



## Steering Committee Meeting Notes

2:30 pm – 4:00 pm

30 October 2019

Present: Sara Amos, Michele Bailey, Michael Billingsley, Carrie Cleveland, Eileen Corcoran, Jamie Duggan, Carolyn Frisa, Ann Lawless, Tom McMurdo, Rachel Moore, Rachel Onuf, Ben Rose, Joseph Watson...and VACDaRN Advisor Laura Trieschmann (Meg Ostrum and Doug Babcock are also involved in an advisory capacity)

Regrets: Amy Cunningham, Carol Devlin

- **Introductions:** Those of us on the call introduced ourselves.
- **Brief recap of VACDaRN event survey responses:** Overall, quite positive. One suggestion to keep in mind for future in-person events is to allow more time for questions and for more informal talking amongst participants.
- **Review draft statement of purpose:** The Committee agreed that this statement of purpose will work for the Network. The inclusion of a dash was suggested to improve readability.
  - *VACDaRN builds relationships among people involved with arts and cultural heritage and provides resources and training in readiness and in how to respond in the event of an emergency—to mitigate the impact of disasters and ensure that our communities recover quickly and grow more resilient.*
- **Discuss communications plan**
  - Website: [vacdarn.org](http://vacdarn.org) is available! Rachel suggested a WordPress site hosted by Bluehost (just to get the ball rolling). Carolyn recommended Squarespace, which she uses for her own site and is what the newly formed Collections Care & Conservation Alliance is using (see <https://www.collectionscarealliance.com/>:

Eileen, Carolyn, Ann, and Rachel are involved with that group). Michele wants to ensure that the site we build is ADA compliant.

- List of lists: Co-leads will review the list to make sure we are connecting with the keepers of the various lists we have identified.
- Regular communications: There was a sense that we should strive for open and consistent communication. Rachel will send an informational email to the VACDaRN list every couple weeks to keep the pulse going. She will also send weather alerts (although probably not for every advisory and warning) with basic recommendations and information about signing up for VT-Alert. It was suggested that any communications come with a bracketed [VACDaRN] lead in the message field so that recipients are aware immediately of the source. Keepers of Lists will be encouraged to pass these messages along to their constituents.

There was discussion about writing a VACDaRN newsletter once a month or having a regular column in the VAC newsletter. Steering Committee members are encouraged to either send Rachel content to share or share it directly with the VACDaRN list. This led to discussion of setting up a google group, either for VACDaRN Steering Committee members or for the entire VACDaRN list.

- Use of social media: For the time being, we will use existing accounts. The Arts Council is on Facebook, Instagram, and Twitter and Rachel needs to get back to tweeting in her official capacity as Vermont Historic Records Program Coordinator @rovingarchivist.
- **Discuss top 10 prioritized network actions and path forward:** We mostly discussed training, and what might be the best way to offer workshops. Rachel is currently working with Joseph to present free workshops at the Rokeby Museum and there was modest response to the series of four days over four months.

For in-person, it was suggested that we meet people where they are, i.e. offer workshops (or sessions) at conferences various VACDaRN constituents are attending anyway (we could have an exhibitor table, too). We have done this at VEM's Emergency Preparedness conference for the past two years, and Rachel was just on the *Join a Cultural Heritage Emergency Network? What is in it for me?* panel at the New England Museum Association conference in Burlington with Lori Foley and Meg Ostrum (11/7). She also gave an hour-long presentation about risk assessment and disaster planning to the National Association of Government Archives & Records Administrators at their fall forum, also in Burlington last week. At both, she highlighted VACDaRN. She will make a list of 2020 conferences where VACDaRN should have a presence.

For standalone workshops, a half-day might get better response than a full day. Once we have the website, a curated list of webinars and other helpful online content can be gathered and presented. One idea was to locate (or develop, if it does not exist) a webinar or online class to support development of emergency plans, since so many institutions and organizations still do not have a plan.

Carolyn suggested we reach out to Servpro to let them know we are a resource if they encounter damaged cultural assets in buildings they are pumping and drying out. She has worked with the company in Keene and they are grateful to have her as a resource. G. W. Savage is a similar company in the Burlington area.

- **Next steps for the steering committee: Plan for a meeting in January.** The co-leads will meet in December to move forward with the website, draft a document describing our network organization and what steering committee members might expect to do, and decide whether to set up a google group. If you want to be involved in any of these activities, please let Rachel and Michele know. Rachel will send out a poll shortly to set a meeting date.
- **Updates from SC members on any VACDaRN-related news:** VEM led Vermont's fourth Catastrophic Exercise (CAT 4) from October 23-25. Nearly 500 emergency responders and officials from local, state and partner agencies tested their disaster recovery skills in an exercise that simulated days 3-5 after a statewide catastrophic flood and tested the ability to restore critical infrastructure. CAT 4 involved 19 cities and towns and 20 state and volunteer agencies from around Vermont, including Laura Trieschmann, who simulated reaching out to Rachel to alert her to the flooding in downtown Newport and requesting her to activate VACDaRN. Michael Billingsley shared that after the September 10 kickoff meeting his community of Plainfield had a meeting about what would happen to cultural assets of the historical society and as a result, they have decided to move materials and store them out of the flood plain.
- **Adjourn**