

COSTEP MA Executive Meeting

Massachusetts Archives
220 Morrissey Blvd
Boston, MA 02125
10:00am – 11:30am

Attendance:

Evan Knight (co-chair), John Hannigan, Kathy Griffin, Alejandra Dean (co-chair), Lori Foley, Priscilla Anderson, Michael Comeau, Becky Geller

Discussions and Updates

Post-symposium updates

Alejandra Dean and Evan Knight provided an update on the responses collected from the survey that was sent out to attendees of the Resilience Symposium for Cultural Institutions.

- 25 responses were collected
- Discussion focused on answers to questions about suggestions for future directions for COSTEP MA: the highest responses were to “Contribute to working groups focused on a particular topic” and “Develop opportunities to connect with local emergency managers”
- The group will focus on using these responses as goals for next steps

Alejandra Dean provided a recap of how resources related to the symposium were integrated on COSTEP MA’s website

- A new “Events” page was created under About COSTEP MA
- The Symposium program, morning session recap, and links mentioned during the symposium were added to the page. Alejandra will draft and publish an afternoon session recap and will collect the presentation slide decks to post as well.
- The group provided edits and suggestions to the page:
 - Change the language from “*No events are scheduled at this time.*” to “No COSTEP MA events are scheduled at this time, but check back soon.”

The group also discussed the potential to begin hosting quarterly or biannual meetings again and what coordinating these meetings would entail. It was decided that 2 meetings a year would be manageable, with a goal to host one half-day meeting at the Archives in the Spring and another full-day meeting in the Fall (potentially at the MEMA headquarters again depending on MEMA’s availability).

Communications updates and content development

Evan Knight provided an update on recent and planned blog posts that will be posted on the COSTEP MA website and distributed to the COSTEP email list. An upcoming email will summarize a new online course on Continuity of Operations Planning from the National Library of Medicine, a planning blog post on a video recording of a Storm Preparedness forum given by the Truro Emergency Response team in September, and a link to the new COSTEP MA events page with the Symposium resources. Evan then provided an update on COSTEP MA’s social media activity from the past month, which amounted to a few retweets on the COSTEP MA twitter page. Finally, Evan updated the group on web traffic metrics from the COSTEP MA website, including session data and page views, and demonstrated reporting features from the Wordpress backend site.

Governance discussion

The group then discussed how to continue to engage new members and how to encourage interested Symposium participants to help with COSTEP MA planning. The group discussed how to (re)define the Executive Committee structure in order to clarify nominating procedures to add new people to the Committee. The group then decided that because the By-Laws, which were drafted in 2012, do not currently represent the Executive Committee structure, that these would be archived and revisited at a later date. There is currently an Archives tab on the COSTEP MA website where the By-Laws will be moved to. The group also discussed nominating procedures to the Executive Committee and agreed that a unanimous vote by the Committee to bring on additional committee members would suffice as a nominating procedure.

Outreach updates

Evan and Alejandra provided updates on outreach from the previous month, including:

- Attending the Boston Green Ribbon Commission Cultural Institutions Working Group All Hands Meeting on October 7th
- An invite to join a call on October 22nd with the Director of Arts and Culture for the Metropolitan Area Planning Council (MAPC) and attend a networking lunch in November
- Updates on continuing conversations with Boston OEM

Planning for future projects / scheduling future meetings

Based on feedback from the Symposium survey results, the group decided that looking into putting together tabletop exercises would be a good future goal for COSTEP MA. The group also decided to add a section on the COSTEP MA website called "Addressing Climate Change" to include resiliency resources, resources specific to extreme weather, drafting climate action plans (including Green Ribbon Commission resources), and climate-related mitigation planning and disaster preparedness. A draft of the page will be sent to the group before being published.

Next Meeting:

November 14, 2019

10:00am

Massachusetts Archives and online