



2015-16 NAE4-HA Team Plan of Work

Team/Committee/Task Force: Member Services Team -- History and Archives

Team Leader/Committee/Task Force Chair: Betty Gottler, Archivist

Committee/Task Force Chair-Elect: n/a

Date Submitted: 12/2016 **Submitted by:** Betty Gottler

NAE4-HA Strategic Goals:

- Provide a means of effective communication between the NAE4HA Board and membership.
- Facilitate networking throughout the association and with 4-H partners.
- Meet the needs of youth development professionals by maximizing the use of technology.
- Provide progressive levels of professional development
- Elevate the quality of youth development work through scholarship, research and practice.
- Advocate for the 4-H youth development profession.

Team/Committee/Task Force Goals for 2015-16:

- 1) Develop a records management system (along with Policy & Resolutions Committee) for the Archives to include association and conference materials.
- 2) Work with WV 4-H/Extension to develop a RFP for an intern to begin scanning materials for web based NAE4-HA History page attached to NAE4-HA website (also work with NAE4-HA Executive Team).
- 3) Travel in Spring 2016 to Jackson's Mill 4-H Center to update/file papers and materials received in last year.
- 4) Continue coordination with National 4-H History Preservation, Map Your 4-H, and others to ensure that web links are active and up to date between sites.
- 5) Build the next history generation. Identify a person in each state to be contact/database coordinator for history.
- 6) Decided not to be "formal committee." Will meet at 2016 Conference to continue discussion.

Objective(s)	Action Steps	Position/Person Responsible	Target Date	Status Report	Budget Amount
Develop records management system	Work with Policy and Resolutions on their recommendations	Betty Gottler Mark Light Bernie Wiesen	Spring Board 2016		0.00
RFP for an intern to begin scanning for	Contact WV 4-H/Extension;	Betty Gottler Chad Proudfoot Mark Light	Spring Board 2016		\$1,500.00

web Archives		WV State 4-H Leader			
Update NAE4-HA Archives	Travel to Jackson's Mill 4-H Center	Betty Gottler	Spring 2016		\$2,500.00
Coordination between history organizations	e-Mails, sharing ideas, etc	National 4-H History Preservation Map Your 4-H NAE4-HA Archives Betty Gottler	Continuous		0.00
ID a contact in each state	Newsletter request State Presidents	Betty Gottler	Newsletter timeline JCEP Leadership Conference		0.00
Discussion group	2016 Conference Meet one time slot	Betty Gottler Mark Light	2016 Conference		0.00