

**Seattle Heritage Emergency Response Network
SHERN**

Date: December 6, 2019

Time: 9:30-11:30am

Location: The Museum of Flight

Present: Julie Irick (Seattle Municipal Archives), Loretta Greene (Providence Archives), Peter Schmid (Providence Archives), Diane Wells (Diocese of Olympia), Stephanie Lamson (UW Libraries), Ann Poulson (Henry Art Gallery), Kate Leonard (UW Libraries), Nicole Davis (Museum of Flight), Sarah Frederick (Museum of Flight), Gary Menges (UW Libraries, retired), Andrew Walsh (Bellevue Art Museum), Geneva Griswold (Seattle Art Museum), Jennifer Martin (City of Lake Forest Park), Cory Gooch (Frye Art Museum), Kayla Trail (Frye Art Museum), Camille Davidson (Archdiocese of Seattle)

MEMBER INTRODUCTIONS:

All present introduced themselves.

BUSINESS MEETING

APPROVAL OF MINUTES:

Minutes of the October 4, 2019 meeting were approved with the following changes:

- change date of next meeting to February 7, 2020.

TREASURER'S REPORT (Diane):

Savings: \$25.00

Checking: \$1,926.98

ELECTION OF THE NEW BOARD (Stephanie):

- Per the [SHERN By-Laws](#) the election of the new SHERN Board will take place by in-person voting at the December meeting. Nominations from the floor shall be offered as required by Robert's Rules of Order (and the By-Laws).
- Nominees for the Board for 2020-2021 are:
 - Peter Schmid, Providence Archives
 - Geneva Griswold, Seattle Art Museum
 - Jennifer Martin, City of Lake Forest Park
- No additional nominations were received from the floor.
- Since unopposed, a voice vote was taken for each nominee in the order of the nomination.
- Vote was unanimous in favor of the nominees, who will hold the following positions for 2020-2021:
 - Peter Schmid, Chairperson
 - Jennifer Martin, Vice-Chairperson/Treasurer
 - Geneva Griswold, Secretary

Stephanie thanked Jennifer Winkler for serving as Secretary and Diane Wells for her many years of service as Treasurer and her dedication to SHERN. We will look forward to meeting with the new board shortly to help with the transition.

FUTURE MEETINGS:

- Next meeting will be hosted by the Providence Archives on February 7.
- Julie/Seattle Municipal Archives volunteered to host the April 3rd meeting if needed

FEEDBACK ON revised *Initial Situation/Assessment Forms*

- note that material types changed slightly to echo the [AIC Emergency Response and Salvage Wheel](#)) – was having trouble figuring out how to categorize without a lot of overlap
- Suggestions:
 - Has the building been inspected (are there asbestos or other hazmat materials)?
 - Have you notified your insurance company?
 - Do you have a disaster response plan? If so, have the first responders met to set priorities?
 - If mold: has the building been dried out? Is air circulation occurring? What is the RH and can it be reduced?
 - Have you documented/taken pictures? (SL's suggestion) Also, how does this relate to side B of PREP plan?
 - Change hurricane to volcanic eruption or windstorm or mud slide or other
 - Are services available? Are elevators functioning?
 - Add quantities such as ranges or sections or shelves
 - Use blank spaces to fill in specifics about institutional collecting focus
 - Notes field is not wide enough -- try to narrow columns to make more room for notes
 - Put phone call notes at the top of the form instead of at the bottom
 - Add page numbers
 - Add glass to material types
 - Everyone agreed to put forms in one PDF rather than individual documents
- Questions regarding communication during an event:
 - Use phone tree or shern email list?
 - Use AIC model of rotating National Heritage Responders on a hotline?
 - Group text or SLACK channel?
- Updated forms will be posted on website.

OTHER UPDATES:

- IRS filing and WA State renewal as non-profit completed
- SHERN website updated except for the front page (including prep, institution list, meeting summaries, etc.) – still some questions re: Prep
 - Question: website stats; non-SHERN users
 - Wordpress has some analytics built in
 - Peter will explore Google analytics
 - What services do we provide to non-members?
- Seattle Heritage Responders workshop follow-up:
 - Jessica Unger, FAIC Emergency Programs Coordinator, expects to onboard additional trainees into the National Heritage Responders
 - NEH funds will be used to purchase go-bags for participants
 - Items will be shipped to UW Libraries and distributed from there (or maybe at a SHERN meeting):

Backpack w/logo	Tyvek sleeves (200 pack)
Safety vest w/logo	Storage Clipboard
Hard hat w/logo	Sharpie - fine point (twelve pack)
Flashlight-crank (two pack)	Pencils (twenty-four pack)
N-95 dust masks (twenty pack)	Post its (eighteen pack)
Gloves - nitrile (100 pack)	Writing pads (twelve pack)
Caution barricade tape	Scissors (four pack)

- Quinn Butler, Recovery Coordinator, Emergency Management Division, Washington Military Department, asked for feedback on the Cultural and Historic Resources Recovery Support Function (CHR RSF)
- No Updates on Respirator Fit Testing at this time – will work on further and ask Emily re: if they can serve as a site when the Opera hires someone
- Status of assessment form and supplies subcommittees – may want to revisit need/purpose
 - Supplies committee: Diane Wells (usually treasurer has been on committee since has debit card), Geneva Griswold, Kayla Trail
 - Initial situation & assessment forms subcommittee: Emily Cabannis, Nick Dorman, Sarah Frederick, Stephanie Lamson
- Freezers: Nordic Cold storage is being closed and redeveloped. Rainier Cold storage said they are not taking non-food items at this time. How do we proceed?
- Climate change as it affects disaster planning:
 - Sarah Sutton represents the cultural sector of We Are Still In – consortium of institutions battling climate issues and wants them to sign on with public pledge: <https://www.wearestillin.com> (for more ask Cory)
 - Climate Heritage Network is an international platform with a similar mission (for more ask Geneva)

Meeting adjourned. Group was given a tour of The Museum of Flight collection storage areas, followed by a tour of the SHERN container at The Museum of Flight.