COSTEP MA Executive Meeting

2018-02-14

10:00 am to 11:20 am

Massachusetts Archives

220 Morrissey Blvd

Boston, MA 02125

**In Attendance:**

Martha Clark, Michael Comeau (remote), Alejandra Dean, Sean Ferguson, Lori Foley (remote), Kathy Griffin, John Hannigan, Ben Hiltunen, Evan Knight, Veronica Martzahl (remote), Gregor Trinkaus-Randall

**Absent:**

Priscilla Anderson, Ben Haavik

**Website Discussion:**

Evan Knight reported on the status of the COSTEP MA website. Initial actions were taken to update the website contact information. Evan has control of the website currently, but there is discussion of moving the website to a WordPress off the MBLC platform. Alejandra Dean listed 3 potential options.

Options

1. Remain on current platform, but update look and feel and contact,
2. Current on current platform, but start a second site that is connected,
3. Move off WordPress and convert to html and find a free html site.

Gregor Trinkaus-Randall suggested that Alejandra contact Jennifer Fauxsmith.

The group discussed options for use of free hosting sites.

Additionally, issues of Static vs Dynamic content were discussed. Lori Foley suggesting highlighting new/recent activities.

Evan suggested looking at role of COSTEP MA as facilitator of relationships.

Look at outreach to NEA to grow the MailChimp list. Levels of detail – receive all emails from COSTEP MA/just weather related info/trainings

**Action Items:**

Utilize MailChimp more fully:

* Determine levels of engagement
	+ Weather (regional specific?)
	+ Trainings
	+ Tools and Resources
* Create sign-up form
* Add to website
* Promote sign up through various resources/organizations
* Look into sign up prompt from website

Develop Resources Page

* Reach out to aggregate additional resources
* Look into permissions issues if non-MBLC people can have access

**Additional Discussions**

*dPlan update*

Sean Ferguson updated the group that things are starting to move forward following issues with intellectual property issues.

*Idea for conference session*

* Response to Merrimac Valley Gas Explosion – Mass History Conference?
* Discussion of DRC status of libraries
* Call for presentations for MEMA

*Discussion of updates to brochures and other promotional materials*

*Leadership*

Lori Foley will reach out to Kristen Parker to see about meeting for lunch with Michael Comeau and Evan to discuss leadership.