



---

## Meeting Minutes

---

**October 6, 2021**

### **In Attendance**

Elyse Butler – President  
Elizabeth Srsic – Vice President  
Gabrielle Heintzelman – Treasurer  
Billie Stultz – Secretary

### **Topics Discussed**

#### **Membership Update – Christian Carr**

All membership should be in and accounted for.  
50 Institutional Members  
30 Individual Members

#### **Online Membership Payments**

The idea of online membership payments was discussed so that check payments can begin to be phased out. Options that were brought to the table were Square or PayPal.

#### **Gabbie Leaving – Treasurer position Open**

Recommended replacement Juliana Sims at the Prohibition Museum.  
Glenda Anderson Moves the vote with a majority yes, passing the vote to elect Juliana Sims as new sitting Treasurer

#### **Volunteers**

Thank you to those who have volunteered with CMA, reminder that we are all volunteers and duties should be balanced so heavy workload is not distributed onto one person.

#### **Reciprocal Admission Cards**

Digital Cards will be sent out prior to the November meeting with an updated reciprocal admission list.

#### **SHER/CEMA Presentation – Jeff Freeman, Davenport House Museum**

SHER (Savannah Heritage Emergency Response) was started approx. 12 years ago when the realization that Savannah museums and historical sites were ill prepared to handle hurricanes or large natural disasters. SHER was formed and combined with CMA to put emergency plans in place. Membership to SHER is open to all CMA Members.

Currently the SHER Bi-laws have not been updated since 2012 and two committees (Planning and Training) need to have positions filled, in addition to the Executive Board. The Executive Board is looking to fill the positions of Chairperson, Vice Chair, Secretary, Membership Coordinator, and CEMA Coordinator.

It is recommended that when setting up for an institutional disaster plan that each institution should contact first responders (Local police precinct and fire station). Each institution should

have a Knox Box that allows for first responders to enter the institution with a key that is stored in the Knox Box.

In the case of a disaster institutions should have photographs of their site to compare to sustained damages and server backups so that information is not lost. In addition, CEMA goes through specific evacuation levels that are separated into cultural and historical sites. ESF19. CEMA offers training software, NIMS (National Incident Management Systems) 100 and 200 courses for those who are interested in participating FEMA (Federal Emergency Management Agency) Training for the Chatham County and surrounding areas.

Currently there is online mapping of Savannah called SAGIS (Savannah-Area Geographical Information System) that has a separate layer for Cultural Institutions. If you would like to make sure your institution is listed, send updated information to Luciana Spracher. It should be noted that this map has not been updated since 2017.

Floor open to questions....

Q: Are there members in SHER outside of CMA? -Elyse Butler

A: SHER is connected to CMA but is open to Chatham County residents. SHER merged with CMA because of the professional availability CMA had during the monthly meetings. Currently, COVID-19 effected SHER meetings negatively due to job availability with workplace transfers.

Q: Is there an interest in anyone serving on the Executive Board for SHER?

A: CMA Board meeting to discuss and to help select with Jeff Freeman advising? Recommended that a google form be created to handle appointment of available SHER positions. If positions are not filled SHER will dissolve.

Q: What happens if SHER dissolves?

A: Every institution will have to individually contact and connect with CEMA rather than one representative from SHER. Larua Waller of Fort Pulaski National Monument, recommended that SHER be a committee under CMA, however the SHER Executive Board must stabilize before the topic of a committee be discussed. Laura has volunteered to be on the committee but will not continue as the Chief Coordinator.

Currently Glenda Anderson is on the State Board for three more years and noted that CEMA expects that the Chairperson of SHER be at every state meeting.

Robin Gunn, Project Coordinator for the Ossabaw Island Foundation brought up that the CMA membership may not be the right venue to discuss SHER matters due to the bulk of membership not being in leadership positions. SHER is valued, however, the CMA membership may be the wrong crowd to be bringing these concerns to. The bulk of membership is participating in CMA meetings on behalf of their institutions leadership and that the chances of leadership being interested in more than one meeting on the topic of SHER is slim since CEMA and SHER meetings happen bimonthly and are not on a regular schedule. These meetings require quite a bit of flexibility.

The board will have a meeting to discuss SHER and CEMA for moving forward and pull Laura, Jeff, and Glenda in on updates.

Final recommendation is to go back to institutional programs and institutional presentations