

# DRAFT

## HERA Steering Committee Meeting MINUTES

February 24, 2011

LYRASIS, Atlanta, GA

### PRESENT

Tina Seetoo, Jessica Leming, Yoonhwa Jang, Ann Frellsen, Rebecca Landel-Hernandez, Christine Wiseman, Matthew Kallmyer, Kim Norman, Mandi Johnson, Hadley Howell, Marlee Givens

Chair Tina Seetoo opened the meeting with introductions of attendees.

### **Synopsis of Alliance for Response National Leadership Institute**

#### **November 30, 2010 in Philadelphia**

Jessica Leming, Tina Seetoo and Christine Wiseman attended on behalf of HERA. Tina reported that it was a great meeting to get ideas and to keep up momentum for the group. She pointed out that the Savannah group presented because they have gotten organized so quickly, and that we need a “champion” for HERA like SHER has in Dennis Jones from Chatham County Emergency Management (CEMA). Jessica noted that other networks were successful in tapping into the emergency management community. For example, in Philadelphia the Art Museum hosted a large scale recovery exercise. Christine said that the SHER group had a specific project to focus on which helped them move forward – they conducted risk assessments of all member institutions.

There was discussion about GEMA’s statewide GIS project GODAWGS, and Matthew Kallmyer reported that it is still in the development phase.

Then, discussion followed about how to expand the HERA membership.

- Hadley Howell recommended approaching DNR/ State SHPO –she has a contact
- We need to involve more museums
- Mandi Johnson suggested looking over the member database to try and re-connect with those who have quit participating.
- Christine Wiseman suggested that the membership committee work on outreach efforts.

Jessica Leming reported on a new Lyrasis initiative to facilitate the creation of disaster networks throughout their region. GA will not be a primary focus because of HERA. She will report on progress at future meetings.

## **Committee Reports**

### **Membership**

Tina Seetoo reported for Debbie Thomas who was unable to attend. There have been 4 new additions to the database. Stacy Savatsky is currently managing the listserv. Debbie plans to send a message to the listserv reminding members to update their information. Tina suggested forming an ad-hoc committee to help with recruiting members.

### **Education**

Ann Frelsen reported that the December 15, 2010 program held at the Atlanta History Center on the statewide contract was well-received and about 30 people attended.

### **Communications**

Yoonhwa Jang reported that the Facebook page is up and all of the previous versions of the HERA FB page should have been deleted. The new page is set up as a FAN page. The page currently only has 30 friends so it needs to be better publicized to the membership. The committee will send a note to the listserv reminding people about the FB page. Yoonhwa said that everyone can post to the FB page.

Jessica Leming suggested we promote HERA and the FB page on some of the national professional listservs.

Rebecca Landel-Hernandez said we can push out the page and get others to join as fans.

Yoonhwa distributed the revised HERA brochure. She noted that the text and images are the same from the old version; she updated the design and the list of participating organizations. There were a few minor suggestions but everyone thought it looked great. She will make the suggested changes and post on google docs.

Yoonhwa also reported that they are working on editing the video from the Appraisal program but were having some software difficulties. Rebecca suggested posting a question and then link to the video clip for the answer. It would make it more interactive. Kim Norman said her husband may be able to help with the video editing.

There was a discussion about the use of social media among first responders. Matthew Kallmyer said that they are looking into using technology more fully. Hadley noted that FEMA does use social media tools.

Hadley noted that FEMA maintains a database of mitigation and assessment teams – must have 10 or more years in historic preservation field to qualify to serve on a team.

Jessica Leming offered to start and manage a HERA twitter account.

#### **BY-LAWS**

Christine Wiseman (secretary) distributed the draft of the By-Laws. There were a few small changes recommended by the steering committee. There was a discussion about making sure the HERA membership knows that anyone can attend the steering committee meetings. Kim Norman suggested that we need a phone tree/communications plan among steering committee members. Ann agreed to make a PreP for HERA with Kim's help.

Ann Frellsen moved to approve the By-Laws with the proposed edits. Jessica Leming seconded. The motion passed unanimously. Christine will make the changes and distribute the final version.

#### **Future Directions BRAINSTORM**

- Educational Programs

Kim Norman suggested two speakers for the next program: Irene van Bavel to provide an update on the IPER program and David Carmicheal to speak on his new ICS book. Everyone agreed. The education committee will work on scheduling the next program at the GA Archives in April or May.

Matthew Kallmyer suggested COOP planning as a future topic and recommended a template be created for smaller organizations. Possible speakers - Stephanie Madsen from FEMA or someone from GEMA. He also recommended that the next ICS course to take is the 700 level (rather than the proposed 200 level course).

Another suggestion was to work with an institution to help them with their pre-plan; include what we want First Responders to know when responding to an incident at an NHC.

- How to get more participation from first responders

Matthew said that we shouldn't focus on tailoring programs for first responders as they are unlikely to attend. Focus on topics we want and try to get them in as speakers when appropriate.

Mandi suggested a program where a fire captain describes the process of what happens when arrival at a fire. Make the scenario a cultural organization. Sort of a Q & A format. Tina Seetoo pointed out that we did something like this at NARA several years ago, and that it's time to do it again in a different county.

- Replacing representatives from key organizations that have dropped out – Historic Preservation/SHPO, FEMA, Tourism.

Christine will contact Meredith Torre to get a contact from the Dept of Economic Dev/Tourism.

Hadley suggested involving the GA State Historic Preservation program – Richard Laub is the director. Students are always looking for projects. She will forward contact info for Richard.

Matthew suggested reaching out to academic programs such as Public Policy and Public Administration programs at GA State. Mandi and Jessica noted that the public policy students could help with marketing and recruitment.

There's also a Historic Preservation program within SCAD and the CSU archives program.

- Re-submit grant to Watson Brown Foundation for disaster supplies by April 15<sup>th</sup> deadline

The group wants to try again for a supply grant, but this time apply for two supply caches one in Atlanta and one in Savannah. To keep costs down, reduce the amount of supplies and focus on getting the two containers, equipment such as generators and dehumidifiers, and some basic supplies. Include a statement to try and get donations to supplement (in-kind).

Matthew noted that chemical lights have a longer shelf life than batteries.

Tina noted that Home Depot has community grants – should at least look into this. Mandi offered to talk to Jody Thompson to see if Lowes might support us (her husband is a manager).

The following people agreed to work on the grant subcommittee: Mandi, Kim, Jessica, Tina, Christine.

Christine will call Tad Brown to see if they are still interested in our project even though we decided not to incorporate at this point.

Someone will need to contact SHER to make sure they want to partner.

The Archives can remain the lead organization and handle the finances if necessary.

Tina will put the old proposal on google docs.

Marlee Givens said to make sure there are clear procedures in the grant narrative for how organizations gain access to the supplies in the event of a disaster.