

PALMCOP Board
Meeting of 27 September 2005
SCDAH, Columbia

Present: Sarah Murray, Felicia Yeh, Nichole Green, Nic Butler, Tally Johnson, Grace Cordial, Nancy Sambets

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

Board minutes of April 12th and June 22nd were reviewed, discrepancy of current bank statement on June 22nd minutes was corrected. The minutes were individually approved by the Board.

Treasurer's Report: Nic Butler reported current balance of \$9046.16.

Board decided that Nic Butler has the authority to purchase 5 more data loggers for distribution to each remaining district. The cost per data logger is around \$200 and includes software.

Election for Secretary Position: Board voted Nancy Sambets to conclude Kendra Wilson's term which expires December 2006.

Current Topics:

SCLA Poster Session Friday, October 28th: Needed a Board member to attend and set up a poster session.

Potential responses to Hurricane Disasters: Discussion for making a donation, how much, and to what organization. Board decided to bring a proposal offering choices on amount of donation \$500 or \$1000 and giving 2 or 3 choices of organizations to the membership at the annual conference for a vote.

Ideas for next year's workshops included Disaster Preparedness Workshop in the upstate, Book Repair Workshop, and Mock Disaster. The Charleston Museum asked for membership list to advertise its November Workshop on Copyright Issues. Board agreed that it is okay to share membership list addresses with other similar professional organizations.

Contacts widened revisited: Discussion regarding District Members to find out what the needs are in their district. Nicole Green agreed to do a poster session at the ? meeting in Myrtle Beach. The PALMCOP membership list is available on the website but decided to hand out a hard copy at the annual conference.

Grace Cordial reminded Board that there are three Districts changing the end of this year. Harlan Greene is the past chair and he will head up the Nominating Committee with two other folks. Grace recommended that names be given one month ahead of the annual conference. The annual conference will be held on December 8th at SCDAH.

PALMCOP Annual Conference Plans: One vendor is committed, Palmetto Microfilming. Rick Zendor is a possible presenter at the conference. Other possible presenters include

Kevin Carothers, AV Dept manager, or Peter ? on videotapes and transference. Both are from the Charleston County Public Library. Harlan Greene will be asked to talk about damaged items and do some hands on with AV materials.

Discussion regarding concurrent sessions. Board decided to have three sessions instead of running concurrent sessions. The tentative schedule is:

9:30 – 10am	registration
10 – 10:45am	session 1
11 – 11:45am	session 2
12 – 1:30pm	business meeting and lunch
1:45 – 3pm	session 3

Felicia Yeh and Nicole Green will pick menu from Truly Scrumptious, Inc. caterers. Discussion regarding vegetarian options. Plan to feed about 40 members at the annual conference.

Sarah Murray listed things to do:

-Reserve the room

-Day before the conference

Set up tables for lunch

All sessions will be held in auditorium so other two rooms can be used for lunch

6 people can sit at each table

3 long tables needed for caterer

Purchase plastic tablecloths

Use long tables in hallway for vendors and snacks

Presenters should bring their own computer if necessary

Check with Sheila Claus for overhead projector or screen if needed

-Day of

Set up coffee machines

Can use the refrigerator for refreshments

Unlock caterer kitchen

Snacks may include fruit tray, orange juice, bagels, cream cheese, creamer for coffee, tea bags, sugar packets, stirrers

Place plastic tablecloths on tables

Packets will be handed out at registration

Nic Butler will be in charge of Registration and Tally Johnson offered to assist the day of the event.

Registration packets will include: (name tags and folders- Sarah)

Agenda – Grace

List of Attendees – Nic, word table Sarah can send to Nancy

Membership List – Nic

List of Speakers – Grace

List of Nominees for the Board – Harlan, Grace

Business Meeting Minutes of last year – Grace

Yearly Treasurer's Report – Nic

Chairman's report – Grace

2006 Membership Renewal Forms – Nic

Evaluation Sheet – Sarah

Discussion regarding gift cards or gas cards to presenters. Board decided to send Sharon Bennett and Harlan Greene gift cards from Barnes and Noble for doing the Beaufort Workshop.

Sarah offered to let us look over the supplies after the SCAA meeting on October 13th. In case we have concerns we can contact her at rmurray244@msn.com after October 13th. She will be on leave until February.

Open Table: Newsletter not being produced due to lack of content. Website is not all up to date but does contain member list. May want to put annual report on the website.

Decided not have a joint meeting with SCAA every year because we only have one annual meeting. Maybe try another joint meeting next year.

Discussion regarding door prizes. Give out Preservation Help Kits with micro-spatulas, bone folders and pigma pens. Nic motioned to spend \$100 on door prizes for the annual meeting, Nicole seconded and all in favor. Nancy Sambets will order door prizes.

Sarah gave suggestions for hands on workshops for the future: box making, preparing artifacts for exhibit, book repair, etc.

Next Meeting: Not determined. This past year meetings were held in January, April, June, September and the annual conference in December. According to the By-laws, the first meeting of the new year must occur before the end of January.

Tally motioned to adjourn the meeting at 12:25pm, Nicole seconded and all in favor.

Respectfully submitted,

Nancy Sambets
Secretary