

**PALMCOP Board**  
Meeting of 27 June 2006  
SCDAH, Columbia

Present: Grace Cordial, Felicia Yeh, Heather South, Tally Johnson, Marie Martin, DebbieLee Landi, Nancy Sambets, Alan Burns, Nic Butler, Susan Boyd, Michele Green

Call to Order: Meeting was called to order at 10:40am by Chair Grace Cordial.

Board minutes of April 5th were approved with correction of removing "[DebbieLee Landis made an announcement and will create a flyer](#)" under Datalogger Sharing.

Treasurer's Report: Nic Butler reported 52 member organizations as of June 26th.

Committee Reports:

a. Website – added new names to website, made corrections, Heather South providing webmaster Nancy Peister with updates, updated Board names. Nancy Sambets will send copies of old Board Minutes to DebbieLee Landi to place on website.

b. Datalogger – Tally Johnson put together a sample form for borrowing dataloggers, need to add contact info for District Reps on bottom, change from 1 week to 1 month for loan period, ask how organization found out about datalogger loan, place directions and loan form on website, send a follow up questionnaire to evaluate program, ask if they would buy this product for your institution. Tally will make changes to the drafted form.

c. Logo – Nancy brought multiple designs (done by former co-worker LaRuchala Murphy) and passed them around. Board decided to choose 3 of them to bring to the annual meeting for the members to vote on. Nic pointed out that he uses a stamp for making deposits, Board agreed that there was no need to change that stamp. New stationary will be made with the new logo on it. This Board will be sure to turn over the logo on disk to the next Board.

d. District Representative activities:

Felicia Yeh – Historic Columbia Foundation is using loaned dataloggers and they want to purchase their own. She also contacted members to inform them about the NEH grant.

DebbieLee Landi – tells everyone about PALMCOP whenever she attends meetings.

Grace Cordial – passed out article regarding OCLC

Cooperative Ventures:

Add organizations to our mailing list: SCFM, SCLA, SCAA, SCDAH Friends, The Fall Line Consortium, Piedmont Library Association, CALM (Charleston Archives, Libraries and Museums), Consortium for Greenville History, Historical Resources Consortium of Beaufort County, Palmetto Trust, Confederation of South Carolina State and Local Historical Societies. Goal would be to share mailing lists and provide links to these websites on PALMCOP website.

Datalogger article by Shannon Hays needs to be added to website. Shannon works with Alan Burns at Clemson.

DebbieLee is having lunch today with John Sherer of SCFM at the Historical Columbia Foundation.

Grace spoke with SCLA about co-sponsoring a program. Holly Herro and Scott Good are speaking at the annual meeting being held in Hilton Head the last week of November. There was a motion made to co-sponsor half of the speaker fees which would be \$125.00. Motion approved by the Board to spend \$125.00 to co-sponsor speakers at the SCLA annual meeting.

SCAA decided to use speakers from last year and will hold their meeting in October.

Discussion regarding purchase of sound system. Nic will research cost of portable system that would stay with the Chair person.

Heather has been compiling PALMCOP stuff from all over SCDAH and noted the need of storage cabinets which run about \$300-\$400 each. Motion made to purchase 2 storage units. Motion approved by the Board to purchase 2 storage units for PALMCOP items to be stored at SCDAH. Grace will order these.

Harlan Greene has offered to do a book repair workshop.

Grace wrote letter of support for NHPRC.

Annual Conference:

South Carolina Emergency Management Division is sending a speaker for the annual conference. Jan Thomas will talk about the FEMA process. SCEMD is the umbrella organization under FEMA. They give orders for other things to happen during an emergency. Emergency workers need to know about historical records and what to do with them in the event of a disaster.

Solinet will provide a speaker. Tina Mason will talk about Risk Management.

The conference will begin with a 2 hour session with FEMA. Followed by a 2 hour period for lunch and round table discussion (each Board member must come with a question). The afternoon session will last 2 hours on Risk Management.

There will be no vendors this year.

Disaster Plan template – Southeastern Registrar's Association has a book called "Steal this Handbook".

Ned to send out press release and brochures early. Include churches, local libraries, local papers, and schools.

PR Committee – Grace and Marie Martin

Board went into Executive Session.  
Alan Burns elected rising Vice Chair.

Grace asked that LaRuchala Murphy be invited to Annual Meeting and present her with a certificate for working on the logo.

Next Meeting will be held in September.

Meeting adjourned at 12:25pm. Several Board members stayed to see where storage units would be placed.

Respectfully submitted,

Nancy Sambets  
Secretary