

**COSTEP MA Executive Meeting**  
Virtual meeting on June 11, 2020  
10:00 – 11:00am

**Attendance:**

Evan Knight (co-chair), Alejandra Dean (co-chair), Kathy Griffin, Lori Foley, Priscilla Anderson, Jessica Bitely, Ben Hiltunen, Becky Geller

**Discussions and Updates**

***Communications updates and content development***

Evan Knight provided a communications update to the group, and reported that 3 blog posts covering hurricane season topics were published to the COSTEP MA website blog on June 5<sup>th</sup>. An email aggregating hurricane season content and one weather alert were sent to the COSTEP email list between May 14<sup>th</sup> and June 11<sup>th</sup>, and the email list received 3 new subscribers. Evan also reported that the average time spent per visitor to the COSTEP MA website is 7 minutes and that page views to the COSTEP MA website have been declining since May. The group speculated that this may be a result of the increase in page views due to COSTEP MA's COVID-19 resources page. Alejandra Dean volunteered to further analyze the COSTEP MA website analytics and provide a report to the group next meeting.

Evan provided an update on the upcoming COSTEP MA Hurricane Season Readiness webinar on June 16<sup>th</sup> with guest speaker Matthew Belk, Lead Meteorologist for NWS Boston. The webinar will be recorded and posted to the COSTEP MA website. Evan will provide the Executive Committee with a list of registered participants before the webinar starts.

***Task force updates***

Alejandra Dean reported on a logistics outline put together by the Tabletop Exercise Task Force for the TTX event in September. The exercise will be capped at 8 institutions in order to maximize time for institutions to report out during the 2-hour exercise window. The registration form will specify requirements for participation, which will include a commitment from certain staff roles to participate, and a commitment to update existing disaster plans. Alejandra will draft a registration announcement and send to the group for review before publicizing widely. Alejandra also reported that the TTX Task Force is planning a blog mini-series this summer that will promote the event and will provide guidance on important tips for updating and creating disaster plans.

Evan suggested tabling work on the Climate Resilience Guidebook until further notice in order to focus on current COSTEP MA programming. The group agreed to revisit the Climate Resilience Guidebook at a later date.

**Next Meeting:**

July 9, 2020 at 10:00am through virtual conference technology