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Our first activity will be a kickoff call. It is my goal to come away from the call with guidance and direction on what activities I should undertake first and how best to proceed on each. I will then move things forward and reconvene the committee when progress merits or questions/needs arise. The agenda for the call will be as follows:

- Introductions (each committee member will share their role and any other relevant information related to archiving)
- Overview of programs to be developed, questions to be considered  
Employee(s) or contractor/agency to be shared across institutes in need of technical support, including systems development and consultation, training, problem solving, and repairs

Features:

- Cost-effective services available on-demand
- Development of standards, guidelines, and best practices for communities not requiring personnel

Benefits:

- Efficient and timely technology support and guidance
- Regional accessibility
- Ensure needs of sisters met while allowing leadership to focus on governance and management functions

- Prioritization of tasks
  - Confirm services required
  - Determine whether to seek guaranteed pricing model or central contract through WRC
  - Develop RFP
  - Identify companies; distribute RFP
  - Select partner(s); negotiate agreement
  - Implementation
- Action planning