

**COSTEP MA Advisory Committee Meeting Minutes**  
**January 14, 2011**  
**10:20 am to 11:45 pm**

Massachusetts Archives  
220 William T. Morrissey Blvd  
Boston, MA 02125

## **Agenda**

- **Welcome and Introductions**
- **Approval of the Minutes of the Previous Meeting**
- **FEMA Region 1 Best Practices Article**
- **Name Change**
- **MASS 2-1-1**
- **Defining the Future of COSTEP MA**
  - *Mission and Vision Statements*
  - *Strategic Plan*
  - *By-Laws*
- **Salem Community Meeting**
- **Community Meeting Restructuring**
- **Updates**
  - *Website*
  - *Global Relief Technologies*
  - *IMLS Grant*
  - *Presentations*
  - *HMGP*

**COSTEP MA Advisory Committee Meeting Minutes**  
**January 14, 2011**  
**10:20 am to 11:45 pm**

Massachusetts Archives  
220 William T. Morrissey Blvd  
Boston, MA 02125

Approved: 2011-03-18

**Attendance:**

Martha Clark (Mass. Archives), Michael Comeau (Mass. Archives), Adrienne Sage Donohue (NEMA), Lori Foley (NEDCC), Pat Foster (FEMA), Kathy Griffin (Mass. Historical Society), Jane Hedberg (Harvard University Library), Ben Hiltunen (MEMA), Donna Hooper (Town Clerk, Lexington), Mel Klayman (Division of Capital Asset Management), Jack Kabrel (NARA), Veronica Martzahl (Tufts DCA), Rebecca Meyer (Intern, MBLC), Raquel Ortiz (FEMA), Andrew Raddant (Department of the Interior), Michael Steinitz (Mass. Historical Commission), Gregor Trinkaus-Randall (MBLC), John Warner (Mass. Archives), Sara Wolf (National Park Service)

**Welcome and Introductions**

The meeting was called to order at 10:05 am. Each attendee stated their name and institutional affiliation.

**Approval of the Minutes of the Previous Meeting**

Motion to approval the minutes of the June 18, 2010 was made and seconded. Minutes approved unanimously.

**FEMA Region 1 Best Practices Article**

A question was asked about the FEMA Region 1 newsletter article on COSTEP MA that was mentioned in the previous minutes. Gregor Trinkaus-Randall stated that he was unsure if the final article had been published yet. Raquel Ortiz and Pat Foster of FEMA stated that they would check on this. Lori Foley also requested information on this article for inclusion in the FEMA Challenge submission she is working on.

**Name Change**

Gregor stated that, as part of the strategic planning process (discussed below), the name of the COSTEP MA Advisory Board is now just COSTEP MA. The organization has moved from a developmental and advisory phase into an operational phase.

**MASS 2-1-1**

Lori Foley reviewed the MASS 211 website (<http://www.mass211.org/>) and highlighted locations where we could insert information on COSTEP MA. We will also be able to link to an unlimited number of informational pdfs such as NEDCC leaflets, dPlan, and Salvage at a Glance, as well as the COSTEP MA website. The group was asked to further review the website and

provide suggestions and feedback to Jennifer Fauxsmith. Additionally, Jennifer is crafting “talking points” that can be used by MASS 211 representatives to describe COSTEP MA when they are promoting the larger service.

### **Defining the Future of COSTEP MA**

Jane Hedberg stated that a small working group consisting of Gregor, Lori, Ben Hiltunen, Martha Clark, Kathy Griffin, Nancy Palmer, Aimee Primeaux, and herself met at Harvard on December 13, 2010. The purpose of this group was to think strategically about the future of COSTEP MA. From this meeting, four draft documents emerged:

- Mission Statement
- Vision Statement
- Strategic Plan
- By-Laws

### ***Mission and Vision Statements***

The draft mission and vision statements were available to the group and Gregor called for comment. The following texts came out of the discussion.

#### **Mission Statement**

To build and foster a statewide disaster preparedness planning process for cultural heritage organizations that serves the cultural and emergency management communities and addresses disaster mitigation, preparedness, response, and recovery. This process will ensure an ongoing dialogue that promotes mutual understanding and coordination between these communities.

#### **Vision Statement**

That every cultural heritage organization in the commonwealth of Massachusetts is prepared for and is able to respond to a disaster or emergency in conjunction with the emergency management community at the state, regional, and local levels to ensure the resilience of the organization and the preservation of and access to its collections.

### ***Strategic Plan***

Lori, Ben, and Martha Clark presented an initial draft of goals and objectives for a strategic plan. These goals and objectives address higher level priorities, but more concrete and actionable steps are needed, including deadlines for completion of actions. Gregor called for comment on the draft document. Following a brief discussion, Gregor called for volunteers for a committee to work on the strategic plan.

- Jane Hedberg (local arrangement to set up a meeting at Harvard)
- Martha Clark
- Michael Comeau
- Lori Foley
- Ben Hiltunen
- Mel Klayman
- Raquel Ortiz (will also share resources on strategic planning utilized by FEMA)

The committee was asked to present a next draft at the March 25, 2011 meeting.

### ***By-Laws***

Kathy Griffin shared information on the draft by-laws she crafted based on the work of a group out of Savannah, Georgia (Savannah Heritage Emergency Response – SHER). Gregor made a call for discussion. There was much interest within the group about the Executive Committee with an emphasis on the idea that COSTEP MA needs to move away from a model that focuses on people and personalities to a model that focuses on functions and positions. The general feeling was that this document will go a long way towards clarifying the commitments organizations are making when they join COSTEP MA, and it provides us with a strong structure for the future.

Gregor called for a committee to work further on the by-laws.

- Gregor Trinkaus-Randall (coordinator)
- Martha Clark
- Michael Comeau
- Kathy Griffin
- Sara Wolf

The committee was asked to present a next draft at the March 25, 2011 meeting.

### **Salem Community Meeting**

Jack Krabrel and Michael Steinitz shared information on the multiple community meetings that have occurred in Salem. The introductory meeting was November 9, 2010 at the Peabody Essex Museum. Mayor Kim Driscoll, State Representative John Keenan, and MEMA Acting Director Kurt Schwartz were in attendance and provided introductory remarks. The highlight of the meeting was the presentation by Fire Captain Dennis Levasseur. Additionally, the local public access television station taped and broadcast the event. Approximately 35 people attended from the Salem and surrounding communities.

On December 2, 2010 a follow-up meeting was held at the Phillips House in Salem. There were 6-8 local attendees, and they have formed a group working on Inventory Forms, the Command and Control Structure for Salem, dPlan, and ICS training. They have a third meeting scheduled for January 19, 2011.

In discussing these meetings, the group noted the importance of communities having pre-existing ties to each other before the meeting, as well as having a built in knowledge of the economic importance they play in their communities through tourism.

### **Community Meeting Restructuring**

Based on watching the November 9, 2010 meeting on Salem, Martha and Adrienne revised the community meeting agenda. The new agenda places greater emphasis on engaging the participants and stresses the importance of having the EMD present and supportive of the process. The new agenda increases our flexibility to meet the individual needs of a community. It plays up the community, while downplaying the history of COSTEP MA. Also, we need to listen to the resources that communities say they need and strive to meet their requests.

The group discussed further the need to do much more advance work in a community before the initial meeting. This was a key to the success of the Salem meeting. Additionally, the group asked Ben to research who are receptive EMDs that would be interested in having meetings in their communities. The suggestion was made that we move to a complete, product model where communities apply to COSTEP MA for assistance rather than us going begging to them.

Gregor called for a committee to develop a concept for a product that we could market. This product would include the community meeting handbook that Veronica and Andy Grilz have been asked to work on. Additionally there will be some sort of pre-assessment tool for gauging the receptiveness of a community to the COSTEP MA process and a list of the types of services we can provide.

- Veronica Martzahl (coordinator)
- Martha Clark
- Adrienne Sage Donohue
- Jennifer Fauxsmith
- Lori Foley
- Andy Grilz
- Ben Hiltunen
- Donna Hooper

## **Updates**

### ***Website***

Lori stated that the website will be turned over the MBLC during the week of February 7, 2011.

### ***Global Relief Technologies***

Members of the steering committee toured the Global Relief Technologies facility in Portsmouth, New Hampshire on December 17, 2010. The purpose of this tour was to explore the possibility of developing a PDA program that could be used in disaster assessment. The pilot project will cost \$50,000. Lori is exploring funding opportunities.

### ***IMLS Grant***

Lori and the NEDCC are working on a follow up grant to the IMLS that would pick up from where the original COSTEP framework grant left off and would provide a long term recovery tool for organizations recovering from a disaster or emergency.

### ***Presentations***

On January 21, 2011 there will be a COSTEP MA presentation at the Massachusetts Municipal Association meeting at the Hynes Convention Center in Boston. On May 13, 2011, COSTEP MA will present at the Association of College and Research Libraries meeting at the College of the Holy Cross in Worcester.

### ***HMGP***

A second Hazards and Mitigation Grant Program grant opportunity is coming up. COSTEP MA will pursue the opportunity as we wait to hear more information on our first grant proposal.

**Next Meeting**  
March 25, 2011  
10 am to 12 pm

**COSTEP MA Advisory Committee Meeting Minutes**  
**March 25, 2011**  
**10:00 am to 12:00 pm**

Massachusetts Board of Library Commissioners  
98 North Washington Street, Suite 401  
Boston, MA 02114

## **Agenda**

- **Welcome and Introductions**
- **Approval of the Minutes of the Previous Meeting**
- **Member Information List**
- **Mission and Vision Statements**
- **NEDCC Update**
- **Massachusetts Municipal Association (MMA) presentation**
- **Update on Salem Chapter**
- **Chapter Development**
- **Website**
- **MASS 2-1-1 and Elevator Speech**
- **Hazard Mitigation Grant Program Proposals**
- **Sub-Group Work**
  - *Community Meeting Handbook*
  - *Community Meeting Restructuring*
  - *Strategic Planning Sub-Group*
  - *By-Laws Sub-Group*
- **Open Discussion/Updates**
  - *Emergency Management Assistance Compact (EMAC)*
  - *Interagency Cooperation*
  - *Coordination Conference*
  - *Boston Athenaeum Flood and Phoenix Article*
  - *Recovery Vendors*
  - *Resource Management Database and contacts*
  - *Center for Rebuilding Sustainable Communities after Disasters*

**COSTEP MA Advisory Committee Meeting Minutes**  
**March 25, 2011**  
**10:00 am to 12:00 pm**

Massachusetts Board of Library Commissioners  
98 North Washington Street, Suite 401  
Boston, MA 02114

**Attendance:**

Angelina Altobellis (NEDCC), Martha Clark (Mass. Archives), Michael Comeau (Mass. Archives), Adrienne Sage Donohue (Concord Museum), Jennifer Fauxsmith (Mass. Archives), Kathy Griffin (Mass. Historical Society), Andy Grilz (NEMA), Jane Hedberg (Harvard University Library), Ben Hiltunen (MEMA), Donna Hooper (Town Clerk, Lexington), Lydia Kachadoorian (FEMA), Scott Kehoe (Mass. Library System), Mel Klayman (Division of Capital Asset Management), Diane LeBlanc (NARA), Veronica Martzahl (Tufts DCA), Erin McGongh (New Bedford Whaling Museum), Olivia Melo (Lakeville Public Library), Andrew Raddant (Department of the Interior), Elaine M. Sudanowicz (OEM-Boston), Gregor Trinkaus-Randall (MBLC), Jack Sullivan (FEMA), Stuart Walker (BPL), Ann Marie Willer (MIT)

**Welcome and Introductions**

The meeting was called to order at 10:00 am. Each attendee stated their name and institutional affiliation.

**Approval of the Minutes of the Previous Meeting**

Motion to approve the minutes of the January 14, 2011 was made and seconded. Minutes approved unanimously.

**Member Information List**

A list of current COSTEP MA members was distributed for review. Members were asked to check their contact information and provide any updates to Jennifer Fauxsmith.

**Mission and Vision Statements**

Since the last full group meeting in January the Steering Committee made additional changes to the Mission and Vision statements. The group reviewed these statements. It was suggested that the second usage of the word "communities" be changed to "municipalities". This change was approved and the group voted to endorse the Mission and Vision statements.

**NEDCC Update**

Lori Foley has taken a position with Heritage Preservation. While she will continue her association with COSTEP MA, the New England Document Conservation Center will now be represented by Angelina Altobellis.

**Massachusetts Municipal Association (MMA) presentation**

On January 21, 2011, Michael Comeau, Lori Foley, Ben Hiltunen, and Gregor Trinkaus-Randall presented “Protecting our Cultural Heritage” at the MMA annual meeting. The session was well attended and the presenters were able to increase engagement with the group. Additionally, this session led to a discussion with Navjeet Bal, the Commissioner of Revenue with a follow up meeting at the Massachusetts Archives.

### **Update on Salem Chapter**

Andy Grilz reported for the Salem Chapter. They are still in the organizational phase. Recently they discussed guidelines for participation and decided that collections must be accessible to the public to be considered within the scope of group. They have also had success with contacting houses of worship in the city. In April, Ben will be making a presentation to the Chapter. Additionally, they was an active web presence at <http://costepsalem.blogspot.com> and a mission statement. Julie Arrison of Historic New England is taking the lead in many of their activities.

### **Chapter Development**

Diane LeBlanc reported that she has received a request from the Mayor Jeannette A. McCarthy of Waltham for a COSTEP MA introductory meeting.

Additional work is needed to restart the process in Lexington.

### **Website**

Lori is still working on incorporating updates.

### **MASS 2-1-1 and Elevator Speech**

Jennifer now has what she needs to submit the COSTEP MA information to MASS 2-1-1. Additionally, in the process of developing talking points for MASS 2-1-1 can use to describe COSTEP MA, Jennifer developed a statement that could be retooled to make an “elevator speech.” As the organization grows, it will be increasingly important that we have a concise, easy to relay description of COSTEP MA. Any ideas for condensing the talking points should be sent to Jennifer.

The group also discussed ways of publicizing this statement, such as business cards with the statement on the back or magnets. One of the standing committees proposed in the draft by-laws is an Outreach Committee which could spearhead these types of activities.

### **Hazard Mitigation Grant Program Proposals**

The first HMGP grant continues to move slowly through the review process as previously selected projects are vetted for appropriateness. A second proposal was submitted on March 4, 2011. The new proposal is a two year project with greater focus on risk assessment and training. It would allow us to hire a coordinator and scope out a mitigation module for the Community Resource Teams.

### **Sub-Group Work**

#### ***Community Meeting Handbook***

Veronica Martzahl reported on the activities of the Community Meeting Handbook sub-group. The group met and developed an outline for the handbook which was distributed for review by

the group. Later discussion brought up the idea of including a sample governance structure for the community chapters in the handbook. Any further comments should be sent to Veronica by Wednesday, March 30, 2011. Following this comment period, the various sections will be assigned to the committee members for further work.

### ***Community Meeting Restructuring***

Based on watching the November 9, 2010 meeting on Salem, Martha Clark and Adrienne Sage Donohue revised the community meeting agenda. The new agenda places greater emphasis on engaging the participants and stresses the importance of having the EMD present and supportive of the process. The new agenda increases our flexibility to meet the individual needs of a community. It plays up the community, while downplaying the history of COSTEP MA. Also, we need to listen to the resources that communities say they need and strive to meet their requests.

### ***Strategic Planning Sub-Group***

The Strategic Planning Sub-Group held a second meeting to expand the Activities section of the plan. The goal of the plan is to pull back from the personality driven nature of COSTEP MA and provide for a sustainable, vibrant, and resilient organization. Obviously, if either of the HMGP proposals is approved, the influx of funding would change potential strategies and timelines. Therefore the sub-group will develop of two-tiered system of what can be accomplished – one with funding and one without funding. They are looking at a three year timeframe.

The group engaged in related discussion about the future of COSTEP MA including the possibility of having liaisons from FEMA Environmental Offices appointed to the various state COSTEPs, investigating the process of becoming a 501(c)(3) organization, and the relationship of the chapters to the State program. Further comments and suggestions should be sent to Martha Clark.

### ***By-Laws Sub-Group***

The by-laws were distributed and should be reviewed for an approval vote at the June meeting.

### ***Open Discussion/Updates***

#### ***Emergency Management Assistance Compact (EMAC)***

Gregor and Michael are working with Allan Phillips at NEMA to create a Mission Ready Assignment for COSTEP MA in the case of a call for aid from a neighboring state.

### ***Interagency Cooperation***

Andrew Raddant stressed the need for interagency cooperation and highlighted that this concept is in the forefront of the attention of several federal policy makers. Elaine M. Sudanowicz pointed out that cultural and historic resources have been integrated in the GIS mapping of Boston for Level 2 HAZUS-MH analysis for multi-hazard mitigation.

### ***Coordination Conference***

Jack Sullivan updated the group on his plans to hold a conference to bring together the various COSTEP groups in New England and surrounding regions for information and resource sharing. While he is still hopeful that this conference will occur, he is bound to budgetary constraints and

it is not yet known if it will be funded. He is continuing to put together an Agenda Committee and is looking to sponsor a day and a half long event. The agenda will include overviews of what each state is doing .

### ***Boston Athenaeum Flood and Phoenix Article***

Recent flooding at the Boston Athenaeum led to an article in the *Boston Phoenix* that highlighted the need for coordinated response to disasters and the importance of having a disaster plan. Michael, Lori and Gregor were interviewed for the article.

### ***Recovery Vendors***

Munters MCS is now called Polygon. Additionally, several former Munters employees have left the company and are now with the new American Technologies Inc. branch opening in Salem, New Hampshire. The MBLC contract will continue for the next year with Polygon, but they are considering whether they should put out a new Request for Proposal for next year.

### ***Resource Management Database and contacts***

MEMA is to the point of holding “train the trainer” sessions for the Resource Management Database as a mechanism for tracking contacts. Additionally, COSTEP MA needs to develop communication mechanisms that are independent of Gregor’s email lists. The Groupie Guide has provided for some communication, and once the website is up, a facebook page will be created.

### ***Center for Rebuilding Sustainable Communities after Disasters***

Andrew passed out information he had picked up on this program at UMass Boston.

### **Next Meeting**

MEMA Headquarters  
400 Worcester Road, Framingham  
June 24, 2011  
10 am to 12 pm

**COSTEP MA Advisory Committee Meeting Minutes**  
**June 23, 2011**  
**10:00 am to 12:00 pm**

Massachusetts Emergency Management Agency  
400 Worcester Road  
Framingham, MA 01702-5399

## **Agenda**

- **Welcome and Introductions**
- **Approval of the Minutes of the Previous Meeting**
- **Geocoding**
- **By-Laws**
- **Nominating Committee**
- **Tornado Hotwash**
- **Strategic Plan**
- **Handbook Status**
- **Hazard Mitigation Grant Program Proposal**
- **Website**
- **Meeting Schedule**
- **Regional Meeting**

**COSTEP MA Advisory Committee Meeting Minutes**  
**June 23, 2011**  
**10:00 am to 12:00 pm**

Massachusetts Emergency Management Agency  
400 Worcester Road  
Framingham, MA 01702-5399

**Attendance:**

Michelle Barker (Preservation Massachusetts), Martha Clark (Mass. Archives), Michael Comeau (Mass. Archives), Adrienne Sage Donohue (Concord Museum), Richard Fitzgerald (MEMA), Lori Foley (Heritage Preservation), Susan Glover (BPL), Andy Grilz (NEMA), Jane Hedberg (Harvard University Library), Ralph Henry (BPL), Ben Hiltunen (MEMA), Jim Igoe (Preservation Massachusetts), Michael Kass (MEMA), Scott Kehoe (Mass. Library System), Erin Kelly (Preservation Massachusetts), Veronica Martzahl (Tufts DCA), Jim Meade (BPL), (Olivia Melo (Lakeville Public Library), Michael Steinitz (Mass. Historical Commission), Elaine Sudanowicz (City of Boston), Gregor Trinkaus- Randall (MBLC), Stuart Walker (BPL), Ann Marie Willer (MIT)

**Welcome and Introductions**

The meeting was called to order at 10:50 am. Ben Hiltunen introduced Michael Kass, MEMA Chief of Staff. Kass welcomed the group and then Ben provided logistical information to the group. Special welcome was made to the representatives of Preservation Massachusetts who joined the meeting to discuss the response and recovery efforts due to the Western Massachusetts tornadoes on June 1, 2011. Each attendee stated their name and institutional affiliation.

**Approval of the Minutes of the Previous Meeting**

Motion to approve the minutes of the March 25, 2011 was made and seconded. Minutes approved unanimously.

**Geocoding**

Elaine Sudanowicz stated that libraries are being geocoded into the disaster preparedness plans for the City of Boston and asked if historic properties should also be encoded. Michael Steinitz stated that the National Park Service should have geocoding in place for all registered properties.

**By-Laws**

The group reviewed the proposed by-laws and some minor edits were suggested. A motion was made and seconded to approval the by-laws with edits as discussed. The by-laws were unanimously approved.

**Nominating Committee**

Jane Hedberg agreed to serve on the nominating committee for the election of officers and committee chairs at the next meeting.

## **Tornado Hotwash**

See Report from Lori Foley

## **Strategic Plan**

Jane and Martha Clark led the group through a discussion of the strategic plan document. Minor edits were suggested and accepted. The strategic plan was approved with the proviso that it is a living document that will grow and change to meet circumstances over time. The next step is for the goals and objects to be divided up for committees to work on.

## **Handbook Status**

Multiple section of the Community Meeting Handbook are complete, but the compiled draft is not yet ready.

## **Hazard Mitigation Grant Program Proposal**

Gregor Trinkaus-Randall, Michael Comeau, and Martha met with Scott MacLeod from MEMA as well as FEMA and DCR representatives on May 19, 2011 to answer questions about the grant and provide additional context for our goals and objectives. COSTEP MA has been asked to resubmit the grant in the next few weeks, incorporating the suggestions made at the meeting. They are looking for us to create a framework for 3-5 in-depth communities meetings that would focus on mitigation and minimizing risk, as well as for us to hold approximately two dozen standard community meetings. Lori is busy working on these revisions. The Massachusetts Board of Library Commissions will serve as the fiscal agent.

## **Website**

Lori is still working on incorporating updates. The group agreed to move forward with a Facebook site. Veronica Martzahl will handle setting this up and be the initial administrator.

## **Meeting Schedule**

Gregor proposed that the meeting schedule be changed from quarterly to bi-monthly to accommodate the amount of activity that is occurring. Gregor will send out potential meeting dates via the web tool Doodle.com.

## **Regional Meeting**

The Museum Association of New England has agreed to host a COSTEP summit as part of their annual meeting. This will occur in November in Hartford, Connecticut.

## **Next Meeting**

September 30, 2011

10:00 am

Massachusetts Board of Library Commissioners.

**COSTEP MA Advisory Committee Meeting Minutes**  
**September 30, 2011**  
**10:00 am to 12:00 pm**

Massachusetts Board of Library Commissioners  
98 North Washington St., Suite 401  
Boston, MA 02114

## **Agenda**

- Welcome and Introductions
- Approval of the Minutes of the Previous Meeting
- Nominations and Elections
- Hurricane Irene Updates
- Heritage Preservation
- Salem COSTEP
- MASS 211
- COSTEP MA Alerts List
- HMGP grant proposal
- Website
- Connecting to Collections Continuing Conversations
- FEMA Promotional Video
- Facebook
- NEMA Conference session
- New Business
- Volunteers for Committees
  - *Outreach Committee*
  - *Training and Education Committee*
  - *Community Program Committee*
- Emergency Management Assistance Compact (EMAC).

## **COSTEP MA Advisory Committee Meeting Minutes**

**September 30, 2011**

**10:00 am to 12:00 pm**

Massachusetts Board of Library Commissioners

98 North Washington St., Suite 401

Boston, MA 02114

### **Attendance:**

Angelina Altobellis (NEDCC), Martha Clark (Mass. Archives), Jessica Colati (NEDCC), Michael Comeau (Mass. Archives), Adrienne Sage Donohue (Concord Museum), Kathy Griffin (Mass. Historical Society), Rosemary Harvell (Town Clerk, Sudbury), Jane Hedberg (Harvard University Library), Ben Hiltunen (MEMA), Veronica Martzahl (Tufts DCA), Michael Steinitz (Mass. Historical Commission), Elaine Sudanowicz (City of Boston), Gregor Trinkaus-Randall (MBLC), Ann Marie Willer (MIT)

### **Welcome and Introductions**

Gregor Trinkaus-Randall called the meeting to order at 10:10. Each attendee stated their name and institutional affiliation.

### **Approval of the Minutes of the Previous Meeting**

Motion to approve the minutes of the June 23, 2011, including the "Tornado Hotwash" supplement, was made and seconded. Minutes approved unanimously

### **Nominations and Elections**

Jane Hedberg presented the report and the slate of candidates compiled by the Nominating Committee (Ann Marie Willer, Donna Hooper and Jane Hedberg). For the list of nominees, please see Appendix A. Motion to approve the slate was made and seconded. Nominations approved unanimously.

The Executive Committee will be determining chairs for the three sub-committees: Outreach, Training and Education, and Community Programs.

The process of putting together nominees illuminated areas in the by-laws that need clarification. Gregor asked the Nominating Committee to submit their suggestions for revisions to the by-laws to the group.

*Action Item:*

Nominating Committee submit suggestions for revisions to the by-laws to the group.

### **Hurricane Irene Updates**

Gregor stated that damage to cultural institutions in Massachusetts from Hurricane Irene was minimal. Two libraries sustained water infiltration, but no collection materials were damaged and Polygon was contacted for recovery. Both libraries are located in the area covered by the disaster declaration and Gregor will verify that they are aware that they may be eligible for reimbursement.

Ben Hiltunen provided an update from MEMA. Currently there are disaster declarations for four counties in Western Mass (Franklin, Berkshire, Hampden, and Hampshire) Outside those four counties, they have reached out to emergency managers for damage assessments and four additional counties could be added. State/local and federal representatives are going out to these counties to determine if they meet the declaration monetary damage thresholds.

Also, a pre-landfall disaster declaration is in place which allows for cities and towns and some qualified non-profits to get up to 75% reimbursement for August 26-Sept 5, 2011 emergency preparedness activities. Applicant briefing coming up after Columbus Day on how this reimbursement process will happen. COSTEP MA members are encouraged to reach out to emergency managers to let them know about it. Call MEMA disaster recovery department for more information.

No one from COSTEP MA was in the MEMA bunker during the emergency, but Michael Comeau and Ben Hiltunen were in communication throughout the event, and Michael participated in the regular weather report conference calls. Further work needs to be done to establish the guidelines for when COSTEP MA representatives will be called into the bunker. This will include discussions with MEMA Director Kurt Schwartz and Senior Operations Manager Allen Phillips.

During a Heritage Preservation conference call a few days after the event it became clear that not a lot of serious issues arose from the storm except in Vermont and upstate New York. AIC teams were deployed. The Vermont State Archivist, Greg Sanford, contacted Gregor regarding some wet records and unsafe building conditions. They discussed storage and access options. Additional work on the Emergency Management Assistance Compact (EMAC) is needed. Currently we are limited to state employees responding, but future legislation may broaden this requirement and allow for a greater participation in response, making this agreement more feasible.

Elaine Sudanowicz stated that in Boston reports of damage calls to 9-11 and the Mayor's Office of Constituent Services were documented in the City of Boston's initial Preliminary Damage Assessment for MEMA Region One. An area where COSTEP MA could help is reaching out to not-for-profit or private organizations that do not realize that their damages count toward the county threshold for disaster declarations. There is a need to do a better job of collecting real time damage information.

COSTEP MA should promote publicizing the Society of American Archivists disaster relief fund publicity. Grants are made for up to \$2000.

### **Heritage Preservation**

Notes are available from Gregor on what is going on in various states.

### **Salem COSTEP**

No report.

### **MASS 211**

Michael reported that we are now listed in MASS 211. The group thanks Jennifer Fauxsmith for her work in getting our information in this resource. COSTEP MA is listed under multiple headings. Jennifer also provided talking points to the MASS 211 representative that go around the state promoting the product. Until the website is completed, it may be appropriate to include the COSTEP MA Facebook page, in addition to the groupieguide, as a resource on the listings.

### **COSTEP MA Alerts List**

The discussion of MASS 211 led the group to consider various mechanisms for an alert system. Currently, distribution of information is based largely on Gregor's email lists with minimal capabilities through the COSTEP MA groupieguide and Facebook page.

*Action Item:*

The group charged the newly forming Outreach Committee to undertake investigation of this topic.

### **HMGP grant proposal**

The first COSTEP MA grant application has been approved and we are waiting for the money to be released. Approved funding should be okay and we should not be affected by current funding problems at FEMA. Once the money is approved, we will put out the RFR for the Coordinator position.

### **Website**

All the information is at the designers.

### **Connecting to Collections Continuing Conversations**

A two year preservation survey has been completed. Texas State Archives is bringing together the people with C2C grants to talk about what they found in their grants, and is starting to look at implementation goals. Heritage Preservation has launched a website in support of the community at <http://www.connectingtocollections.org/>.

### **FEMA Promotional Video**

*A Seat at the Table: COSTEP Massachusetts video* promotional video is available on YouTube. Annie Donovan at FEMA put this video together and it is another avenue to get out word about COSTEP MA.

*Action Item:*

The Outreach Committee is charged with the promotion of this video.

### **Facebook**

The group reviewed the new Facebook page and Veronica Martzahl requested additional people sign up to be administrators. Veronica verified that this page is set to be publicly viewed.

### **NEMA Conference session**

A meeting for representatives of Alliance to Response and COSTEP programs in New England is scheduled for Tuesday, November 15, 2011 from 1:00 to 3:30 pm in the Nathan Hale Room on the third floor of the Hartford (CT) Hilton. All the state emergency managers are also invited to attend. This meeting is organized in conjunction with the New England Museum Conference.

### **New Business**

#### **Volunteers for Committees**

Based on the by-laws and strategic plan, several committees need to be reinvigorated. Members are encouraged to contact Veronica Martzahl ([veronica.martzahl@tufts.edu](mailto:veronica.martzahl@tufts.edu)) or Gregor ([gregor.trinkaus-randall@state.ma.us](mailto:gregor.trinkaus-randall@state.ma.us)) to volunteer.

#### *Outreach Committee*

Purpose: To coordinate the message of COSTEP MA and explore new venues for distributing this message, such as alert systems. Investigate and implement integration of COSTEP MA into the formal planning processing for mitigation and response plans in various municipalities.

Volunteers:

Angelina Altobellis

Rosemary Harvell

#### *Training and Education Committee*

Purpose: To explore and implement training opportunities outside the community forums, such as conference sessions. Coordinate with the Community Program Committee on the development of sustainable training and education tools.

Volunteers:

Jessica Colati (indirect support)

Kathy Griffin

*Community Program Committee*

Purpose: To work closely with Coordinator (TBD) on implementing grant objectives and build the capacity for continued work post grant.

Volunteers:

Adrienne Sage Donohue

Ben Hiltunen

Martha Clark

**Community Forums Discussion**

The group reiterated the need to return to Lexington. Gregor has been trying to contact Donna Hooper, but they keep missing each other. Additional communities include Waltham, Taunton, and Northampton. Diane LeBlanc is the contact for Waltham and she has laid a strong basis for us to conduct a forum there.

**Emergency Management Assistance Compact (EMAC).**

Currently we are limited to state employees responding, but future legislation may broaden this requirement and allow for a greater participation in response, making this agreement more feasible.

**Next Meeting:**

November 18, 2011

10:00 am

NEDCC

100 Brickstone Square

Andover, MA

# APPENDIX A

## Nominations for Membership on Executive Committee

September 30, 2011

Co-Chair, 1 year – Michael Comeau, Mass. State Archives

Co-Chair, 2 years – Gregor Trinkaus-Randall, MBLC

Secretary – Veronica Martzahl, Tufts University

Rep. from MBLC – Gregor Trinkaus-Randall

Rep. from Mass. State Archives – Michael Comeau

Rep. from NEMA – Andy Grilz

Rep. from MEMA – Ben Hiltunen

Rep. from NEDCC – Angelina Altobellis

Rep. from Municipality – Rosemary Harvell, Sudbury

### 3 Members at Large

- Martha Clark, Mass. State Archives
- Olivia Mello, Lakeville Public Library
- Elaine Sudanowicz, City of Boston

**COSTEP MA  
Meeting**

Friday, November 18, 2011  
9:30 am -11:30 am

Northeast Document Conservation Center  
100 Brickstone Square  
Andover, MA 01810-1494

**Agenda**

- **Call to order and welcome**
- **Approval of Minutes**
- **Hazard Mitigation Grant Proposal**
- **State of the Commonwealth**
- **Connecting to Collections (C2C)**
- **dPlan Revamp**
- **NEMA Summit**
- **Salem COSTEP MA**
- **Emergency Management Institute**
- **New England Disaster Recovery Exchange**
- **Local Emergency Planning Commission, Boston**
- **Boston Consortium for Higher Education**
- **Committees**
- **Meeting with Simmons GSLIS**
- **Outreach to Museum Studies Programs**
- **Attendance at meetings**
- **Community Meetings/Forums**

## **COSTEP MA Meeting**

Friday, November 18, 2011  
9:30 am -11:30 am

Northeast Document Conservation Center  
100 Brickstone Square  
Andover, MA 01810-1494

### **Attendance:**

Angelina Altobellis (NEDCC); Julie Arrison (Historic New England – Salem); Martha Clark (MA Archives); Michael Comeau (MA Archives and co-chair); Susan Glover (BPL); Kathy Griffin (MA Historical Society); Andy Grilz (NEMA); Ben Haavik (Historic New England); Rosemary Harvell (Town Clerk, Sudbury); Scott Kehoe (MA Library System); June Kevorkian (Boston Consortium of Higher Education); Veronica Martzahl (Tufts DCA and secretary); Olivia Melo (Lakeville Public Library); Raquel Ortiz (FEMA); Martin Pillsbury (Metro Area Planning Council); Dean Savramis (FEMA); Jack Sullivan (FEMA); Gregor Trinkaus-Randall (MBLC and co-chair); Stuart Walker (BPL)

### **Call to order and welcome**

Gregor Trinkaus-Randall called the meeting to order at 9:35 a.m. The attendees introduced themselves and gave information on their institutional affiliations.

### **Approval of Minutes**

The minutes approved by unanimous consent.

### **Hazard Mitigation Grant Proposal**

COSTEP MA's proposal has been approved and the money has been released. We are working on getting money transferred between MEMA and MBLC and are putting out the RFR for the project coordinator for a 30-month duration (3-year grant).

Final grant will focus on outreach and community and regional meetings with a strong focus on mitigation. We want to work closely with Regional Planning Authorities. They work on municipal plans, and these plans often deal with the broad issues, but they do not drill down to individual institutions on how they can mitigate risks for collections.

The grant will include a minimum of four risk assessment workshops (one per MEMA region) focused on one institution with other institutions participating so they learn how to conduct a risk assessment for themselves.

Once we get the project coordinator on board, we will be moving the project ahead. Other than one small pilot project in Colorado we are the first grant of this kind to be awarded. The total award is \$165,290.00.

Dean Savramis from FEMA provided an overview of the HMPG program. There is recognition at FEMA of the difficulty of determining benefit-cost analysis for some types of projects that would be beneficial. The current project is one such case, and FEMA is looking at it as a pilot project that hopefully will be successful and can be implemented in other states.

One of the outcomes of this grant is a mitigation framework that can be used by other institutions.

During the meeting in Hartford, the other emergency management groups were very interested in the HMGP grant process and possibilities.

### **State of the Commonwealth**

We have been relatively lucky in terms of the recent weather events. Limited water infiltration was experienced in a handful of institutions, but on the whole damage to cultural heritage materials was minimal.

### **Connecting to Collections (C2C)**

The IMLS Connecting to Collections Planning Grant was completed earlier this year. It is providing an opportunity to build on previous surveys to look at longitudinal data. The idea that IMLS had when they announced the grants was that each state would develop a collections care plan that could include disaster preparedness. The C2C group is looking at applying for an implementation grant with a focus on training and education and outreach, looking at museums, archives and libraries goals working on preservation, collections care and emergency preparedness. This is a great opportunity for partnership and collaboration.

### **dPlan Revamp**

Jessica Colati and NEDCC have convened a taskforce on dPlan to reassess the plan and look at updates. Areas that will be looked at include expanding the form to include issues of interest to museums, continuity of operations, the underlying programming language, and the possibility of pre-populating resource lists.

### **NEMA Summit**

Michael Comeau presented information on the NEMA summit, which had its impetus in Jack Sullivan's idea of bringing together cultural heritage groups for a discussion. Massachusetts, Connecticut, Rhode Island, and Vermont were represented as well as the New England Museum Association. There was hope that representatives of Maine and New Hampshire would be able to attend, but they had to pull out at the last minute.

Discussion at the Summit was free flowing and provided a basis for meeting people and starting initial discussions. Points included working towards institutionalizing processes and procedures through ESF-11 and annexes that shouldn't be personality driven, collaborative activities that could be funded like AIC-CERT program (trained professionals that could respond to

emergencies). Creative ideas for funding such as corporate sponsorship and regional funds were raised. Dan Yaeger, Executive Director of NEMA, presided over the meeting. NEMA might work as a nexus of communication and coordination for a regional activity, and the individual state teams could participate. The individual states also reported on their activities as follows:

Connecticut - Not a well known entity but making strides with other institutional partners that are better known, having trouble connecting with their statewide emergency management apparatus (can't get their physical presence); coordinating activities with IPER training

Vermont - a lot of activity; got lucky in terms of cultural institutions impacted by recent weather events, a fair amount of coordination between cultural institutions responding to the disaster, but the town clerks were somewhat outside the loop in terms of providing support; analyzing the follow-up; issues making in-roads to state government

Rhode Island - a lot of progress and coordination underway including entering information on cultural resources in the state WeBEOC database, dPlan, trainings and planning for COSTEP RI as well as coordinating a statewide symposium that might be opened up to other states for a fee; good coordination with statewide emergency planning and tied in with IPER project

Open discussion with other NEMA attendees didn't work out, but it allowed for more time for the specific discussions from the first part of the agenda.

Jack Sullivan reported on activities that are underway in Maine and New Hampshire. In all the states, the idea from the FEMA side is to bring people from the different sections in FEMA to the individual state meetings. Jack also encouraged the group to explore Citizen Corps as a possible funding source for AIC-CERT.

There was strong support for additional meetings. Veronica Martzahl will approach the program chair for NEA's spring conference to discuss the possibility of holding a meeting then.

**Suggestion:** Tabletop exercises and other ways to demystify the process are often successful as are ways to bring in humor and "accidental education"; advocate for the importance of what we are doing through marketing; **at the local emergency management level and municipal level there are training exercises for which we should be creating injects ready for their scenarios** – talk to folks at MEMA to find out what their scenarios are and how to get them inserted. (Is it a structural issue or a collection issue?) Preparedness division at FEMA retreat coming up, and they will be talking about scenarios. Jack and the other FEMA representatives will be sure to bring up this topic.

**Suggestion:** Each state is required to prepare a statewide hazards mitigation plan – opportunity to encourage inclusion of cultural heritage in the statewide plan? Utilize FEMA to make a suggestion to the states to push down (rather than the bottom-up approach we have taken at COSTEP MA).

### **Salem COSTEP MA**

The Salem Chapter is trying to capitalize on the relative “downtime” of November to April. May to October is the busy tourist season in Salem, and this can get in the way of coordination. They have had success with building meetings with value added like having Ben Hiltunen come in to speak on how MEMA operates. They have a strong advocate in their EMD Dennis Levasseur. A lot of small institutions are on board, but they are having trouble getting the bigger institutions to commit to participating.

### **Emergency Management Institute**

According to Lori Foley, the Cultural Resources Awareness module for the Emergency Management Institute (EMI) has been completed, but plans for implementation have not been announced.

### **New England Disaster Recovery Exchange**

A suggestion was made that COSTEP MA investigate partnership opportunities with the New England Disaster Recovery Exchange (NEDRIX). They hold an annual conference as well as several smaller meetings, and they may be able to provide interns from Mass Maritime. They have a wealth of online resources, support tabletop scenarios, and there is no charge to participate.

### **Local Emergency Planning Commission, Boston**

COSTEP MA is invited to attend the next Local Emergency Planning Commission (LEPC) meeting on November 29, 2011.

### **Boston Consortium for Higher Education**

June Kevorkian from the Boston Consortium for Higher Education discussed convening a meeting of college and university libraries and art museums and inviting COSTEP MA to come to talk.

### **Committees**

One of the things that came out of the by-laws was the need to have functioning, sustainable committees. The Executive Committee has been running consistently for a while now, but COSTEP MA needs people to step up and participate in the committee work.

Committees will need to be coordinated with the HMGP project coordinator – but the success of the grant is really going to depend on the help of committees. A lot of the work of the committees will be generating ideas and much of their work can be done online or via phone calls.

The Committees are as follows:

Outreach  
Education/Training  
Community Meetings

**The group set a deadline of the January 19, 2012, meeting for having the committees filled.**

### **Meeting with Simmons GSLIS**

Michael and Gregor will be meeting with representatives of the Simmons College Graduate School of Library and Information Science regarding the possibility of archives students serving as interns or volunteers assisting town clerks or helping with the HMGP grant and committees. There is a potential need for interns for the Connecting to Collections grant activities.

### **Outreach to Museum Studies Programs**

Veronica has made contact with the Tufts University Museum Studies student group. She will coordinate with Andy Grilz to continue this outreach and extend it to other programs in the region.

### **Attendance at meetings**

Concerns were raised about the number of people on COSTEP MA who are not attending meetings. A review is underway of the membership list, and the Executive Committee will be verifying that people are committed to continued participation. Additionally, it seems to be easier for people to attend meetings at the MA Archives, so future meetings will be focused there. Means of virtual attendance, such as Skype, need to be explored as well.

### **Community Meetings/Forums**

Gregor has been in touch with Donna Hooper in Lexington. Donna is reaching out to the new librarian, assistant town manager and interim fire chief. It may be prudent to wait until a permanent fire chief is in place before proceeding.

Waltham – Ben, Michael and Gregor gave a presentation a few months ago and need to follow up on this. Diane LeBlanc of NARA is a strong advocate in this town and we should try and capitalize on this.

Taunton and Northampton and Sudbury are other options.

The group discussed the power of bringing in a peer/colleague to talk about personal experiences with disasters – what happened, what went right and what went wrong. Angelina Altobellis will check and see if NEDCC has pictures from the Boston Public Library flood that might be useful.

**Adjournment**

The meeting adjourned at 11:30 am.

**Next Meeting**

January 19, 2012

Massachusetts Archives

**Following Meetings**

March 29

May 24