

**PALMCOP**  
South Carolina Department of Archives & History  
Friday, December 9, 2011

*Present:* DebbieLee Landi, Heather South, Autumn Johnson, Robert Ryals, Brenda Baratto, Jen Bingham, Ruth Kilgallon

*Absent:* Ann Evans, Sara Arnold, Jane Bunal, Susan Boyd, Avery Daniels, and Gina White

*Call to Order:* The meeting was called to order at 10:30 a.m. by Chair DebbieLee Landi.

*Next meeting:* TBA (January 26, 2012, 10:00 AM, SCDAH)

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**I. Review of the Board Minutes**

- Brenda noted that amendments to the board minutes concerning District 7 have not been added. Ann has notice of these changes. (Includes the misspelling of Aiken, Deletion of Question)
- Minutes with the additional amendments were approved.

*Introduction of Officers:* Robert Ryals, Brenda Baratto, Heather South, Autumn Johnson, Jen Bingham, Ruth Kilgallon, DebbieLee Landi

**II. Officer Reports:**

*Treasurer Report-*

- Expenses from annual meeting have not been determined as invoice from Pat Ewer has yet to be received. Debbie Lee will email Ewer concerning the invoice.
- PALMCOP's standing balance is \$7,851.51 which does not include all checks received from Annual Meeting.
- Wells Fargo has acquisitioned PALMCOP's banking institution, Wachovia. Transition to new company is still in progress. Treasurer received oversized check book but no new cards. It was agreed that additional cards should be requested so PALMCOP funds were accessible across the state. Robert Ryals will be signer on the new card because of his upcoming chairmanship.
- Additional data loggers will be purchased by Heather at a later date. Dataloggers will be given to Autumn (District 2) and Brenda.
- Documentation concerning other expenses was not available at present meeting.

*District Reports-*

- Autumn (District 2) has made contact with several students at University of South Carolina's School of Library and Information Science. Student led organization- Archival Students Guild is interested in acquiring group Membership.

- Jen (District 3) has made contact with Oconee History Center. Pickens Museum has acquired new membership (via suggestion by Betsey Johnson). District 3 will have access to other dataloggers/software not associated with PALMCOP.
- Brenda (District 7) talked with Tricia Glenn of Edgefield about joining PALMCOP.
- Robert (Rising Chair) discussed last PALMCOP meeting. Suggested going around the state and meeting with colleagues about lecture material. Mention was given to collaborating with District 5 Representative (Gina Price White). As the rising chair, Robert will also begin work on the 2012 Annual Meeting. Robert and members discussed the possibility of a workshop featuring the preservation of audio visual material (Heather noted that the last AV workshop was in 2005 or 2006). The tentative title offered for the 2012 Annual meeting was "Things You See and Hear." An AV themed meeting has several partnership possibilities including the Film Library of USC. It was proposed that the members look elsewhere in Columbia to host the annual meeting in 2012, including Historic Columbia. And the Hilton Garden Inn.

### III. New Business:

#### Blog-

- Blog URL Expiration: Notification of pending expiration of PALMCOP blog URL was sent to former member. Original PALMCOP blog <palmcop.org> has been lost but blog is still needed. Issues concerning PALMCOP representation or information being used by current owner were not seen as a serious concern.
- New Blog URL: Palmcop.com was available and mentioned by Heather, however, members agreed that the .org top-level domain reflected the organization better. PalmcopSC.org was discussed and Autumn checked the availability of the URL. PalmcopSC.org appeared to be available and was agreed upon by all present members. Heather will purchase the URL and Debbie Lee will send email notification to officers of the purchase.
- Postings: Discussion was made concerning more frequent blog postings. A posting schedule was developed to encourage interactivity and make the blog appear more up -to-date.
 

January- Robert	May- Autumn
February- Jen	June- Debbie
March- Brenda	July- Heather
April-	
- Archival 101 Preservation Week Webinar: Brenda has not been able to get in touch with Gaylord about permission to post on the blog.

#### Global PALMCOP email-

- Responsibility of PALMCOP global email will be transferred to upcoming president, Robert.

- Updates PALMCOP email listing: Mention was made to Melissa Bronheim, assistant archivist at the Catholic Diocese of Charleston (Group membership) that replaced former contact Jennifer Neal. District representative Sara Arnold will be asked to make contact with Melissa Bronheim <mbronheim@catholic-doc.org > concerning membership. Sara will also contact Vanessa McNamara <mcnamarav@cofc.edu> of the College of Charleston. Autumn will contact the City of Columbia employees that attended the Aiken Workshop about email contact information. Ruth will contact Marion County Library as Salley Davidson is no longer the director.
- Notification of Dues will be sent once global email is fixed.

#### South Eastern Museum Conference-

- Brenda represented PALMCOP at the South Eastern Museum Conference meeting.
- Next annual meeting will be in Williamsburg, VA, November 7-9, 2012. The theme is New Directions in the Old Dominion: The Re-evolution of Museums. Opportunity for PALMCOP to exhibit information booth at hall of vendors.
- Robert volunteered to attend the meeting for PALMCOP
- Determined that PALMCOP's 2012 annual meeting should be held in October as to not conflict with SCMC meeting.

#### South Carolina Federation of Museums-

Zinnia Willits at SCFM will make sure that PALMCOP is listed as a sponsor for the "White Gloves Gang" preservation program that SCFM is hosting at the Georgetown Museum. This program has invited collections registrars to the Georgetown Museum to help implement preservation practices in the storage and display areas.

PALMCOP has agreed to loan equipment for the program such as our HEPA vacuum and data logger. The program will take place during the SCFM annual conference March 7-9.

PALMCOP will also be offered an exhibit table free of charge.

#### 2011 Annual Meeting-

- Debbie Lee summarized the email that was sent to PALMCOP officers concerning the feedback generated from the annual meeting survey.
- Determined that email was the preferred method of communication for attendees. Mailed postcards were also suggested.
- Strong interest in hands-on portion of meeting. Different suggestions were given concerning future workshop topics.
- Meeting was featured in a SCFM and Furman University blog posting.

#### 2011 Annual Meeting Scholarship-

- Scholarship winner, Jennifer Moss, did not attend the annual meeting. It was agreed that the scholarship would still be offered for future meetings.

## PALMCOP “Central”-

- Most PALMCOP supplies and materials remain on the third floor at the South Carolina Department of Archives. Heather reported that there are three cabinets housed at SCDAH (two in the upstairs alcove) which contain PALMCOP materials. As there is no longer a contact at this repository, there is an immediate need to relocate these items. A few supplies (from the Book Repair Workshop) are held with Nick Butler at the Charleston Library. Some supplies are also held with Marie Ferrara at the College of Charleston. Others are at Heather’s personal home.
- Agreed that all items should be consolidated and be moved to an independent facility that PALMCOP could control. Columbia was agreed as it is geographically central to most members.
- Heather and Autumn will look for a small rental storage unit that ideally has keypad entry. The unit does not have to be climate controlled.
- Heather and Ruth will contact/visit Charleston and make inventory of PALMCOP supplies.
- Determined that once storage unit is found. Materials need to be removed from SCDAH immediately. This will involve the physical transportation of oversized shelving and heavy equipment. Debbie Lee will send out a survey to determine the best Friday in January to make this move. PALMCOP will provide lunch.

## 2012 Activities

- Discussed the possibility that Craig Crawford could do another conservation workshop, possibly in late February. Robert will check on this.
- Nancy Barnwell - Requested a Book Repair workshop- Will look at scheduling this as a possible fall event.
- Other needs - Heather will look into getting a post office box for PALMCOP
- Disaster Response kit - Heather – will look at what other people are doing, see if we can be innovative in some ways, need to update vendor lists, push out the pocket-response. Tailor the pocket response kit for PALMCOP members. Will look at putting the disaster response kit and vendor list on Google doc., maybe include assessment forms? Jen volunteered to look into the Gmail account.
- Volunteers  
A member approached DebbieLee about volunteering for the organization. Suggestions for activities included working on Preservation Kit, enhancing the blog, coordinating the Prep Plan. No decision was made.
- ArtsReady Launch Webcast  
Postponed to next Board meeting for discussion
- Connecting to Collections Online Community  
PALMCOP members should join this group to ask questions pertaining to preservation concerns and questions. An easier URL for this group is <http://www.connectingtocollections.org/>

Adjournment – 2 p.m.