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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

Collection of staffing and management models, processes, and procedures, along with a portal for available resources and requests. (org chart for each congregation--Sharon)

Features:

- Easily downloadable models, guides, and templates
- Centralized, quick access to additional resources
- Identification of endorsed practices, procedures, and policies
- Matchmaking opportunities for communities with need and those with resources or solutions available

Benefits:

- Simplify transition of roles and tasks from sisters to lay staff
- Ensure best practices in place for optimum performance and efficiency
- Start to develop some consistency across institutes to aid in benchmarking/assessments and facilitate potential future partnerships

- Prioritization of tasks
 - Gather and post best practices, standards, policies, and procedures
 - Develop matchmaking resource tool and process
 - Identify personnel who can be shared
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- Action planning
 - Lyn Sent committee WRC mission and background presentation, results of needs assessment, and program guide so they can understand scope of other programs/projects
 - Agreed to start with Lyn drafting target list of resources needed to be reviewed and edited by the committee.
 - Confirm list of needs; identify what already exists or can repurposed
 - Note: Keep all aligned to mission and vision of WRC
 - Note: Consider resources needed in terms of people and systems, processes, and technology
- Lyn sent committee WRC mission and background presentation, results of needs assessment, and program guide so they can understand scope of other programs/projects

- Agreed to start with Lyn drafting target list of resources needed to be reviewed and edited by committee
 - Such as HR policy manual, org charts, job descriptions
- Confirm list of needs; identify what already exists or can be repurposed
- Note: Keep all aligned to mission and vision of WRC
- Note: Consider resources needed in terms of people and systems, processes, and technology
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