

## SEATTLE HERITAGE EMERGENCY RESPONSE NETWORK (SHERN)

### Minutes

Date: April 5, 2024, 9:30am-11:00am

Location: Seattle Municipal Archives with Virtual Option (via Teams)

In attendance, on site: Gary Menges (Retired, WESTPAS), Jules Irick (Seattle Municipal Archives), Kristopher Strebe (National Nordic Museum), Stephanie Lamson (UW Libraries), Steffi Morrison (Wing Luke Museum), Laura Phillips (Burke), Geneva Griswold (Seattle Art Museum), Sarah Frederick (Museum of Flight), Sean Lanksbury (Seattle Public Library), Molly Winslow (Burke), Jodi Hendrickson (MOHAI)

In attendance, virtual: No attendees

### AGENDA

- Welcome and introductions:
  - Jules welcomed the group and Molly Winslow, the new Burke representative, was introduced
- Official statement of new board roles
  - Official statement of 2024-2025 board roles: Jules Irick will serve as chair. Kristopher Strebe will serve as treasurer. Sarah Frederick will serve as secretary. The board was elected at the December 2023 board meeting.
- Approve February minutes (available on our Dropbox site)
  - Minutes approved with no changes
- Treasurer's report (Kristopher)
  - Checking balance: \$4772.50
  - Saving balance: \$25.00
- Sub-Committee Update (Jules): See attachment at end of notes
  - 5 Subcommittees were proposed to the board. A handout describing the potential work and time committee was shared with those present and will be emailed following the meeting. Subcommittees include Technology, Recruitment, Branding, Document Review, Supply.
  - All SHERN members are being asked to name one or two subcommittees they would be interested in taking part in, and groups will be set up before the next meeting. Subcommittee work should begin in June
  - It was suggested a Grants subcommittee also be formed
  - Subcommittee report-outs will be added as a standing agenda item
  - Suggested that new member orientation / onboarding should be added to the work of one of the subcommittees, most likely Recruitment
  - Suggestion to add a way to document other SHERN stakeholders at member institutions – possible Document Review or Recruitment task

- Discussion on strengthening the connection with the Seattle-Area Cultural Properties Security Group or hosting a future joint meeting. Ilan from the Frye is good point person for this, Many SHERN member orgs have representation in the SACPSG
- Updates from members
  - Burke: have been having HVAC issues despite having a new system in a new building. “Green” compromises made around HVAC settings causing unacceptable swings in RH levels. Are looking into solutions and will be asking for datalogger recommendations. City Hall and UW Miller Library had similar issues, also “green” buildings
  - UW Libraries: Launching feasibility study to improve HVAC systems and implement a frozen storage room. Have recently hired a new Textile Conservator through a Mellon grant who will be splitting time between the libraries, the Burke and the Henry
  - SAAM: Also, has been having HVAC issues in the Seattle Asian Art Museum, mainly in the galleries, and related to exterior leaks from the outdoor fountains. Have been working on keeping the walls dry and stabilizing RH. Went through a building envelope project as part of the recent renovations. Staff have been using a contained saltwater method to stabilize RH in cabinets. Geneva will share a description of the process with the group.
  - SHERN / World Affairs Council: Jules met with representatives from the World Affair Council and presented on SHERN. They were very receptive to the information, and met with other SHERN member organizations while in Seattle
- Meeting adjourned for offsite EOC tour
- Group returned to City Hall for Seattle Municipal Archives tour
- Next meetings:
  - June 7<sup>th</sup> – Seattle Asian Art Museum
  - August 2<sup>nd</sup> – Any volunteers to host?
- Attachments: Subcommittee summary document, see below

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#### SHERN Sub-Committees

##### Technology Committee: 3+ people

The Technology Committee will research and implement solutions to allow members to securely communicate via email & chat, store our administrative documents, and host a landing page online to refer prospective members and for the public to learn about SHERN. Our current platforms up for review are Wordpress, UW listserv, and Dropbox.

##### Recruitment Committee: 2+ people

The Recruitment Committee will identify requirements (i.e., Prep and/or Disaster Plan), develop a clear on-ramp for joining SHERN, and orient new members to how SHERN operates. Committee will also identify outreach channels and contact prospective members.

**Branding Committee: 2+ people**

The Branding Committee will develop a plan for the creation of a visual identity for the organization to help build awareness of SHERN both online and for physical outreach materials.

**Supply Committee: 4+ people**

The Supply Committee will work toward grant funding to procure a second container, supplies, and a secure location. This committee will also inventory the current container at MoF, replace or add supplies to the cache. SHERN also hopes to source a new location for our JoBox and stock it with supplies.

**Document Review Committee: 3+ people**

The Document Review Committee will identify and update docs including, but not limited to our Invoice, Invitation to Join, and PreP. This committee will also set up a review schedule for documents to keep them current. (This work does not include By-Laws or MoU)