

Maryland IPER Team Meeting

October 7, 2010

Attendees: Tim Baker, Maya Davis, Chris Haley, John Harding, Sarah Patterson, Kevin Swanson, Jane Thursby, Tom Wellman

Next Meeting: Not set

Action Items:

- Participants are divided into two groups to work together and go through each course and customize it for Maryland. **ER:** Kevin, Tom, John H., Maya, Sarah. **REPR:** Vicki, Jane, Carrie, John B., Chris H.
- Jane to email a list of the classes that will be taught, attendees, locations, etc
- Tom to email to Jane a list of records managers for the local jurisdictions

We have a few dates set for the course. They are:

Lower Eastern Shore at Wor-Wic Community College

Wednesday, February 23, 2011 (ER)

Wednesday, March 9, 2011 (REPR)

Upper Eastern Shore at Talbot EOC Training Center

Wednesday, March 1, 2011 (ER)

Tuesday, March 22, 2011 (REPR)

Scheduling classes

- Jane will email a list of the classes that will be taught, people attending, locations, etc
- Tom will email to Jane a list of records managers for the local jurisdictions
- We can schedule classes together if need be, such as Annapolis and Anne Arundel
- Email from Vicki Walch re: when do the classes need to be taught and is June 2011 the deadline. Her answer: *We hope that all of the teams will continue to teach the courses indefinitely, so that's a big yes to your question, I hope. The project will get credit for all IPER courses delivered (i.e., we'll be able to report attendees to FEMA) through at least March 2012, but the availability of staff support to the teams may be limited after mid-2011.*

Teaching the Courses

- We will need to get a head count of who will be teaching the course and create teams.

Customizing the Course

- The team is going to be separated into two groups to go through each course and add Maryland related information. Each group will focus on either the ER or the REPR courses. They are divided as follows:
- ER: Kevin, Tom, John H., Maya, Sarah

- REPR: Vicki, Jane, Carrie, John B., Chris H.

Coming Up

- November 1, 2010: Deadline for publication of class schedule
- December 1, 2010: Deadline for course customization
- January 2011: Practice teaching the course
- February 2011: Begin teaching courses