

Maryland IPER Team Meeting

September 9, 2010

Attendees: Tim Baker, John Broaddus Jr., Maya Davis, Carrie Gross, Chris Haley, John Harding, Sarah Patterson, Kevin Swanson, Jane Thursby

Next Meeting: Thursday October 7, 2010 2:00 PM, at the Maryland State Archives

Action Items: Everyone is to go through the ER and REPR material and note places to insert Maryland specific information (such as disasters or regulations). Have this information ready by the meeting on Oct. 7.

All IPER materials are online at <http://www.msa.md.gov/msa/homepage/html/cosa.html>. Click "Teaching Materials." Username/password is iper/iper!

Classrooms

- Jane provided a handout on class locations and expected classroom attendance
- Counties are working on getting names of possible attendees and will send this information to Jane
- No dates are set yet, but the classrooms have open schedules
- Smaller counties will have classes together, larger ones (such as MO and PG) will have their own class
- At this point there are a 300 people interested
- PG doesn't want to set a location until a date is set
- Carroll didn't get back to Jane with specifics; if it is a small number they can join with FR

Webinar

- Tim asked our opinion of the webinar as a method of teaching. We are planning (and are able to) do face to face. The webinar will be as a backup.
- We can have a recorded version of the class online

Method of approach for teaching the classes

- Do the ER and REPR courses in one day each. Do not teach the classes back to back for the same group of people. This will not overwhelm their work week and allow them extra time to let everything sink in.
- As we are planning to begin teaching in early February, we will start with the lower eastern shore and work our way back to western MD
- IPER's current funding is gone 6/31/2011
- MEMA can handle the course listings, registration, and wait list on their calendar

Customization

- We need to gather MD specific material to add to the course
- Examples of disasters and disasters waiting to happen. Also, example of large and small scale examples. Photos would be great.

- Natural and man made disasters
- We are all tasked with going through the materials and note down ideas where examples of disasters or MD specific regulations will be applicable
- There are 8 sessions total (4 ER and 4 REPR) to go through
- Note specifically where the example will be applicable (the slide number)
- We can also add video

Resource Center

- GA has an example of what information needs to be up (ex. http://www.statearchivists.org/iper/courses/IPERcourse_resources_ga.htm)
- We need to submit similar material to IPER so they can put up a page for us

Coming Up

- Next meeting October 7, 2010
- Have customization notes ready by that date for discussion
- 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