**COSTEP MA Executive Meeting**

April 11, 2019

10:00 am to 12:00 noon

Massachusetts Archives

220 Morrissey Blvd

Boston, MA 02125

**In Attendance:** Priscilla Anderson (remote), Martha Clark, Michael Comeau, Alejandra Dean (co-chair), Sean Ferguson (remote), Lori Foley (phone), Kathy Griffin, Ben Haavik (phone), John Hannigan, Ben Hiltunen, Evan Knight (co-chair), Veronica Martzahl (phone), Gregor Trinkaus-Randall

**History of COSTEP MA**

Gregor Trinkaus-Randall provided an overview of the history of disaster preparedness training and resources in Massachusetts. The group agreed that we need to formalize the recording of this history including documentation in writing and potential oral histories.

**Board transitions**

Martha Clark will be retiring from the Archives at the end of the June, 2019. Alejandra Dean representing the Massachusetts Archives and Evan Knight representing the Massachusetts Board of Library Commissioners are stepping up as the co-chairs of COSTEP-MA.

Veronica Martzahl will take on the Secretary duties again and work with John Hannigan and Alejandra Dean on a documentation plan. They will work with the Archives staff to create a permanent collection.

**Website Revision Update**

Evan presented mock-ups for revisions to the website. The group discussed the pages and made suggestions.

**National Network of Libraries of Medicine**

Evan attended a conference of the National Network of Libraries of Medicine. NNLM expressed interest in supporting COSTEP MA.

**Aspirational Goals and Deadlines**

Alejandra presented suggested goals:

* Re-engage with current members and partners (review of list on website)
* Analyze use of resources
* Provide support to Salem chapter

*Upcoming dates to leverage*

* April 21-27th ALAs Preservation Week
* May 1st May Day
* June 18-19, Marlborough – All hazards emergency preparedness conference
* September – National Preparedness Month

The group agreed to pursue the following action items:

* Website new template
* Written communication management policy
* Re-launch event in September

**Status of MEMA Annex and relationship with MEMA**

Ben Hiltunen would like to consider the current Annex and look at a further revision/update. Ben will also look at getting Evan or Alejandra invited to the Emergency Support Function (ESF) monthly meeting. Ben will continue to work on arranging a meeting with the new Director of MEMA.