

Report of the Digital Archiving Committee

April 2017

Committee members: Elizabeth Reed (Chr), Lori Hemphill, Georgia McFarland, Adrienne Haney, Liana Hemphill, Rita Lyon, Bessie Van Kirk, Nancy Skubal, Jeanne Wagner, Rachel Borg (Technology Officer), Mitzie Van Horn (consulting)

At the 2016 retreat in Shawnee, KS, President Elizabeth Reed appointed a Digital Archiving Committee for the purpose of preserving the historical documents of the Midwest Women's Fellowship (formerly Midwest Women's Presbyterian Missionary Fellowship) and making them available to the entire Fellowship via the new Midwest Women's website. Ladies willing to sort through historical information and scan documents for digital preservation volunteered to serve on the committee. It was anticipated the committee's assignment would take multiple years to complete.

2016-2017 Committee Progress:

1. Boxes of historical documents were handed out by Historian Mitzie Van Horn, Elizabeth Reed and Georgia McFarland to committee members, ranked by priority for scanning.
2. Lori Hemphill created a dropbox and naming system for scanned documents to be uploaded.
3. Rachel Borg created the Midwest Women's Fellowship website: www.mwfellowship.org
4. Committee members have begun scanning and uploading documents to the group dropbox.
5. Some initial projects have been completely scanned, such as the President's book.

Next Steps for the committee:

1. Upload finished projects to the Fellowship website.
2. Continue scanning of historical documents and materials.
3. Discard and/or return to Historian unneeded documents for scanning.
4. Photograph historical items (items that can't be scanned or could be disposed of after photographing.)

The committee chair would like to thank the many ladies who have contributed their time to this ambitious project! It is the committee's hope that this makes our Midwest women's history more accessible to all and available to future generations. Special thanks go to Georgia McFarland for her leadership in beginning and persevering with hours of scanning and to Lori Hemphill and Rachel Borg for their technical expertise!

Respectfully submitted,

Elizabeth Reed
Committee Chair