

Mobile Office Platform Report

At the Fall 2019 Meeting of the PSEC, the membership charged the Conference with creating a committee of staff and Consistory members to explore the possibility of a mobile office platform. The document provided to the membership during that meeting is attached to this report and suggested a three-stage process.

The first stage of this initiative was information gathering. But as the COVID-19 pandemic has affected most of our lives, it affected the Conference in many ways and particularly threw this committee into Stage two of our process without the full benefit of information gathering. So beginning in March 2020, our staff has been working primarily from home with minimal trips to the office for essentials such as financial responsibilities and mail retrieval. We also had the need to conduct other business and meetings virtually. So as this committee resumed its work on this initiative, some of the testing identified in Stage two has been completed. Feedback from the staff has been positive and they feel the majority of their responsibilities have been accomplished as completely as if they were done while in the office location.

In subsequent meetings, the committee has begun to gather information regarding the financial impact this platform would have. Seeing that the use of the space has been limited, this committee has recommended and received approval to contact the landlord and discuss decreasing the size of the office space to approximately half of the current space in addition to the storage space. The anticipated savings on this action would be approximately \$17,350/year. We will continue to investigate financial impact of other areas in moving to a mobile platform such as phone systems and equipment needs for staff homes as well as response from Conference members on their experience in connecting with the Conference staff in a virtual platform.

Respectfully submitted

The Mobile Platform Committee