

## **Report to the Spring Meeting on office consolidation**

In the past year, the Conference staff have all mostly been working from home because of the precautions made necessary by the Covid pandemic. The staff has been very productive during this time and keeps connected with weekly staff meetings via zoom. This raised the question of what office layout is best suited to our needs and what cost savings might be realized by a change in the size of the office needed. To this end, the Conference Consistory formed a study committee to look into the situation, and a plan to change the office was presented to the Fall meeting of the Conference. The changes have been/are being implemented.

We have finished consolidating the rented floor space into 1/2 the building and the landlord opened up the wall to make a larger conference room. Our staff will be working to organize the conference room and offices. A reopening plan for the Conference office is beginning to be formulated but the staff will not meet in the office together until all are fully vaccinated. That day will be soon and the staff is anxious to meet on a somewhat regular basis, face to face.

We have utilized a service to forward Conference telephone calls to appropriate cell phones. Our monthly rent has decreased by \$1500 and we are down to one copier lease from two. The landlord has allowed us to keep our whole storage space in the basement of 1441 Laura Lane for now until he may get a new tenant. This space never cost us any extra rent.

The benefits to office costs are being realized, and the efficiency of the office staff is high. The completion of the change is very near.