**Bethesda Friends Meeting**

***ad hoc* Committee for the Implementation of a Digitization Plan**

After nearly two years of sustained effort, the *ad hoc* Digitization of Records Committee (DRC) has completed its work and proposed a set of next steps for the implementation of a digitization plan for Bethesda Friends Meeting. With deep gratitude for the sheer industry and clarifying insight of the DRC, and in keeping with its recommendations, the Co-Clerks now appoint an *ad hoc* Committee for the Implementation of a Digitization Plan (CIDP).

The CIDP is charged over the next two years with supporting Bethesda Friends Meeting in a Meeting-wide discernment process for identifying the best next steps for implementing the recommendations of the DRC. The overall goal remains to assure that digitized information about our community is accessible, useful, up-to-date, and secure. Intermediate steps include among other things loading our “people data” into the new system, building additional fields that reflect our needs, entering data in all fields, assessing the new system after one year, and making recommendations to the Meeting. The CIDP may identify and engage individuals to assist as needed in set up and/or maintenance of the system. It may also recommend changes to existing business processes or new processes that take advantage of the new system.

The CIDP will report to the Meeting every three [four] months, especially if and when it becomes necessary to hire outside consultants and assistants.

The Co-Clerks express their deep gratitude to Bernie Benson, Marion Harrell, Jabez McClelland, and David Whitford, who have generously agreed to serve on the CIDP.