

Meeting notes

COSTEP-CT met June 2, 2010 at the Van Block facility of the Connecticut State Library.

Present: Priscilla Brendler (Conn. League of History Organizations), Kathy Craughwell-Varda (Conservation ConneCTion), Jane Cullinane (Conn. State Library, Preservation Office), Dana Hewson (Mystic Seaport), Mark Jones (Conn. State Library, State Archivist), Rich Malley (Conn. Historical Society), Lizette Pelletier (Conn. State Library, Public Records Office). Note taker: Jane.

MISSION STATEMENT

The mission statement proposed at the last meeting was approved. Kathy Craughwell-Varda and Lizette Pelletier will see if the State Library can sponsor a website for our group and we will post the mission statement.

"Encourage communication between cultural resource organizations and emergency responders in order to facilitate the preservation of cultural resources in the event of an emergency and to help cultural resource organizations be of help to the community in the event of an emergency. Create and maintain a statewide disaster framework regarding preparedness, mitigation, response and recovery."

NEW MEMBERS

Kathy met someone who is involved with the Derby Historical Society and is a local fire fighter. She has invited him to join COSTEP-CT.

CONSERVATION INFORMATION

The Connecticut Humanities Council has the Heritage Resource Center library

http://www.ctculture.org/chc/program_resources/hrc/

The Connecticut State Library and other libraries in Connecticut have many of the books on the Connecting to Collections bookshelf. See the list at <http://www.ims.gov/collections/bookshelf/biblio.htm> . Contact your local library and ask for the books through Interlibrary Loan.

GOALS

We discussed the list of desired accomplishments, that were presented at the last meeting, and concluded that they would be good goals for COSTEP-CT. While other groups may do most of the work on some of the goals, they are still a natural part of what COSTEP-CT should be doing. For example, one of the goals is to train cultural resource organizations to develop a disaster plan. The Conservation ConneCTion has workshops scheduled to begin in July 2010 to do just that. In this case, both groups have the same goal.

New content and comments regarding the goals are preceded by a - dash or appear in ALL CAPS, no shouting intended.

Organizational goals

1. Write a statement on the value of cultural resources to local economy and public perception that this is a good place to live.

--For the next meeting, consider what this statement could say about how cultural resources contribute to the local economy and the public good.

2. Write a mission statement

-Done

3. Build up the committee to have representatives from all parts of the cultural resource and emergency responder communities.

--This will be an ongoing activity.

Work with the emergency response community

4. Learn what emergency responders do, learn their vocabulary

--Lizette will discover if we can take the online class, as a group, at the Van Block facility, at one of our meetings. Members of the State Historical Records Advisory Board might also attend.

5. Teach emergency responders what cultural resources do and what they can contribute to help a community during an emergency

6. Add cultural resources to the state and local plans, as Massachusetts has done with their "Protection of cultural and historical resources annex."

--Jane Cullinane will discover if the annex is available online.

How cultural resource organizations can help the community

7. Encourage cultural resource organizations to be of help during an emergency, for example, train public library staff to assist in filling in state or FEMA disaster recovery forms.

8. Inventory what resources cultural resource organizations have that might be of help during an emergency, such as meetings rooms, public access computers, bookmobiles with satellite computer access, programs for children who aren't in school, CAFETERIA OR LUNCH ROOM TO GIVE RESPONDERS AND RECOVERY PERSONNEL A PLACE TO EAT AND REST

9. Inventory what the organizations would need to accomplish the previous list, for example, a generator to keep the public access computers going, plus running water for bathrooms

Disaster Preparedness and Training

10. Train and encourage cultural resource organizations to develop a disaster mitigation and recovery plan, DESIGNATE A POINT PERSON and meet local emergency responders

--In May 2011, an IMLS grant to the Conservation ConneCTion, will encourage the cultural resource community to invite local emergency responders to visit and become familiar with their sites. There will be a poster and questionnaires for the organizations to ask, and for the responders to ask.

11. Make cultural resource organizations and community officials aware of state, federal and other disaster mitigation and recovery assistance available to cultural resource organizations

12. Offer wet book workshops, and the like, on dealing with damaged materials

--See www.conservationct.org for details on workshops being offered from July 2010 to March 2012.

13. Establish a state contract for disaster recovery services, open to use by all state agencies, municipalities and qualified non-profit organizations (per state definition)

--Lizette knows someone at the Conn. Dept. of Administrative Services who might be able to advise us on how to pull together a contract like this. The State of Georgia has such a contract out for bid at this time. Agencies and municipalities from other states could use the Georgia contract but we'd prefer it if Connecticut could get one of its own.

14. Establish a stockpile of emergency response supplies in various places around the state, with a contract for each organization to contribute funds to build up the stockpile and replenish it promptly

15. INVENTORY THE EMERGENCY RESPONSE SUPPLIES ALREADY AVAILABLE IN CONNECTICUT CULTURAL RESOURCE ORGANIZATIONS

--About 15 years ago the Greater Hartford Area Historic Houses and Museums group had an inventory of emergency response supplies held by its members. Priscilla Brendler will see if she can find a copy of that inventory. Jane has a list of supplies that would be needed in the event of an emergency. This list could serve as the basis for a survey sent to the cultural resource community to create an up-to-date inventory.

16. Create community emergency response teams, consisting of persons from Connecticut who could respond and help any cultural resource organization in the state, in the recovery phase of an emergency
--Lori Foley emailed Kathy to remind her that the American Institute for Conservation has established a training program and has existing response teams through a program called AIC-CERT (Collections Emergency Response Teams) See

<http://www.conservation-us.org/index.cfm?fuseaction=page.viewPage&PageID=695&d:\CFusionMX7\verify\Data\dummy.txt> The AIC-Cert program would a supplement to whatever COSTEP-CT and other Conn. groups could pull together to help the cultural response community in our state.

Funding

17. Use grant funds to help accomplish these things, such as training, consultants to help develop disaster plans, and stockpiling supplies

Communication and Publicity

18. Develop a web site for the group with the mission statements, minutes or meeting notes, workshop announcements and so on

--Kathy will speak to Ken Wiggin and Lizette will speak to Sharon Clapp, both of the State Library to discover if the State Library can sponsor a web site for COSTEP-CT. If so, Lizette can post information to the new site.

19. Spread the word via a Listserv, wiki, blog or some such thing (but lets not maintain too many) and announcements through umbrella organizations' newsletters, Listservs, email distribution lists, etc.

--Priscilla will establish and email blast group using the League of History Organizations' software for COSTEP-CT.