

Community Resilience Panel: Coordinating Committee (CRPCC) Meeting

MEETING DATE: August 7, 2017
TIME: 11:00 AM to Noon EST
ISSUE DATE: November 6, 2017

ATTENDEES:

Attendee	Panel Position	Affiliation
Jesse Keenan	Panel/CRPCC Vice Chair	Harvard University
Lindsay Brugger	Panel/CRPCC Secretary	American Institute of Architects
Robert Ashcraft	Panel/CRPCC Buildings Stakeholder Rep.	Accume Partners
Chris Baglin	Panel/CRPCC Governance Stakeholder Rep.	PPC
Debra Ballen	Panel/CRPCC Social & Economic Stakeholder Rep.	IBHS
David Vaughn	Buildings & Facilities Secretary	Clemson University
Kathryn Condello	Communication Chair	CenturyLink
Priya Shrinivasan	Communication Vice Chair	New York City
Megan Clifford	Data, Metrics & Tools Chair	Argonne National Lab
Ting Lin	Data, Metrics & Tools Secretary	Marquette University
John Plodinec	Social & Economic Chair	CARRI
Mike Stuhr	Water and Wastewater Chair	Portland Water Bureau
Dryver Huston	Water & Wastewater Secretary	University of Vermont
David Mizzen	Panel Administrator	ARA
Peter Vickery	Panel Administrator	ARA
Steve Cauffman	Federal Sponsor	NIST
Terri McAllister	Federal Sponsor	NIST
Brendan Doyle	Federal Co-Sponsor	EPA

DISTRIBUTION: Attendees and CRPCC
NOTES BY: Lindsay Brugger, CRPCC Secretary

1. Welcome and Introductions

Mr. Jesse Keenan (Vice Chair) welcomed participants and thanked them for attending. A motion to approve the minutes of the June 5th meeting was made, seconded, and unanimously approved.

2. RKB Update

Mr. Robert Ashcraft is refining the taxonomy form. The form is now laid out in several worksheets to make it more manageable (the data points remain the same). Action items going forward include ensuring the metadata is searchable and identifying terms suitable for both informed and less informed audiences. We would also like to use video tutorials to facilitate usability and connect to the Guide's six steps. We hope to launch the revision in next month or two.

3. CRPCC In-Person Meeting Agenda for Sept 8th meeting at NIST

Dr. Keenan introduced the agenda and called for any missing items.

Ms. Megan Clifford requested that succession planning be added in anticipation of the December turnover.

Mr. Brendan Doyle recommended including case studies and touchpoints relating to federal agency tools.

Ms. Chris Baglin requested a synopsis of the community resilience fellows' work (final and ongoing) and recommended their final work be considered for the RKB.

4. Committee Reports

Dr. Keenan asked standing committee officers to report briefly on recent developments.

- **Buildings and Facilities (Don Scott):** Don will attend the 9/8 meeting and would like to identify common goals for the committee moving forward.
- **Communications (Kathryn Condello):** The first draft of best practices is almost complete. Priya will represent the communications committee at the 9/8 meeting.
- **Data, Metrics, and Tools (Megan):** Final approval of the roles and responsibilities document has been received. The document will guide the work of the committee going forward.
- **Energy: Absent**
- **Social and Economic (John Plodinec):** The workgroup will set the work scope for next year. The RKB procedure is set for the committee. The committee is also creating a white paper and aims to complete a draft within the next month. Committee approval will be sought in October.
- **Transportation (Chris Baglin):** Transportation is focusing on the RKB. The committee is discussing a committee plan. They also discussed NIST's work with TRB.
- **Water and Wastewater (Mike):** Water and Wastewater is collecting documents, focusing on case studies.

5. Future Panel Meetings

Dr. Keenan announced that the Minneapolis CRO will speak at the upcoming fall meeting. Registration and hotel links for the meeting have been distributed.

Mr. Stephen Cauffman recommended that the agenda include a session to engage federal co-sponsors/partners and national academies to ensure attendees are aware of existing resources. Future meetings may align with other resilience conferences to draw additional engagement.

6. Other Business

Ms. Clifford requested an update on panel membership as related to the participation requirements outlined in the Charter.

Mr. David Mizzen reminded committee secretaries to send him notes to add to the Panel website. Committee work plans should be shared with CRPCC a minimum of 2 weeks prior to the 9/8 meeting. Work plans can consist of a bullet point plan for the next 12-18 months.

7. Adjournment

The next meeting will be Friday, September 8 (8am-2pm EST) at the NIST Campus in Gaithersburg, MD. There was no other business and the meeting adjourned at approximately noon EST.