

August 8<sup>th</sup>, 2012

Archive Plan of action for the balance of Panel 61:

1. Rough Inventory of the Archives:
  - a. Hawaii Area miscellaneous stuff not sorted (26) boxes, Area Binders (20) several recent years, GSO conference binders (21) dating as far back as 1987 several years missing.
  - b. Pier 12 (1) box, District 2 (1) box, District 3 (1) Box, District 4 (2) boxes, District 6 (2), District 9 (2) boxes, District 10 (1) box, District 11 (1) box, District 12 (1) box, and District 12 (1) box.
  - c. Supplies: Wood Display Boards (5) on a wooden cart; cardboard mattes (28); Several pieces of glass for the display boards; 4 portfolios (XL-2), (Lg-1) and (Med -1); Metal folding chairs (3); Office rolling Chair (1), Small step ladder (1); Plastic folding tables (six foot -2), (four foot -1); Tri-fold cardboard display boards (2); Cork board bi-fold screwed together in a bi-fold display board (3x4 feet -1); Metal adjustable shelves (6); Small Plastic supply file cabinet and other office supplies.
  - d. Foreign Language Books (5) boxes
  - e. Cassette, VHS and DVD speaker and conference tapes (7)boxes
  - f. Pacific Region (5) boxes
  - g. Maui Intergroup (4) boxes, Maui Gazette (2) boxes, Maui Fest (1) box, Dawn Patrol (2) binders.
  - h. Kauai Intergroup (3) boxes
2. Write Proposal to identify scope of Hawaii Area Archives (submitted at Budget Assembly)
3. Additional reaming steps: Organize the material, reducing duplication and all articles which don't pertain to Hawaii Area, in hopes of relocating a second time to an even smaller unit. Identify smaller storage unit, and at Election Assembly discuss future plan for the Hawaii Area Archives.

Mahalo,  
Adina M