

Meeting Logistics	
Date	February 14, 2013
Time	3:00pm Eastern Standard Time
Location	Conference Call
Description	Second meeting with Hazus HERC group
Facilitator	Kathleen Goulding

User Group Discussion

Meeting Attendees

- Al Hill
- Apostolis Sambanis
- Christina Tierno
- Cynthia McCoy
- Ivy Olberding
- Jennifer Swift
- John Remo
- Kathleen Goulding
- Kevin Mickey
- Shane Hubbard

Welcome and Introduction

- Welcome to the second meeting of the Hazus Higher Education Resource Consortium (HERC)
- The purpose of this meeting is to:
 - discuss and finalize the HERC mission statement
 - set a leadership team, and
 - talk about how to get more higher education people involved
- The group on this call consists of people who have expressed interest in further discussing what the HERC could be, what it's mission should be, and where they think this group could bring value to the Hazus program or community

Open Discussion

- The mission statement, developed by the outreach team, is based on the HERC's first meeting discussion:
 - The HERC's mission is to increase Hazus-related training and accessibility in higher education settings, facilitate research into furthering the Hazus tool or model, and to act as an important conduit for ideas and feedback between the higher education community and FEMA
- This statement serves to cover all aspects of the group and what the group hopes to accomplish
- If anyone has anything they'd like to add to this statement, please let us know – this is meant to be a comprehensive statement and we'd love input from the group
- Apostolis (Paul) volunteered for a leadership role within the group
- Q: How much commitment a leadership role would entail?
 - The level of commitment will really need to be decided by the group

- The frequency of meetings will also determine the level of commitment
- Initial effort will likely be in developing and prioritizing the group's initiatives, and advertising the group to interested higher education POCs
- Kevin Mickey mentioned that he can have a liaison role – he has ties to two organizations, MMC and URISA, which have interests that encompass what Hazus users are doing
- Apostolis brought up the subject of how often this group should meet – once a month, more often?
 - Kevin Mickey suggested that the group have regular meetings and then if things come up that need to be discussed, then there can be more frequent calls
 - The group will likely want to meet at least monthly, perhaps more frequently during the start-up phase
 - Any sub-committees or task groups may want to meet outside of larger group calls
- Q: How can the group can share documents or post information?
 - Christina Tierno mentioned that the outreach team can post information on fema.gov about the group, but that it's not a site where users can post documents or discussions
 - LinkedIn is a great resource and it would be beneficial to set up a HERC group page
 - Drop Box - Kevin Mickey mentioned that he has space available
 - Google docs account would work as well (free)
- Attracting new members that are part of the higher education community is very important in order to make this group successful
 - So far a few people have given names, but the group needs to continue to grow
 - The outreach team offered to help create a HERC flyer so the current members can advertise the group
 - During the last call the FEMA Higher Education conference was brought up – this could be a good opportunity to pass out a HERC flyer and advertise the group to others
 - The group needs to determine goals and what they'll be working on before a flyer can be made, that way potential new members will have a reason to join
 - The conference is in June, so there's time to determine goals and work products

Next Steps

- Transfer to new leadership team
 - The Risk MAP CDS outreach team will work with the new leadership to better define the group's agenda and transfer responsibility
- Expand membership
 - Shop to other academics or interested parties who may make good HERC members
- Set Goals
- Prioritize initiatives
- Set Milestones
- Discuss upcoming Hazus conference and how the HERC can be involved