

**ARCHIVES
PYRAMID OF
SUCCESS
FOR
1994**

DOCUMENTING FOR THE FUTURE

**BOOK
WRITING**

**DISCERN
THE TRENDS**

ACCELERATING PROCEDURES AND PROCESSES

**COMPUTER
TECHNOLOGY**

**SYSTEMS &
PROCEDURES**

**DATA
ENTRY**

INVOLVING SUPPORTERS

FUNDING

**MOVEMENT
RELATIONS**

**MAILING
LIST**

ENGAGEMENT

ARCHIVES HISTORICAL PERSPECTIVE

Birth	1984-1985	1988	1991	1991-1992	Dec, 1992	Feb, 1993	1993
<p>1970s: Cathy Convey Carol Pierce Judi Wiegel Linda Jones</p>	<p>Betty Pesek does JWM files for her 60th birthday</p>	<p>2020 Team envisions archives as one of its programs</p>	<p>Doris and Charles Hahn phone regarding their concern for the preserva- tion of the archives</p>	<p>David Hutcheons manages the move of the archives into their present location</p>	<p>Mary Coggeshall is first Archives Angel</p>	<p>First major funding effort for the archives program</p>	<p>Archive Angel visits Doris/Charles Hahn George/ Wanda Holcombe Fred Buss Sandra True</p>

ARCHIVES 1994 STRATEGIC DIRECTIONS BRAINSTORM

BOOK WRITING

- Survey colleagues regarding "Books I have wanted to write"
- Summer '94 colleague book writing and Angels honored
- Produce income

DISCERN THE TRENDS

- India meeting: get input
- Refine holding categories
- Do a pressure point questionnaire at ICA Network meeting to discern trends and user interests
- Use Jon Jenkins overview chart to give ideas for arenas

**DOCUMENTING
FOR THE
FUTURE**

DATA ENTRY

- Learning session: "how to inventory record" w/common procedure
- Expand number of hours worked and donated
- Three different "sort" documents printed
- JWM files on computer, in dust boxes, talks published and available globally by India Conference
- List 50,000 folders in computer

COMPUTER TECHNOLOGY

- Install Idea-Fisher on computer
- Create manual for archive catalogue use
- Stay abreast of computer technology

SYSTEMS AND PROCEDURES

- Fill gaps of 1988 to the present
- Fill gaps of archives in many locations
- Use "coalbin" method to take one section to completion
- Manual for documentation procedure
- Create a Town Meeting construct for Clinton's election tours
- Create model for updating methods documents
- Use tracking chart to trace our journey
- Create a comprehensive plan - who does what, when, how

**ACCELERATING
PROCEDURES
AND
PROCESSES**

FUNDING

- Establish Archive Foundation for Endowment Fund by 8/94
- Fund needed equipment
- Fund four more full time people (or more)
- Prepare and implement a funding drive
- Explore funding sources for training of special interest groups
- Send January Archive Angel Report including funds solicitation
- Build budget for 1994-1995
- January 7th meeting: Neil & Ray

MOVEMENT RELATIONS

- Attend global and local meetings to promote support
- Clarify objectives of India meeting and plan a workshop

MAILING LIST

- Compile mailing list of global colleagues
- Create mailing plan for 1994

ENGAGEMENT

- Engage the youth; ask for their reflections; have a questionnaire
- Write a description of global participation - our "common memory"
- Create tasks for colleagues in other places
- Create volunteer tasks

**INVOLVING
SUPPORTERS**

Archives Timeline for 1994

	JAN - MARCH	APRIL - JUNE	JULY - SEPT	OCT - DEC
BOOK WRITING	<ul style="list-style-type: none"> * Create pressure point questionnaire on trends * Design questionnaire on books to write at ICA Network meeting 	<ul style="list-style-type: none"> * Refine holding categories * Find Jon Jenkins overview chart 	<ul style="list-style-type: none"> * Float idea of book writing * Pursue income possibilities of book 	
ACCELERATING PROCEDURES AND PROCESSES	<ul style="list-style-type: none"> * Finish cleaning JWM files * Seek funding for senior volunteer support * Recruit and expand volunteer hours * List 10,000 documents in the computer * Create training method on inventory procedures * Design visual tracking chart * Pick one symbolic item to complete each quarter * Explore Idea-Fisher program recommended by Kaye Hayes 	<ul style="list-style-type: none"> * List JWM talks by subject and date * List 10,000 documents in computer * Discover "who we know" to get access to Clinton * Refine method "names" in computer * Discern sources of information on computer dates 	<ul style="list-style-type: none"> * Finish data entry on JWM files * Gestalt talks by subject and chronological phases * List 15,000 documents in computer * Create draft of manual on how to use stored data * Create plan for Clinton presentation 	<ul style="list-style-type: none"> * Put JWM files in boxes * List 15,000 documents in computer * Prep introductions and transitions for JWM talks * Fill gaps of 1988 to the present * Fill gaps of archives in other locations (ie, Toronto, Brussels)
INVOLVING SUPPORTERS	<ul style="list-style-type: none"> * Prepare budget * Create mailing plan * Compile mailing list * Inkind computer equipment * Archive Angel February report * Create great story * Jan.7 Neil/Ray make phone calls 	<ul style="list-style-type: none"> * Workshop on colleague participation * Research creation of Archive Foundation * India prep workshop * Acquire necessary staff to do 1994 job * Create task chart for volunteers 	<ul style="list-style-type: none"> * Workshop in October on "common memory" 	<ul style="list-style-type: none"> * Attend ICAI Conference in India * Revise planning based on India input * Take materials to India (ie, JWM talks, Priors Councils, Town Meeting data)

ARCHIVES 1996 PRACTICAL VISION

ARCHIVE ANGEL CELEBRATION	GLOBAL ACCESS BY COMPUTERIZATION	GLOBAL UPDATING NETWORK	PUBLICATION OF KEY DOCUMENTS/ LEARNINGS	RESOURCE CENTER STAFFED AND FUNDED	PERMANENT STORAGE SPACE	DOCUMENTING ARCHIVES FOR PRACTICAL ACCESSIBILITY
<p>Reunion of movement people celebrating archives access</p> <p>Angels honored at an "Open House"</p>	<p>Library of "key" documents on "compact disc"</p> <p>All files catalogued on computer</p> <p>JWM files in Perkin and Drew libraries</p> <p>Documents available electronically worldwide</p> <p>Each document on accession record and in computer</p> <p>All documents scanned</p> <p>Chicago files on data base</p> <p>Graphics added to computer files</p>	<p>Procedures for continual updating methods documents</p> <p>Listing and convergence of global files</p> <p>Global network of movement archives</p> <p>Update materials with multi-sensory graphics</p>	<p>Ten books corporately written (i.e., conversation, JWM lectures, Secrets of Community)</p> <p>GRA '95 "book writing"</p> <p>Transpositions of classical religious works (i.e., St. Teresa, St. John)</p> <p>JWM talks published</p> <p>Being category (Jim Troxel)</p> <p>Other World work published (available to LFL)</p> <p>Several marketing packages selected and researched</p> <p>Robert Moore, University of Chicago author to write book on JWM</p>	<p>Archive Resource Center Endowment Fund established</p> <p>Five archivists trained to maintain the archives and act as "librarians"</p> <p>Fulltime staff filling requests for material</p> <p>Establish Resource Center</p>	<p>Dust boxes hold one copy of each file</p> <p>Permanent home other than basement</p> <p>Key documents stored in "safe place"</p> <p>Air controlled space</p> <p>Originals stored in vault at Perkins or ?</p>	<p>Document evolutionary pathways that move to the future (i.e., imaginal education, Other World)</p> <p>Spirit methods illuminated</p> <p>Trace and document practical application of our work</p> <p>Global/national Town Meeting method/dynamic</p> <p>Library of Congress final goal for accessibility</p> <p>Documentation of all the work done "The Archives Story"</p>

ARCHIVES CURRENT REALITY

1994

EXTERNAL:

BENEFITS

- Universal sharing:
 - Global access by colleagues
 - Comprehensive screen to assure accessibility
 - Archives are glue to old and new spirit movement
 - Material will be used by strangers
 - 1000 years of experience to share with the world
 - Shareable!
- Global support: all colleagues have a role (time/money)
- Archives that address the needs of the time (i.e., the Other World addresses the spirit edge)

DANGERS

- Slowness in getting enough funding and pro bono resources
- Getting trapped (i.e., overload, age, caught in nostalgia, too much time on data or evaluation)
- Out of touch with current felt needs
- Rapid change of computer technology

INTERNAL:

STRENGTHS

- Tapping quality (archivist, computer sophistication)
- Broad coverage of 30 years of work and 43 years common memory
- Global colleague endorsement and enthusiasm staff competence, confidence and dedication
- Documents all in one place and many files already pulled together
- Eight months of archival experience

WEAKNESSES

- Need for comprehensive plan to deal with overwhelming volume of resources and organization of tasks
- Not enough trained archivists with contextual background
- Unclear evaluation criteria for discerning archival value of files