

VA Area Coordinator's Report

(for Coordinators, Liaisons and Committee Chairs)

Date of Assembly or VAWSC Meeting: March 01,2025

Area Coordinator: Long Range Planning Committee

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Informational Items:

Updates since last meeting

Worked with the Area Chair to establish the goals for the Long Range Planning Committee for the next 3 years.

Identified the Items from the previous Long Range Planning committee that were not completed.

- a. Virginia Area Digital Reference Manual for Policies, Procedures and Guidelines
- b. Area digital Storage for Archiving

The committee met to review the Virginia Area Digital Reference Manual for Policies, Procedures and Guidelines.

The Committee identified the items that were missing to be linked to the Manual. Items were located and placed on the Website for the ability to link to the Manual. Reviewed the Manual and made changes to the Manual.

The Manual is under committee approval with the changes. Once approved the Manual will be presented to the Area chair.

The Committee is now researching information on Area Digital storage for Website and Documents.

The committee is reviewing what are the best storage options for Website and Documents.

- a. external hard drive
- b. google Drive/Documents

Action Items Identified are

- a. Website needs a backup system
- b. Website is in need of storage upgrade.
- c. Identifying items on website to be removed and stored

More information will need to be obtained for storage of documents.

VAWSC/Assembly Report