**COSTEP MA Executive Meeting**

May 9, 2019

10:00 am to 11:30 am

220 Morrissey Blvd

Boston, MA 02125

**Attendance:**

Priscilla Anderson (online), Angela Campbell, Martha Clark, Alejandra Dean, Sean Ferguson (online), Lori Foley (phone), Ben Hiltunen (phone), Evan Knight, Veronica Martzahl (online)

**Absent:**

Michael Comeau, Kathy Griffin, Ben Haavik, Gregor Trinkaus-Randall

**Introductions:**

Angela Campbell, a paper conservator for the National Park Service, joined the group for the meeting. Those in attendance, on the phone and online introduced themselves.

**dPlan update:**

Sean Ferguson related that all the contracts are in place for the next phase of dPlan and NEDCC is starting the build of the new dPlan platform in May 2019 with a release date in the fourth quarter of 2019. There is likely to be a subscription fee to support continued maintenance and development.

**NEDCC staff update**

NEDCC representative Sean Ferguson is moving to Washington D.C. and a new conservator will be in the Andover office. NEDCC is working on whom will take over the role on the COSTEP MA board.

**September Event**

The group started a discussion of dates that would work best. Veronica Martzahl suggested that everyone review their schedules and the upcoming conference season and send in information by the close of business May 10, 2019. In the past, Thursday has been a good day for attendance. The group may also want to consider Climate Preparedness Week. The group discussed locations and the first choice would be the MEMA bunker in Framingham with the Massachusetts Archives as a back-up.

**Website**

The group discussed the latest iteration of the website mock-up. The group focused on photo attribution and the top-level navigation with an emphasis on highlighting emergency managers:

* For cultural stewards
* For emergency managers

**Communication Planning discussion**

Alejandra Dean and Evan Knight spoke to AIC-FAIC Coordinator Jessica Unger. Ms. Unger indicated that they have a platform that they are beta-testing for supporting Alliance for Response organization listservs. Lori Foley discussed further her understanding how the listserv platform may work which raised questions regarding its full functionality. The group agreed to further monitor the development of this program but not decommission the MailChimp service at this time. Lori also suggested that we reach out to AIC-FAIC to see if they see have a communication policy. The group discussed the Facebook account.

The group agreed to put a call out to the larger community to pull together a sub-committee to draft a communication policy and a communication implementation plan. The message will include an update on the status of the group.

* Update on group
* Communications sub-committee
* Save the Date for September event

Distribute via MailChimp, website, and Facebook page.

**Outreach**

Evan reached out to a group of people; many expressed a general interest with some indicating the desire to be more actively involved at this time. The group discussed the need to leverage the connections and relationships held by Board members in order to facilitate these conversations. Evan was encouraged to send a list of potential contacts to the Board prior to future contacts so that Board members can share context that may improve the contact.