

## Archives Report 2025

In the Fall of 2019, Gail McRobie asked me to take over Archives from Robin McTaggert.

In the summer of 2020, Maryann Wasik, Christine Dean, and I went through everything that has been in storage (Maryann brought it to her garage). We worked outside (because of Covid) and made a major dent in things.

Over the next year or so, I scanned thousands of documents and created files for the Garden Club Archives and then put them on thumb drives for easy access and adding each year. One for the President, one for Archives, one for Storage for access for anyone from the Garden Club, a separate one for NHA with files more than 10 years old.

The files contain Committee Reports, Budgets, Awards, Events, Minutes and Board meetings, Officers and Committee Chairs, Passwords, and recently Tax Returns.

I have been doing this for 6 years, and I have advised Marianna Brewster that someone more tec savvy should take over in 2026 in order to put this information into the cloud so all members will be able to access these reports.

I make a copy of the Committee Chairs and then double check with them for their report if I have not received it by the beginning of September. Sometimes a couple of reminders.