**COSTEP MA Executive Committee Meeting**

**Thursday, February 11, 2021**

**10:00 – 11:00am**

**Zoom meeting**

**Attendance:**

Evan Knight (co-chair), Alejandra Dean (co-chair), Catherine Perrault, Elizabeth Morse, Kathy Griffin, Molly Ogrodnik, Ben Haavik, Becky Geller, Priscilla Anderson, Ben Hiltunen, Sarah Eig, Matt Kearney, Daniel Myers (Boston OEM)

**Communications updates: blog posts and website**

Evan Knight reported that 2 blog posts were published in the past month: 1 post highlighting the upcoming Association for Preservation Technology Northeast chapter (APTNE) annual meeting and symposium, “Disasters and How We Overcome Them,” on Friday, February 26th, and 1 post authored by Becky Geller on Cultural heritage spaces and airborne transmission of COVID-19. 1 email blast was sent out that summarized the APTNE symposium details and the upcoming COSTEP MA ICS virtual study group. There were 375 sessions on the COSTEP website in the past month. The email blast was opened 950 times and drove 120 clicks to the website. 5 new subscribers joined the email list in the past 30 days. There was no new Tweet activity. Evan will send an email to the Executive Committee soliciting volunteers to help manage COSTEP’s social media accounts.

**Task Force updates**

Alejandra Dean provided an update on the ICS study group. The final activity in the 3-month self-paced study group will be a virtual discussion session, which is scheduled for Monday, February 22nd at 2pm, to serve as an informal chat hour on lessons learned and questions from completing ICS 100 and watching David Carmicheal’s video on implementing ICS for cultural heritage institutions. There are already a number of interested participants signed up for the session, which was advertised on COSTEP’s website, listserv, and through other cultural heritage networks. Alejandra will send out a Zoom invite to the Executive Committee for a “tech rehearsal/brainstorming” meeting on Friday, February 19th for committee members to contribute talking points for Monday’s session.

Evan and Ben Haavik agreed to continue planning offline a webinar that will be focused on the topic of air flow and COVID-19 in collections spaces.

Evan and Sarah Eig provided a recap of a recent meeting between Boston OEM and COSTEP members to develop a project around mapping cultural heritage institutions that is inspired by Georgia’s GaNCH project. Daniel Myers, Boston OEM’s GIS analyst, provided a demo to the group on compiling information to create GIS data layers that map cultural heritage institutions in Massachusetts. The demo included a form that cultural organizations can fill out to add their information to the map and an application for MEMA, Boston OEM, and COSTEP Executive Committee members to use to help review the submitted information and de-duplicate entries. The group discussed the scope and purpose of the project, and decided to emphasize the importance of bringing together cultural heritage organizations and emergency managers to support disaster response and recovery at cultural heritage sites. The data layers will serve as important data points for emergency managers in understanding where sites are and what collections they have flagged for prioritization in response and recovery. Daniel mentioned that certain data points that have security implications can be removed from public view. Ben Haavik mentioned that defining the scope of mapped points to cultural organizations and collecting repositories would be helpful. Other data layers, such as the MACRIS layer, which contains monuments and districts with specific historic designations, are out of scope but can be incorporated at a later date as separate layers if need be. Daniel, Ben Hiltunen, and MEMA’s GIS analyst will convene offline to plan out more technical aspects of the project and determine how Boston OEM and MEMA can collaborate to host the data. Next steps for the project include:

* MEMA and Boston OEM will meet offline to plan for data hosting
* A task force including Evan, Alejandra, and Catherine Perrault, will convene to plan how to finalize fields in the form for organizations to fill out
* The task force will reach out to the Boston Archivists group and the Mass Cultural Council to help get feedback on what fields to include on the form and how to categorize cultural organizations / visualize the data on the map.

**Other business**

Becky Geller announced that she is departing NEDCC and will be in touch to provide an update on a new NEDCC representative on the Executive Committee. Becky will also let us know if she is able to continue serving on the Committee from her new position at the Newburyport Public Library.

**Next Meeting**

Thursday, March 11, 2021 at 10am by Zoom