

## Buildingless Office Task Force Report to Council October 3 2012

Submitted by Chris Burger, Chair

*Mandate:* To analyze the contingencies of moving the office functions to a virtual office

*Members:* Chris Burger, Cheryl Ann Elfond, Dave Johnson (liaison Building Sale Task Force), Jim Martin, Lisa Ruth Mays, Emrys Tyler,

The Task Force (TF) has been researching costs of cloud storage, cell phone packages, and other office supply costs if SVP goes without a building. We are working on a tentative budget with cost comparisons.

TF has been researching the current electronic connectivity of the Presbytery surprisingly good. We will need to be mindful and develop contingencies for those not yet connected.

TF discussed idea of bundling phone, internet, website, and scanning services.

- It was determined that the website should be handled separately.
- It was also determined that much of our current documents had already been scanned and that we did not have enough archive scanning to warrant going to an outside vender.

TF contacted the Presbyterian Historical Society regarding what documents should be retained in hard copy and how to store digital copies. It considered the following recommendations:

- Send presbytery minutes older than twenty years to PHS.
- Scan all paper documents into PDF/A format
- Store digital copies in two locations (e.g. servers + Carbonite/other web backup)
- Retain in hard copy only official presbytery minutes, minister files, inquirer/candidate files, and IC/PJC documents.

TF talked with several other Presbyteries (Transylvania and Cayuga-Syracuse) about their experience in going “virtual.”

TF has been exploring space needs.

File storage requirements:

Approx. 150 sq ft

Flood-free space

Secure: only presbytery personnel will have a key

Presbytery Committees and Teams will use GoToMeeting or meet in Churches or homes most convenient for its current members.

TF has been reaching out to Churches in our Presbytery to begin exploring what might be available for the housing of files and establishing a physical presence for mail and mail sorting. Several have responded.

- TF recommends that the Council pay one of the congregations to have its existing secretary/admin assistant receive physical mail for the presbytery, sort it, and send it off to its proper recipients (estimated at a maximum of 30 minutes per day).