

PALMCOP BOARD MEETING

15 July 2004

The quarterly board meeting of the Palmetto Archives Libraries and Museums Council on Preservation was called to order by Chair Harlan Greene shortly after 10:30 am on Thursday 15 July in the SC Department of Archives and History Center in Columbia SC. Attending were Greene, Felicia Yeh, Nancy Sambets, Marie Martin, Sarah Murray, Grace Cordial, Alan Burns, Roger Wellington and Nichole Green. Greene said he would take the minutes for the absent Tally Johnson.

The first order of business was approval of the 15 April minutes. Harlan Greene noted that it was probably necessary for Tally to sign his name over his title to make them correct. There were no errors or omissions noted.

Greene then reported on his activities. He spoke of the success of the 30 June 2004 Book Repair workshop in Greenville, SC with approximately 20 participants. He also told of the upcoming workshop on disaster preparedness to be held in Columbia SC on August 12th, in collaboration with the public library roundtable of the South Carolina Library Association. He apologized for not doing anything on the intended hands-on disaster recovery workshop planned for the Spartanburg area, but wondered if a more central location and a later date might be better. With discussion, the board decided that it would be more convenient to hold such a workshop in Columbia in Spring 2005; furthermore, the board wondered if it might not do this in conjunction with the South Carolina Archival Association (SCAA), possibly in conjunction with their Spring meeting. Greene said that he would contact SCAA about this. He finished his report with the recommendation that future workshop announcements and promotional material include information for the registrants to fill in if a receipt is needed – and information on where it should be sent, etc.

Sarah Murray gave the Treasurer's report next. She reported that the book repair workshop had brought in \$640.00 in revenue and after expenses, including Harlan Greene's travel and accommodations, the net profit was \$355.68. She reported that the organization has a bank balance of \$7,500.71. (See the report below.)

There were no other reports.

In discussion of the annual meeting, Greene recapped for the board the status of planning. It will be a joint meeting with SCAA on 10 November 2004. He spoke with Suzanne Singleton of SCAA; she said that SCAA did not want the scheduled speaker, Hilary Kaplan, to speak all day; other sessions were needed. In discussing the matter, Greene and Singleton came up with the idea to approach the staff of Movietone News archives in Columbia to make a presentation about the collection, its history, and use. They had been contacted and consented, saying they were willing to do a presentation of any length. Greene then asked the board if they had a desire for concurrent sessions, and they all roundly said that it was not necessary – two good lengthy presentations, from Hilary

Kaplan and from Movie Tone News would be fine. To accommodate both business meetings, the schedule for the day could be something like this: 10 –12 Hilary Kaplan. 12- 12:15 one business meeting of one group; 12:15-1:00 lunch; 1-1:15- another business meeting; 1:30 –3:00 Movietone news. Greene said he would communicate the board's wishes about no need for concurrent sessions to SCAA.

In old business, Greene apologized for not getting the excellent text supplied by Nancy Sambets on photographs into a handout form yet. And Grace Cordial, reporting on the illness of her husband, said she had not been able to complete her handout on mold. Greene said he would try to get the photo piece in shape by the annual meeting and Cordial agreed that a spring date for the mold handout – to possibly be coupled with the hands-on workshop – would work.

On new business, Greene asked the board what their thoughts were on issuing a newsletter. After a spirited discussion the board agreed that a brief newsletter should be issued to cover an announcement of the annual meeting, some news and nominations for new board members. Since the latter has to be in the hands of members 30 days in advance, it was decided that the newsletter would be mailed no later than 8 October. And in connection with the newsletter, Felicia Yeh reported on an EBSCO query regarding subscription to the newsletter. All decided that the price would be \$20.00 – that of institutional membership.

The next meeting date was chosen for 12 October 2004 at the State Archives.

With no other business, Greene thanked all for attending and concluded the meeting at approximately 11:20 a.m.

Respectfully submitted

Harlan Greene
For Secretary Tally Johnson

PALMCOP Treasurer's Report, July 2004

Beginning Balance, 4/13/04	\$7103.42
Membership renewals	\$40.00
Workshop registrations	\$640.00
Workshop expenses	(\$284.32)
Interest earned	\$1.61
Ending balance, 7/13/04	\$7500.71