

## PALMCOP Board

Meeting of 31 January 2006

Northeast Regional Library, Richland County Public Library, Columbia

Present: Grace Cordial, Felicia Yeh, Nichole Green, Alan Burns, Tally Johnson, Marie Martin, Debbielee Landi, Nancy Sambets

Guest: Richard Harris of SCDAH

Call to Order: Meeting was called to order at 10:35am by Chair Grace Cordial.

Board minutes of September 27<sup>th</sup> and Annual Minutes of December 8<sup>th</sup> will be brought to next meeting for Board approval.

Welcome new Board Member Debbielee Landi of Furman University as District 4 Representative.

Notification of Board resignation: Sarah Murray is resigning from PALMCOP Board and SCDAH. Her resignation leaves the Vice Chair vacant. The Vice Chair becomes the next Chair for 2007 as Grace Cordial will be finished with her term in December 2006. The Board will think about a replacement and discuss again at the next meeting.

Treasurer's Report: Nic Butler was unable to attend but sent a report showing current balance of \$9176.66.

Nic Butler also sent the 5 new data loggers with software to be distributed among the District Representatives.

Annual Conference Evaluations: will need to address the following issues for next time –  
More advance notice for conference  
Wireless microphone for speakers who choose not to use podium  
More handouts from speakers and maybe more from PALMCOP  
Work in time for folks to visit with vendors  
Schedule conference for earlier in the fall – maybe Oct/Nov

Conference Topics: ideas to consider based on evaluations -  
Expert to talk about paper, ink and bindings  
Expert to discuss money, forgeries, etc. (author of *The Color of Money*)  
Dealing with donations, public relations and appraisals – keynote speaker?  
Records Management Programs – Clemson has an award winning program (possible speaker)  
Tours of other institutions such as Historic Columbia – perhaps each District Rep can organize a tour in their area and invite PALMCOP members  
Bring in Your Stuff – evaluate items from the community, each District could plan this and get help from other Board members

Thinking about having a keynote speaker and 2 concurrent sessions for the next conference.

Design Data Logger sharing process: District Reps should come up with ideas on how this process should work – how long, who can check it out, etc. Each Representative should contact PALMCOP members in their districts and report back at the next meeting.

Does PALMCOP need an updated image? Discussion regarding whether to update the logo. Each Board member will bring a logo design to the next meeting for review. Final selection will be put to the membership to vote on.

Decision made to not send out newsletters but will continue to inform the members via email.

Need to update website information. Discussion about whom to contact and maintaining the webpage.

Discussion in regards to attending poster sessions at other conferences and what to have available for folks to learn more about PALMCOP. The Board will come up with ideas for next time.

Need for a PALMCOP brochure to hand out at poster sessions or just to have available.

Chair Grace Cordial requested that District Representatives contact their local members for program ideas.

Richard Harris of SCDAH was asked by Roy Tryon to talk about SC SHRAB. SHRAB recently ended a 5 year Plan and is now in the Planning Process for determining the next 5 Year Plan. SHRAB gets grants from NHPRC and re-grants them to local organizations within the state. They are arranging to meet with several focus groups to help advise them on preservation and access issues. The three focus groups are: non-gov't historical records repositories, local gov't records, and state gov't records. Richard asked for names of folks to serve on the non-gov't historical records focus group. The focus group will meet for only one day in Columbia and the meeting will be lead by a facilitator. Attendees will be reimbursed for mileage and lunch will be provided. The SC SHRAB Board will have a one day retreat to review focus group ideas and develop a list of issues to address.

Chair Grace Cordial requested that members of the Board send her contacts by Thursday so she can email one list to Richard Harris by the end of the week.

Next Meeting: Not determined. The next meeting will be held on Wednesday in April.

Meeting adjourned at 12:25pm.

Respectfully submitted,

Nancy Sambets  
Secretary