

PALMCOP
Board Meeting April 22, 2015
SC State Library
Columbia, SC

Present

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

Call to Order

The meeting was called to order at 10:40am by Chair Suzanne Singleton

Board Minutes

Minutes approved from March 9, 2015

Treasurer's Report

Total funds: \$7,581.81

Purchased website

Took in a few new memberships

District Representative Reports

No reports to give at this time.

Old Business

- A. **Spring Disaster Workshop.** Will be co-hosted with SCAA in Florence, SC on May 28th. PALMCOP is providing assistance, splitting costs, marketing, catering lunch, and providing some of the supplies needed. Needs include: plastic sheeting, paper towels, tape, sticky notes, and a fan. Jessica and Rebecca donated items (books, magazines, tapes, etc.). Currently not sure how many assistants will be needed from PALMCOP, but those who do help will get lunch provided for.
- B. **Workshops and Trainers.** Currently two interested in the Trainer program. Need to create an agenda outline for coming year of events/workshops and distribute with organizations such as SCLA, SCAA, LISSA, SCFM, SC Records, etc.
- C. **Brochure.** Jessica shared a new brochure and was approved by attendees. Morgan (Jones-King) will get quotes from printers for brochure, pads, pens, magnets, stickers, and other promotional items. Aiming to have some items ready to pass out at the workshop.
- D. **Membership Database.** In Google Drive. Asterisks currently mean a person or institution has been contacted and information is correct.
- E. **Website.** Rebecca premiered the new website preservationsc.org. Contact Us page is connected to Google/PALMCOP email. Moving away from Wordpress blog and will use the blog included on the website (Weebly). Rebecca established a blog author list by month. Each month the author will aim to post two times. This list will be emailed to the

board. The blog can be accessed through the email login or Weebly (if author wants to establish a Weebly account). Rebecca reminded authors to push their posts to social media.

Morgan (Jones-King) will look into getting a PayPal account for PALMCOP for taking membership fees online. Google forms can be set up prior to the fall conference.

Wordpress is still up, the admin login information has yet to be located, and therefore it cannot be deleted. Currently directs visitors to new site.

Need to update SAA with our new address.

- F. **Environmental Monitoring and Kits/Loan Program.** Charleston's vacuum is currently in use by SCFM. Suzanne plans to still check with Greenville Public Library on kit usage. Columbia's kit no longer exists. Morgan will research pricing for a new vacuum for Columbia and Life Secure Emergency kit. One data logger (with software) located from Florence, and one logger (no software) was located in Charleston. Meg should be bringing the logger with her to the next meeting. Brenda is double checking on the logger at Clemson.
Loan program will be re-established. Jessica and Suzanne are locating previous documentation and drafting up a new agreement for kits and loggers. Kits will include a deposit to ensure they are returned.
- G. **By Laws.** Draft created by Ashely and included at the bottom. Will need to be sent out to members 30 days prior to voting at the annual meeting.

New Business

- A. **Fall Conference Planning.** Archives suggested as a good venue to host. Morgan (Jones-King) will check on pricing and availability + tours. Beth will check on Annex tours availability. Brenda was brainstorming a 10AM-3PM daylong conference with two sessions with lunch/business meeting in the middle. Options of Annex or Archives tours as alternatives during the sessions. Bounced Key Note idea around (for during lunch). Would need to identify a speaker and how to give back for their time. Jessica suggested surveying the membership on what subjects they would like for sessions at the conference.
- B. **Logo.** Suzanne proposed changing the logo. Renna Redd offered to try out some new designs.
- C. **District Seats.** 3 district seats are ending at the end of the year.

Adjournment

The meeting was adjourned at 12:30pm.

Submitted by Jessica Dame (Secretary)

04/22/2015

April 10, 2015

Draft for Proposed Changes to the PALMCOP Bylaws

I. This change allows for Board meetings to take place through electronic communications. It also provides the option for voting electronically via e-mail. To be added to Article IV, Section 8. Board of Directors.

Current bylaws do not address electronic meetings or e-mail voting.

Proposed change:

Article IV. Section 8. Board of Directors

G. The Board shall be authorized to meet by telephone conference or through other electronic communications media as long as all members can simultaneously hear each other and participate during the meeting. Participation electronically shall be equivalent to presences in person at the meeting for purposes of determining if a quorum is present. Electronic meetings of the Board shall be subject to the following:

- A majority of the Board members shall have access to the appropriate electronic meeting media, as verified by their response to a call for any particular meeting.
- The technology used for the electronic meetings shall allow the members full access to and full participation in all meeting transactions either continuously or intermittently throughout the specified time of the meeting.

H. The Board may vote electronically provided Board members receive prior notice of the vote and all voting Board members are canvassed simultaneously. An affirmative vote of a simple majority of the voting Board members shall be required to pass a motion. On each electronic vote, each voting Board member shall have the option of voting for or against the motion, to abstain, or to hold for discussion at the next regularly scheduled meeting. Actions shall be confirmed at the next regular meeting of the Board.