

**PALMCOP Board**  
Meeting of 5 July 2007  
SCDAH, Columbia

Present: Alan Burns, Nicholas Butler, Nichole Green, Shae Tetterton, Steve Robichaud, Heather South, Gina White, Jennifer Bingham (guest), Marie Martin, Nancy Sambets. Marie Ferrara is in Australia and DebbieLee Landi is recuperating.

Call to Order: Meeting was called to order at 10:30 am by Chair Alan Burns.

Board minutes of April 24<sup>th</sup> were approved.

Treasurer's Report: Nic Butler's handout shows one membership renewal and interest. Ending balance is \$9669.23 as of July 4<sup>th</sup>. Nic asked bank about perks for a balance of \$10,000 and they give perks for balances of \$15,000. Nic did apply for a bank card in his name for PALMCOP using SCDAH address. There are no fees for this bank card which is just like having a debit card.

Committee Reports:

- a. Website/Blog – Shae Tetterton gave a ppt presentation “Instructions for Using a Word Press Blog”. Nancy Piester was invited to sit in on this part of the meeting as she is the SCDAH Webmaster. Discussed having a link to the PALMCOP blog from the website. Word Press allows multiple pages. All PALMCOP Board Members will be administrators and able to upload items to the blog using the “Write” or “Manage” tabs. Use a feed burner to invite PALMCOP members to join/subscribe to the site. The address is [www.PALMCOP.Wordpress.com](http://www.PALMCOP.Wordpress.com) . There is the ability to link to other folks flickers for photos. Nancy Piester thought that it looked great and we were on the leading edge of technology.
- b. Brochures – Nancy Sambets has not completed editing the brochure. Once completed it will be emailed to Board members for input. Shae mentioned that it can be converted to a pdf and placed on the blog.

New Business:

- a. Appreciation to Tally Johnson - Alan noted appreciation for what Tally has done for PALMCOP over the years.
- b. Welcome Gina White – Alan welcomed Gina to PALMCOP Board and had each Board member introduce themselves.
- c. Annual Conference – Holly Herro will speak in the morning on Paper Conservation. Harlan Greene to speak in the afternoon on Book Triage. Topic is the preservation of paper. Suggestion to have several short presentations. Nic Butler agreed to talk about How to Identify Papers. Suggestion to find someone to talk about Newspapers. Shae will contact Felicia Yeh regarding caterer. Nicole Green will assist with table set up. Discussion regarding cloth tablecloths. Decision to use what we have in storage now. The program will occur in the Auditorium and lunch will be set up as buffet in the hallway with lunch in the

smaller classrooms. Nancy will prepare door prizes utilizing the paper theme. For example, recycled stationary. Need to come up with a better title for conference. Heather South will put together flyer and registration form.

Old Business:

- a. Storage cabinet status – Nic can order cabinets now that he has a PALMCOP debit card.
- b. Nomination Committee – Alan will contact Grace regarding Nomination Committee.

Cooperative Ventures:

- a. SCDAAH: SC SHRAB regrant – Alan had received two drafted letters of intent from Grace Cordial. One for environmental monitoring packets and another for training members to become instructors. Alan will sign the letters and fax them to Roy Tryon. The grant application is due on September 14<sup>th</sup>.
- b. SCFM: tentative yes to have a presence at their meeting in 2008.
- c. SCLA: presence at fall meeting – Conference to be held in Columbia in October.. Discussed poster session with a slide show on a laptop. Shae will submit paperwork for PALMCOP to have a poster session. Marie Martin, Steve Robichaud, and Nic will help arrange this.

Other Business:

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 of September at SCDAAH. Alan will send out email confirmation of date and time.

Meeting adjourned at 11:55 am.

Respectfully submitted,

Nancy Sambets  
Secretary