

PALMCOP Board
Meeting of 26 September 2007
SCDAH, Columbia

Present: Nicholas Butler, Shae Tetterton, Steve Robichaud, Heather South, Gina White, Nancy Sambets, Brooke Harris (guest), Marie Ferrara and DebbieLee Landi.

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

Board minutes of July 5th were approved.

Treasurer's Report: Nic Butler's handout shows 5 membership renewals and interest. Ending balance is \$9772.10 as of September 25th. Nic has not yet purchased the storage cabinet but will make plans with Heather South to do so.

Committee Reports:

- a. Website/Blog – Shae Tetterton has invited PALMCOP Board members to join/subscribe to the site. She will resend directions. Nic suggested that we purchase the domain for the blog to remove “wordpress” from the address for only \$15.00 a year. In addition to changing the address, wordpress will redirect users from the old domain to the new one without them knowing. The address would be changed to “palmcop.org” instead of using www.PALMCOP.Wordpress.com. Nic pointed out that there is also no need to use “www”. Board voted and approved motion to purchase domain.
- b. Brochures – Nancy Sambets completed editing the brochure and emailed it to Board members. Board agreed to print 150 copies to have available at the SCLA, SCAA, and PALMCOP conferences. Decided not to print more because Districts 1, 3, and 4 are up for nomination and brochure would need to be updated. Discussion regarding dropping the website address from the brochure. Nic pointed out that the blog can function as a website. Nancy reminded them that items on the website will need to be moved to the blog. Shae agreed to update the blog and Nancy will drop the website address from the brochure. She will email edited brochure to Shae to place on the blog as a pdf. Nancy will make revisions to the brochure identified by Board members before printing.
- c. Dataloggers – Marie Ferrara is trying to track down the location of all 6 dataloggers. Three are currently missing. It was noted that when District Reps change every 2 years they need to be sure to return the datalogger. Marie has included replacement dataloggers in the SHRAB grant.

Business:

- a. Nomination Committee – Marie will contact Alan Burns, Chair, and Grace Cordial, former Chair, regarding Districts 1, 3, and 4.
- b. Email list – Alan had received list of email contacts from Grace Cordial. The list was basically for publicity purposes and Nic keeps the most up to date

membership list. Some members have emails and some don't. There is a list of member's organizations on the website.

- c. SHRAB grant – Marie completed SHRAB grant for PALMCOP requesting \$6000 to purchase 3 environmental monitoring kits, 2 disaster response kits, hold 3 disaster response workshops, reprint disaster flip charts, 1 light meter and 1 hepa vacuum, and replace 3 dataloggers. Harlan Green, Sharon Bennett and Marie will provide in-kind match by reviewing emergency procedures on the website and updating the flip charts. PALMCOP used to have 2 environmental monitoring kits but now there is only 1 and it is missing parts. Plans are to keep the light meter and 1 disaster response kit at the State Archives. At the 2008 Annual Conference we will have to review the equipment and supplies and publicize the kits. Plans are for 4 mock disasters in 2008 for SHRAB supported by PALMCOP. Discussion to add Mold ppt used in Disaster workshops on the blog. Board members expressed appreciation to Marie for completing the SHRAB grant.
- d. Supplies for workshops – Heather will create an inventory and replace needed items. She will send a receipt to Nic for reimbursement. Nic has supplies for Book repair workshops.
- e. 2nd round SHRAB regrant – Marie discussed possibly applying for a 2nd grant to “train the trainers” by having a CERT group professional do a workshop. Preservation consultants have only been trained twice by PALMCOP in the past and there is a need to do this again.
- f. Workshop plans – Discussion regarding Education Committee to co-ordinate workshops around the state. Board agreed to reinstate Education Committee. Other committees in the bylaws include Newsletter Committee. Discussion to rename the committee Blog/Website Committee but revisions to the Bylaws cannot be done without a vote from the membership. DebbieLee Landi and Marie agreed to be on a Bylaw Committee to review and update the Bylaws. The Bylaw edits must be turned in 30 days prior to bringing it before the members for voting at the Annual Conference. Board voted and approved the Bylaws Committee. Discussion to open Education Committee to the members at the annual meeting. Need to have more involvement from the members.
- g. Annual Conference – The conference will be held on November 15th at the State Archives. The program will occur in the Auditorium and lunch will be set up as buffet in the hallway with lunch in the smaller classrooms. Shae has booked catering for 25 folks and will update that number closer to the date. Table set up was discussed at the last meeting and Nichole Green offered to assist. Decision to use tablecloths already on hand. Nancy will purchase 4 door prizes to include a magnifying glass, pack of pencils, pigma pen, spatula and ph pen. She will also purchase one pack of folders and labels for the registration packets. Heather will put together the flyer and registration form for the annual conference.
Discussed format of the conference. From 9:30am – 10am registration, opening remarks, 10:15am Nic will give overview of paper history and talk about identifying paper types, 11:15am Holly Herro will talk about basic paper repair, lunch 12noon – 1:30pm to include Business Meeting. Discussion regarding afternoon speakers. DebbieLee will contact Carol Crawford to talk about art on

paper and Kate Boyd to discuss digital preservation of paper. If they turn her down, DebbieLee will contact Marie and Heather so that other speakers can be approached. Then there will be a wrap up 3:30pm – 4pm and will include evaluations and door prizes.

Decided to address the following items during the Business Meeting: forming the Education Committee, the blog, Bylaws and Nominations for Districts 1, 3, and 4. The Bylaw edits must be turned in 30 days prior to bringing it before the members for voting at the Annual Conference. DebbieLee will email revisions to Nancy to include in Registration packets. Plans are to set up a datalogger display and have a few chair prizes with the Disaster CD as the prize (Nic has about 25 left over from last year's conference).

Discussion on naming the conference. Agreed on "Paper Trails: Identifying, Conserving and Digitizing". Registration packets will include: Nominations for District 1, 3, and 4 (?), an agenda (Nancy), an evaluation sheet (Nancy), bylaws edits (DebbieLee), speaker bios (DebbieLee, Nancy), treasurers report (Nic), last year's business meeting minutes (Nancy), new brochure (Nancy), and vendor list (Heather). Nic will check on name tags and Nancy will have sign up for door prizes.

Discussion regarding cost of conference. To cover catering and door prizes Board agreed on the cost per member \$30 and \$50 for non-members (to include one year membership).

Cooperative Ventures:

a. SCLA – to be held on November 2nd. Steve Robichaud will attend and take PALMCOP brochures and conference flyers. Nancy will mail Steve copies of the printed brochure. Shae is also attending this meeting.

b. SCAA – to be held on October 16th. Shae, Steve and Heather will make sure that there are conference flyers, brochures and poster set up.

Other:

Steve gave Nancy a completed Datalogger Evaluation from a pleased member. Nancy will put this in the Archives box for PALMCOP.

Next meeting to be held end after Annual Conference. Everyone will keep in contact via email to complete plans for the conference.

Meeting adjourned at 12:15pm.

Respectfully submitted,

Nancy Sambets
Secretary