

Archives Chairperson Report for April 13, 2024
District 3, Jacksonville, FL
Panel 64

Current Status of Archives

Since our last meeting, life (as in surgeries and recovery) has happened for me and my wife. As a result, I have made very little progress in using Microsoft 365 to scan and manipulate archived material.

I have scanned meeting minutes and other documents from the 1987 binder using the MS 365 mobile app for training in utilizing the features. I will be requesting more help from our Technology Chair to solidify the processes for reducing file size and combining several documents into a single PDF file.

Next Steps:

- Schedule a meeting with Tina (Technology Chair) to review manipulation of PDF files in MS 365
- Continue scanning archived material
- Conduct a test process for uploading archived material to the District website

Respectfully submitted in grateful service,
Ray A.

Archives Chairperson

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