

## Malvern Historic Commission

Meeting August 25, 2008

### Minutes

**Members Present:** Lynne Hockenbury, Barbara Leighton

**Members Absent:** Joan Stackhouse, Betty Burke, Kristin Thomas

**Invited Guests:** Barbara Rutz

**The meeting was called to order at 7:40pm.**

**Approval of Minutes:** The minutes of the July 28, 2008 meeting were approved by the members present. Other members will approve via email.

#### **New Business:**

- A. 2009 Budget – The Borough has asked for a budget request for 2009 to be done by August 28, 2008. Lynne presented the items she felt were important to include and asked for input on additional items from attendees. Lynne will finalize the budget request and deliver it to Sandy Kelly by Thursday.
- B. Fall Festival, Sunday, October 5 – Lynne reminded everyone that we are scheduled to have a booth at the Malvern Fall Festival on Sunday, October 5, and that we will need to man it from about 10am-4:30 or so. Everyone is asked to look at their schedule and determine a block of time that they are available to sit at the table. A final schedule will be developed at the next meeting.

#### **Old Business:**

- A. **Coloring Book** – The group discussed options for the format of the coloring book; the benefits of 4 pictures per 11”x17” page, or 2 pictures be 11”x17” page. Also discussed were possible binding options other than staples, such as a plastic spiral binding. Lynne will go to Kinkos and Staples and ask for options and price quotes and report back at the next meeting.
- B. **Historic Ordinances** – Lynne received an email from Chris Mongeau, Chair of the Malvern Planning Commission, with some suggestions and questions from the Borough Solicitor. Lynne will gather the necessary information and get back in touch with Chris. It is hoped that a presentation can be developed for the Planning Commission and the Borough Council in the near future.
- C. **Historic Property Inventory Files** – The group took a trip into the History Center to look at what is currently in the files. It was determined that copies of historic maps with the property marked and black and white pictures are needed for most files. Also, almost all files need to be updated to reflect any transfer of ownership that may have occurred since the properties were researched. The group decided to meet on a Saturday to begin compiling a list of the files and what they need.
- D. **Historical Resources Map** – Review of the typed descriptions for details is complete. Lynne is reviewing for details and hopes to have that completed by the end of 2008.
- E. **Cataloging Historical Items** – item on hold for time being. The group would like to plan a date, possibly in October or November, for working on this item.
- F. **Creation of room** – item on hold for time being.

- G. **Update Action Log** – The Action Log that the Historical Commission had been using had not been updated with any new tasks since February. The group discussed which items were completed, which items were still necessary to complete, and new items to add. Lynne will update the log for the next meeting so that volunteers can be assigned to tasks.

The meeting was adjourned at 9:20 pm.

The next meeting will be held on **Monday, September 22, 2008 at 7:30pm.**

Respectfully submitted by:

Lynne Hockenbury  
Co-Chair, Malvern Historic Commission