Registration will be there along with the meeting documents

DROPBOX

- DropBox is the final, permanent electronic file storage location
 - After an event/meeting Julie will move items to DropBox
 - She is working on cleaning it up
 - Ask her if you are looking for anything
 - Committee chairs will be given access to all old files for their events

STORAGE UNIT

- There are boxes of documents in a storage facility in Bloomfield
 - Julie will visit and determine the general contents
 - A solution for permanent storage of valuable/historic documents is needed
 - Making historic documents available on website should be considered