

PALMCOP Board
Meeting of 28 May 2008
SCDAH, Columbia

Present: Shae Tetterton, Wesley Sparks (guest), Heather South, Nancy Sambets, Marie Ferrara, DebbieLee Landi, Gina White, Marie Martin, and Nic Butler. Steve Robichaud, Nicole Green and Alan Burns did not attend.

Call to Order: Meeting was called to order at 10:30 am by Vice Chair Marie Ferrara.

Shae Tetterton introduced Wesley Sparks from the State Library.

Board minutes of January 24th, 2008 were approved.

Treasurer's Report: Nic Butler handed out the Treasurer's Report to the Board. There was \$143.57 spent on workshop supplies and a \$7.50 service charge. There were 13 renewals received which created an income of \$260 plus interest. Balance as of May 27th is \$9276.04. Nic will email renewal reminders.

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. He will continue to complete the 990-N form.

New Business:

- a. Shae Tetterton's replacement – Shae has accepted employment with a software company and will be leaving the state. The District 2 term expires 12/08 and a replacement is needed until then. Wesley Sparks has worked 20 years at the State Library and has experience with digitization projects. The Board voted and approved Wesley Sparks to finish Shae's term.
- b. Disaster Plan bank – Heather South reported that Christine Wiseman at the Georgia State Archives has started an initiative to store Disaster Plans from all historic institutions in the state at the Archives. Discussion included storing the plans digitally, lack of space for hard copies, not a priority at this time. Decided to wait and see how the program evolves in Georgia before moving forward.

Business:

- a. Progress on PALMCOP's SHRAB grant – Marie Ferrara explained that PALMCOP was awarded a SHRAB grant to put together a disaster response kit and to re-supply the environmental kits. This grant will replace missing dataloggers, update the online disaster plan, and put together 2 emergency preparedness kits with HEPA vacs. Marie will be purchasing necessary supplies. The grant request for supplies was \$4820 and the match was \$1272.88. The total grant amount is \$6092.88. Marie suggested a session during the annual meeting to demonstrate the equipment to fulfill part of the SHRAB requirements. She is updating the online flip chart. News releases and articles regarding the SHRAB grant will be prepared for use on the blog. Marie will email the Board to keep them updated. Datalogger status: currently there are two, Marie Martin has one and DebbieLee has one. Nicole Green lost one, Shae Tetterton mailed one and it was lost, Tally Johnson of District 6 had one but it was lost.

- b. Workshop plans update – Greenville had asked for a book repair workshop for the public library and school librarians. DebbieLee Landi will contact Susan Boyd at the Greenville Library to hold the workshop on October 20th. The workshop provides book repairs for keeping the book in circulation, not for preservation or conservation techniques. Nic Butler, Heather South, Marie Ferrara, and DebbieLee Landi will help with this workshop. The schedule for Greenville is 10am to 12noon, break for lunch, then 1pm to 3pm. DebbieLee will check on capacity and cost for box lunch. She will also work on advertising the workshop. Registration form will be on the blog. Tentative plans to charge \$10 per person and serve refreshments. Marie Ferrara will make copies of the handouts.

Upcoming SHRAB workshops: June 10 at Winthrop on arranging and describing, June 30 at Columbia, July 9 at Penn Center, and they will be holding 3 local government workshops on basic storage techniques. On June 20 Harlan Greene and Marie Ferrara will hold a 2 hour session on arrangement and archival processing in Charleston.

Discussion regarding PALMCOP taking workshops across the state. Need about 10-15 participants to attend workshops such as Disaster Preparedness, Arrangement and Processing, and Book Repair. Outreach via blog and online tutorial movies. Nic suggested breaking down ppt and making it into several short videos (create a series) for the blog.

Committee Reports:

- a. Website/Blog –PALMCOP Board members continue to post monthly. February – Heather South, March – Nancy Sambets, April- Steve Robichaud, May – DebbieLee Landi. June – Nic Butler will post Mold ppt from Marie Ferrara, July – Heather South, August – DebbieLee Landi. Nancy Sambets will post Board Minutes. Nic 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. Curtis Rodgers at the State Library is working on similar type of projects.
- b. Brochures –Nancy Sambets will update the brochure for District 2 and print copies at Office Depot. She will also correct the website to www.PALMCOP.org

Cooperative Ventures:

- a. SCFM – had their conference in Beaufort in February. Some of their topics included connecting nature and culture and greening museum exhibits.
- b. SCAA –their fall meeting will be October 8th. Plan to set up a poster session.
- c. SCLA – Nic Butler will attend. Shae Tetterton and Wesley Sparks will check dates for having a poster session.
- d. Confederation of State and Local Historical Societies – had their Landmark Conference in March. Gina White will pass out PALMCOP brochures at their next meeting.

Other Business:

- a. PALMCOP Annual Meeting – scheduled for Thursday, November 13th at SCDAH. Focus on museum artifacts, textiles and art. Ideas for sessions include books as artifacts, registration/accessioning of items, provenance, storage of artifacts, and exhibit design. By October 13th the Nominating Committee will have to meet. Marie Ferrara will contact Grace Cordial. The Annual Meeting schedule will have 2 morning sessions, lunch break with speaker, two afternoon sessions. Registration 9:30 to 10am, Greeting 10 to 10:15am, First session 10:15 to 11am, Second session 11:15 to 12noon, Lunch 12 noon to 1:30pm, Third session 1:30pm to 2:15pm, Fourth session 2:30pm to 3:30pm, Wrap up 3:30pm to 4pm.

Next meeting tentatively scheduled for July 10th.

Meeting adjourned at 12:05pm.

Respectfully submitted,

Nancy Sambets
Secretary