

PALMCOP Board
Meeting of 23 January 2007
SCDAH, Columbia

Present: Heather South, DebbieLee Landi, Nancy Sambets, Alan Burns, Nic Butler, Nichole Green, Marie Ferrara, Shae Tetterton, Steve Robichaud

Call to Order: Meeting was called to order at 10:30am by Chair Alan Burns.

Board minutes of September 20th were approved.

Treasurer's Report: Nic Butler reported 59 member organizations paid to date. Renewals were included in conference packets but he also emailed renewals and mailed 50 renewal notices. There were 26 of the 60 Disaster Combo sets distributed at the Annual Conference. No money was spent on SCLA conference that we agreed to help sponsor because they had a change in speakers who didn't charge. Comment made that we could spend more money on next year's annual conference. Discussion regarding hiring of speakers. Discussion regarding possibly having a joint conference with NC Preservation Consortium to increase attendance and a new site for meeting. Noted that November is a good month for PALMCOP conference because SCAA has spring and fall meetings. Marie Ferrara agreed to check on NC Preservation Consortium meeting.

Committee Reports:

- a. Datalogger – SCFM published Shannon Hay's datalogger directions. DebbieLee Landi edited Loan Form and Survey Form for program. The SCFM article will be added to the website with the downloadable forms.
- b. Website – Heather South added the new logo to the website. Membership needs to be updated; Nic will send Heather 2006/2007 list by institution name only and will add links to each institution. Membership list will be divided by Districts. Decided to remove old newsletters from website. Officers need to be updated on website. Nancy Sambets will email September 2006 minutes to Heather. By-laws will be put on website. Marie F. will send what she has to Heather. The workshop information will be updated. Heather will continue trying to contact D-Plan to see if we can link to their website. Discussion regarding other updates to website as reviewed by Grace Cordial, Nancy and DebbieLee. Revised mission statement and purpose will be emailed among Board members for comment before updating it on the website.
- c. Logo – Nancy saved new logo on CD as jpegs and gave copies to Nic, Alan, Heather. Another copy will be placed with the minutes.

Business:

- a. Annual Meeting feedback – Alan had Annual Conference Meeting evaluations. Shae Tetterton will compile results and email to all Board Members. Received good feedback at the meeting from members and presenters.

- b. Storage cabinets status – Nic communicated with Grace but no progress. Grace had difficulties trying to order the storage cabinets. The company had problems because the check was coming from one address and the ship to address was different. Nic will follow up by making the purchase and having them sent to SCDAH. Will be used to store PALMCOP supplies all in one place at SCDAH.
- c. Book Repair workshop plans – Workshop originally for media librarians and teachers planned for Greenville had been postponed to March. State Library possible location and a date will be selected. Nic will contact Grace regarding new date for Book Repair workshop at State Library. Marie F. said that media librarians in Charleston requested a workshop. She will contact teachers and pick a date. She will also ask Harlan Green to assist with the program. At this time PALMCOP Book Repair presenters are Nic, Grace, Marie F. and Harlan. Noted that Harlan and Sharon Bennett had set example for future facilitators and all Board members need to follow in their footsteps. Other possible workshops include mold and processing manuscripts. Marie F. attended a Small Business Association meeting and presented on Disaster Preparedness as a member of PALMCOP. She has a mold ppt that can be place don the website. Marie is also attending the Processing Manuscripts Workshop by Solinet and intends to recycle this for public programs. The American Institute of Conservators workshop will be held in Charleston May 14 – 18. This is a free disaster training workshop. Marie F. will email the link to Board Members.
- d. Brochures/flyers – Grace needs a brochure for the March program. Discussion regarding revising the mission statement and emailing to Board Members for input. Brochure needs to include logo, mission statement, website address, membership form, list of workshops offered, benefits of being a member and the datalogger program. Decided to form an ad hoc committee to create a brochure – Nancy, Nic and Shae will work on this committee. DebbieLee will email members the mission statement.
- e. Email lists – Grace had a list of contacts that she would email flyers regarding upcoming events. Alan will contact Grace to get a copy of her list. Nic has been managing the membership list with contact information since he tracks renewals. He will sort the excel file by District and send a copy of the list to each Board Member. District Reps will be responsible for emailing flyers and brochures, etc to members within their Districts rather than the Chair sending information to all members. This will give District Reps an opportunity to be in contact with members in their District.
- f. Nomination Committee – Grace will be Chair of the Nominating Committee as former Chairperson according to the By-laws. Two other members of PALMCOP also serve on the committee. District Reps should ask their members if they are interested in serving on this committee. Will need to give Grace two names by the April meeting. Will also need an updated list of officers who are leaving at the end of 2007. Discussion regarding standing committees and ad hoc committees. This topic will be revisited at the April meeting.

Cooperative Ventures:

- a. SCDHAH: SC SHRAB regrant and workshop supplies – Information regarding the SC SHRAB regrant is on SCDHAH website. Money available for local government, small repositories and professional associations. Letters of intent are due in June. This time Disaster workshop participation is mandatory. There will be three workshops and SCDHAH will borrow PALMCOP supplies for these workshops.
- b. SCFM: presence at 2008 meeting - SCFM wanted PALMCOP to present a workshop. Discussion regarding what to do. Spring 2008 meeting is plausible if we have an education committee. Alan will contact SCFM to find out about their 2008 conference. They do charge for exhibitors if we wanted to have a poster session instead of presenting.
- c. SCLA: presence at fall meeting – Conference to be held in Columbia in the fall of 2007. Shae will find out particulars. Last year PALMCOP co-sponsored the Ink session but the presenters did not charge SCLA. May consider a poster session for this year.
- d. Confederation of SC Local Historical Societies: presence at March meeting – This meeting will be held in Beaufort. Alan will contact Grace for more information. Grace will present a session on materials preservation as a PALMCOP member.
- e. SCAA – Meeting in April will be on digitization. Do we want to co-sponsor anything with them? Will consider a poster session and making brochures available.

New Business:

SC SHRAB is arranging issue groups to meet and come up with solutions for advocacy, digitization, and accessibility to develop a new state five year plan. Alan was contacted by Roy Tryon to participate as a member of PALMCOP.

Next meeting to be held in April at SCDHAH. Alan will send out email confirmation of date and time.

Meeting adjourned at 12:25pm.

Respectfully submitted,

Nancy Sambets
Secretary