

PALMCOP
Retreat of 9 March 2015
Francis Marion
Florence, SC

Present

Suzanne Singleton, Morgan E. Jones-King, Faith Keller, Jessica Dame, Brenda Burk, Beth Bilderback, Julia Cowart, Rebecca Freeman, Meg Moughan, Ashley Oswald, Morgan Montgomery.

Call to Order

The meeting was called to order at 10:15am by Chair Suzanne Singleton.

Board Minutes

No minutes to approve at this time.

Treasurer's Report

No report to give at this time.

District Representative Reports

No reports to give at this time.

Old Business

N/A

New Business

First meeting with new board members and district representatives.

- I. **Welcome and Introductions.**
- II. **Notebooks.** Suzanne gave a brief introduction and history of PALMCOP, and went over the board and district binders.
- III. **Treasury.** Current budget is \$7,539.70. 2013 taxes need to be filed as soon as possible, and must be completed manually and mailed. 2014 taxes are complete.
- IV. **Workshop.** SCAA would like to co-host a disaster workshop this spring. Other ideas and contacts suggested by the group:
 - a. Grants workshop with Dawn Mullin from SCSL.
 - b. Book preservation/conservation workshop with Matt Johnson of HF Group.
 - c. Photograph preservation/conservation workshop with Marion Hunter, Charleston conservator.
 - d. Digital preservation workshop with Kate Boyd of USC or Seth Shaw of Clayton State.
 - e. Art conservation workshop with Virginia Newell of ReNewell Inc.
 - f. Mold workshop with Michael Trinkley.

- V. **Annual Conference/Business Meeting.** Vice Chair Brenda Burk will take the lead on planning the annual conference.
- VI. **Scholarship.** Discussed past scholarship. Decided any updates to the scholarship cannot be made until the group has further information about the annual conference. Questions to address: How much do we give? How many do we award? Should we have preferences for a recipient who has to travel? Should we require the essay and reference for such a small award? Should we have a set amount for cost of annual attendance and travel? Vice Chair Brenda Burk suggested an award of \$100 to include registration and travel. District Representative Meg Moughan volunteered to research the scholarship to see if we can locate specific criteria.
- VII. **Website and Facebook.** Currently not able to access old website/do not have admin login. Was posed and agreed upon to start a new site. Options for a new site include Google (Weebly) or Wordpress. Need to purchase a new domain name, as the old name has been taken. District 5 representative, Rebecca Freeman, will take care of Facebook posts, starting up a new website, and searching for a new/fitting domain name for the group to choose from. Treasurer Morgan Jones-King will look into taking down the old site.
- VIII. **By-Laws.** Discussed the need to update by-laws to include online meetings. Vice Chair Brenda Burk will look into the by-law wording for Midwest Archives as an example. District 7 representative Ashley Oswald volunteered to work on the re-write of the by-laws for vote at the annual meeting. Secretary Jessica Dame will assist.
- IX. **Disaster Kits and Dataloggers.** Three kits were created and housed in three different geographical locations (Gibbes Museum in Charleston, Greenville Public Library, and originally the State Archives in Columbia). Columbia's kit has lost parts, specifically the vacuum. Additionally, each district has a datalogger. Due to their prices coming down, and knowledge of some being lost, PALMCOP will no longer purchase dataloggers for districts. Secretary Jessica Dame will reach out to districts to locate remaining loggers and request them to be mailed to her for keeping. The loggers will remain in one central location until otherwise requested by an institution for use. Treasurer Morgan Jones-King will compile costs for replacement vacuums for disaster kits. District 3 Representative Meg Moughan and Chair Suzanne Singleton will reach out to institutions that keep the disaster kits and inquire about usage statistics. The group will aim to market loggers and kits in the fall around annual meeting.
- X. **Additional.** Once site is up, the group will begin a rotation for publishing on the website. Chair Suzanne Singleton will add list of board members to Google Drive, and board members and representatives will edit the document accordingly. Secretary Jessica Dame will revamp the brochure and add to Google Drive.
- XI. **The next meeting.** Will be decided through a Doodle Poll for April or May.

Adjournment

The meeting was adjourned at 2:00pm.

Submitted by Jessica Dame (Secretary)

03/09/2015