

**PALMCOP Board**  
Meeting of 15 July 2008  
SCDAH, Columbia

Present: Wesley Sparks, Heather South, Nancy Sambets, Marie Ferrara, Alan Burns, Gina White, Marie Martin, Nic Butler and Nicole Green. DebbieLee Landi did not attend.

Call to Order: Meeting was called to order at 10:35 am by Chair Alan Burns.

Welcome to Wesley Sparks from Alan Burns.

Board minutes of May 28<sup>th</sup>, 2008 were approved.

Treasurer's Report: Nic Butler handed out the Treasurer's Report to the Board. There were no expenses. There were 2 renewals received which created an income of \$30 plus interest. Balance as of 14 July is \$9307.44.

Nic reported that the IRS now requires all non-profit organizations to complete a 990-N form. This form required a FEIN# but the number he had was expired so Nic had to get a new one. Nic attempted to complete the 990-N form with the new FEIN # but was not successful. He will keep trying.

**New Business:**

- a. Steve Robichaud's replacement – Steve has accepted employment with Southern New Hampshire University in Manchester, New Hampshire. The District 3 term expires 12/09 and a replacement is needed until then. Alan Burns will contact Steve regarding his replacement. Agreed to use emails to approve replacement for District 3 Representative.
- b. Nominating Committee update – Must be completed by October 3<sup>rd</sup> and Grace Cordial has contacted Board Members regarding nominations.

**Business:**

- a. Workshop plans update – There will be a Disaster Recovery Training with the State Guard in Charleston on August 2<sup>nd</sup> at Magnolia Plantation. They will be using PALMCOP supplies. SHRAB will offer Disaster workshops again in 2009. There is a Book Repair workshop planned for Greenville on October 20<sup>th</sup>. There is a possibility that Technical Services will do a hands-on Book Repair workshop at the State Library. Discussed having a basic Salvage and Recovery workshop for the general public in the spring.
- b. PALMCOP Annual Meeting plans – Date is set for Thursday November 13<sup>th</sup> at the SCDAH. Zinnia Willits, Collections Manager at Gibbs Museum of Art will speak about conservation and preservation concerns regarding loans. PALMCOP will need to demonstrate the disaster response kits and emergency preparedness kits during the conference to fulfill part of the SHRAB grant requirements. Discussion regarding topics for the meeting: textiles, loans, art, exhibit design, donor relations, leather bound books, artwork and disaster recovery. Alan Burns and Marie Ferrara will contact possible speakers. Wesley Sparks will take care of lunch reservations. Nicole Green and Marie Martin will take care of breakfast. Once speakers are lined up, Heather South will send out

a flyer. Need speaker bios sent to Nancy Sambets for registration packets. Also, need to get handouts from speakers. Decided that a lunch speaker was not needed due to nominations. Nancy Sambets will purchase door prizes.

#### Committee Reports:

- a. Website/Blog –PALMCOP Board members continue to post monthly. Nic Butler will post Mold ppt from Marie Ferrara. Nic Butler then discussed podcasting and using it to put a 5 minute tutorial on how to use datalogger on the blog. However, there is a charge to upload audio or video to the blog. Heather South will add information about Archives Month and Hazard Mitigation to the blog. Discussion about making bookmarks with blog on it for the annual conference to increase hits to the website.
- b. Brochures –Nancy Sambets updated the brochure for District 2 and corrected the website to [www.PALMCOP.org](http://www.PALMCOP.org) but did not have any printed because District 3 became vacant.

#### Cooperative Ventures:

- a. SCAA –their fall meeting will be October 8<sup>th</sup>. Plan to set up a poster session.
- b. SCLA – Nic Butler will attend this meeting is October 22<sup>nd</sup> – 24<sup>th</sup> .

#### Other Business:

Nicole Green's datalogger is in Harlan Greene's hands.

Next meeting tentatively scheduled for September 24<sup>th</sup>.

Meeting adjourned at 11:40am.

Respectfully submitted,

Nancy Sambets  
Secretary