**Vestry Archive Committee Report**

**1. Committee Overview:**

* Ad hoc committee authorized at the March 2017 Vestry meeting
* Core Value: Governance and Administration
* Committee Chair: Dr. William J. Neal
* Members: Ebony Smith, David Riley

**2. Date Submitted:** May 20, 2017

**3. Summary Statement of Progress Toward Implementing 2017 Objectives:**

The committee is planning the establishment and maintenance of an “Archives of the Episcopal Church of the Atonement”. A proposal outline was attached to the committee report for the April 2017 Vestry meeting. The outline summarized a comprehensive list of possible functions the Archive could enable. New resources, i.e., parishioner efforts and church funds, to implement the functions were identified and acknowledged as notable. Preparation of a complete proposal has been under development.

**4. Progress Toward 5 Year Goals:**

A proposal to implement the Archive will be ready for presentation to the Vestry at the September 2017 meeting. It will include: a designated mission, vision, goals and objectives; a description of stored materials, archive process and access methods; and detail for support efforts and equipment/supply purchases. Resources to implement optional Archive functions will be recommended. It will be important to prioritize the functions to support decision making on which of the functions should be resourced in the near-term. This prioritization could be conducted as part of the proposed goal prioritization activity by the Strategic Planning Committee.

**5. Recommended Modifications to Specific Objectives:** None at this time.

**6. Request for Resources or Assistance:** None at this time.