

## SEATTLE HERITAGE EMERGENCY RESPONSE NETWORK (SHERN)

### Minutes - Draft

Date: June 7, 2024, 9:30am-11:00am

Location: Seattle Asian Art Museum

#### In attendance:

Sarah Frederick (Museum of Flight, Main)	Nicole Davis (Museum of Flight, Alternate)
Ericka Bentley Holland (Henry Art Gallery, Main)	Stephanie Mohr (Henry, Alternate)
Kristopher Strebe (National Nordic Museum, Main)	Siri Linz (Nat. Nordic Museum, Alternate)
Geneva Griswold (Seattle Art Museum (SAM), Main)	Nicholas Dorman (SAM Alternate)
Lissa Kramer (Klondike Gold Rush Museum, Main)	
Laura Phillips (Burke, Main)	
Steffi Morrison (Wing Luke, Main)	
Gary Menges (UW Libraries Retired/WESTPAS, Main)	
Peter Schmid (Providence Archives, Main)	
Sara Beckman (DENSHO, Main)	
Stephanie Lamson (UW Libraries, Main)	
Sean Lanksbury (Seattle Public Library, Main)	
Camille Davidson (Catholic Archdiocese of Seattle, Main)	
Julie Irick (Seattle Municipal Archives, Main)	
Danielle Coyle (King County Archives, Main)	

- Introductions and welcome new members and alternates
  - New members: DENSHO, Sara Beckman
  - New reps: Klondike Gold Rush Museum, Lissa Kramer and the Henry Art Gallery: Erika Holland Bentley, Stephanie Mohr
- Approve April minutes (available on our Dropbox site)
  - Minutes approved, with two minor changes.
- Treasurer's report (Kristopher)
  - Reports that there is still difficulty switching control of bank accounts and gaining access. Will be trying one more time in person and will also start looking into shifting to a different bank with more centralized branches.
  - Original bank chosen due to locations relative to board members at the time. Many branches have since closed and this bank is no longer as convenient, only one, possible two branches are open.
  - May look into banks that specialize in working with non-profits, like Heritage or Beneficial. Erika may have some resources to share from her work with the Washington Museums Association.
- Sub-Committee Update (Julie)
  - Five committees, most people signed up. Still space on some groups for additional members
  - Peter willing to network for the recruiting committee. Julie lets the group know that is possible to serve as advisors for other committees when it makes sense.
  - **Tech committee report out:** Have not met yet, but excited to get started.
  - **Recruitment Committee report out:** have met, have started to discuss invitation letter edits and improvements. Notes will be shared with board and with

document review committee, likely some crossover in tasks. The committee also talked about organizations that could be potential new members and the current onboarding/invite process. An idea to offer mentoring to prospective members for first year of SHERN membership.

- Discussion around reviewing the membership requirements, including staff size, location, collecting/non-collecting institution, of if the applicant might better fit for another existing network. IS there enough interest for Eastside organizations to form their own disaster network? Interest in having a larger meeting for all Washington regional networks.
- Discussion around including retention strategies as a part of this committee's work.
- Discussion on previous state-wide scope for response trainings, and how that shaped membership / formation of other groups and of SHERN's participation in the Alliance For Response Network
- Idea for an additional committee to plan ongoing trainings.
- **Branding committee report out:** What are the criteria/inputs; sense of place, mutual aid and calm vs. alarm. AI vs. artist generated, start with human designers and gather cost info. The logo should be transferable on print, web, physical materials. An additional outcome will be the development of media kit and style guide for logo/brand use. Lots of excitement about SHERN swag. The Northwest Area Archivists engaged with college students enrolled in a design program. Jessica Long with NWA may be a good contact.
- **Supply committee report out:** 4-Culture has suspended regular grant programming until 2025, so plan for a 2024 grant application is currently on hold. The year the committee would like to finalize the supply list and purchase in the fall. Once supplies are available, the JoBox will be relocated to a new location at the Seattle Asian Art Museum also in fall.
  - **Suggestions to be added to the supply cache:** Member Disaster Plans, add branding to the container, establish regular task to review expiration dates on items, add a light inside.
- **Document Review committee report out:** Committee has discussed Scope of work and will begin by reviewing the invoice form and invitation letter, will move on to other docs as time allows,
  - Group emphasized that we should try to maintain consistent wording throughout all docs.
- Updates from members
  - Julie presented at NWA on collaborative Disaster response networks. Her presentation is available to share with other SHERN members.
  - MoF update – Leak in new exhibit space, but quickly addressed by facilities dept, no collections impacted. MoF is at the end of the large collections move project, but there are still lots of database updates to make and small problems to solve.
  - UW libraries – Small leak from restroom issue, but no collections impacted.
  - DENSHO – inspired to join SHERN following the fire at the Seattle Betsuin Buddhist Temple archives, who work closely with DENSHO.
  - Providence Archives – Some upcoming electrical work and HVAC updates in building, hopefully little/no impact to collections.

- Wing Luke – Have been closed for about two weeks due to staff walkout related to new exhibit, working on staff healing. Approved for a 2024 CAP, but all IMLS funding on hold until summer, hoping to start work on that project as soon as possible!
- SPL –The library recently suffers a large ransomware attack, and all library systems were taken down, no resolution date yet and staff cannot share much information about what happened.
  - Additional discussion from group about similar issues that have happened at other institutions locally and what the impacts where.
- Camille/Diocese – The Archives new building in flux. They were supposed to move in this summer, but that has now been pushed to the winter. New location is in the Centennial Building near Seattle Center. If anyone has recommendations for movers to help with the collections move, share them with Camille.
- Burke – Still in recovery from a ransomware attack last year. Some collections lost up to 8 years of data. Don't forget to regularly back-up your databases! After being in the new building for about five years, the large skylights with UV control have begun to fail. The company that made them has gone out of business and the museum is trying to figure out how to mitigate the lack of UV protection now impacting their gallery spaces.
- Klondike – Lissa has been back since August. They just completed a 100% inventory and are beginning to plan for a 2026 storage expansion. The space is designed and funded. The Klondike is al moving to new collections database this month and is in the midst of lease negotiations for their building.
- Nordic – Have started planning for new high-density shelving to be installed in collections storage in 2026.
- Henry – Stephanie is the new Collections Manager. Erika started as the Exhibits Registrar in October. They have new painting racks being installed and have a new paintings conservator (Clare). Dealing with ongoing HVAC maintenance/steam heat system problems in their space.
- King County Archives – Moving to ArchiveSpace from inhouse collections management system. Staff are also building out disaster supply kits to better support the needs of their collection.
- New business:
  - Discussion around mentorship for disaster planning is there a need / want:
    - Yes, member need, especially for for smaller staffed organizations. Should this be made a part of recruitment/membership process? Discussion followed, but not resolution.
      - Julie will be offering summer office hours / AMA type programming for SHERN members. Julie will share info once details are finalized.
- Next meetings:
  - August 2<sup>nd</sup> – Any volunteers to host?
  - October 4<sup>th</sup> – Museum of Flight
- Adjourn for tour of the Seattle Asian Art Museum

Minutes submitted by: Sarah Frederick, SHERN Secretary

## **Addendum to minutes 6/14/2024**

### 2024-2025 Board Election

Julie Irick, Kristopher Strebe and Sarah Frederick were elected unanimously as the incoming Board at the December 1, 2023 SHERN meeting.

2024-2025 Board positions are as follows:

Chair – Julie Irick

Vice-Chair/Treasurer – Kristopher Strebe

Secretary – Sarah Frederick

As Treasurer, Kristopher Strebe will be authorized to access the SHERN bank accounts at Sound Credit Union along with Chair Julie Irick. Former Board members Siri Linz and Kaia Wahmanholm will no longer need access to the bank account, therefore their access should be removed.



Sarah Frederick

Erika Bentley Holland

Kristopher Strebe

Sara Beckman

Geneva Griswold

Danielle Coyle

Siri Linz

Sean Lanksbury

Steffi Morrison

Peter Schmid

Laura Phillips

Gary Menges

Camille Davidson

Stephanie Lamson

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