

## Malvern Historic Commission

Meeting August 27, 2007

### Minutes

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

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

**Invited Guests:** Nancy Schmitt

**The meeting was called to order at 7:30pm.**

#### Old Business:

The seven projects that are currently in process were reviewed:

- A. **Historical Resources Map** – Descriptions are being typed into the computer by volunteer, Pat Gallagher. Lynne will give her a call to check progress.
- B. **Cataloging Historical Items** – work dates TBD.
- C. **Book** – Commission is considering a reprint of the 1989 book by Nancy. Nancy will be getting more information concerning the cost of graphics for the front cover and the cost of another reprint (i.e. if we decide to print 200 more). We are considering printing 200 initially.
- D. **Creation of room** – Work dates TBD for new displays. Nancy labeled the cabinets and Lynne will be typing up the labels.
- E. **Historic Property Inventory Files** – Nancy is creating a list of exactly what we need volunteers to do. We are looking for volunteers to help with photography, deed research and cataloging. Some deed research can be done from a home computer. Nancy will continue to create a list of things for volunteers to do.
- F. **Historic Ordinances** – Lynne met with the Planning Commission and shared her notes from the meeting. Lynne and the PC Chair, Chris, will be meeting on August 28<sup>th</sup>, 2007 to discuss drafting an “if x, then y” ordinance. This will model Millersville’s ordinance initially.
- G. **Website** – Discussed adding the following to the website (refer to email to Dave):
  - a. FAQ (i.e. general information such as # of properties over 100 years old, etc.)
  - b. Did you know...- Nancy will work on this item.
  - c. Links to recent related articles
  - d. Links to sites listed in the back of the Malvern Items book
  - e. Resources available to you (refer to hand out)

#### New Business:

- A. **Budget** – Lynne submitted a budget of \$2,250 for 2008 to the Borough for consideration. Items to include in that budget are a subscription to PA magazine, Walking Tour expenses, reference books and publications, incidentals, CC Historic Preservation Network membership, cataloging supplies, CC Historical Society membership, portable DVD player, photography expenses, and picture framing expenses.

- B. **Commissioners** – There are two openings for commissioners. The role of a commissioner needs to be defined and we will continue to discuss. We are also looking for additional volunteers to help with photography, deed research and cataloging. Some deed research can be done from a home computer. Nancy will continue to create a list of things for volunteers to do.
- C. **Upcoming events** –
  - a. Walking Tour – We need to pick or be assigned a date in conjunction with the county (previous timing was Thursday nights, June 7-Aug 23<sup>rd</sup>). Lynne left voice mails with the organizers and is waiting to hear back. We will need many volunteers to help and assign them specific jobs. We plan to solicit people through the library board, borough newsletter and word of mouth.
  - b. Fall Festival for the Arts, Sunday, October 7<sup>th</sup> – Barb and Nancy have volunteered to help man the Business Association booth
- D. **Minutes** – Kristin has volunteers to take meeting minutes and distribute them to members. She will be adding an action log to the minutes after our October 1<sup>st</sup> meeting.

**Updates:**

- A. Book sales – proceeds fund our savings account. We recently withdrew money for new filing cabinets. We've sold over 320 books to date. Kristin will continue to check out potential locations for additional book sales (i.e. the coffee house in the train station).

**Voting:**

- A. All members present voting to move forward with the walking tour depending on the date. Lynne will get more information from the county concerning the timeframe and date options.

The meeting was adjourned at 9:20pm.

**\*\*The meeting in the month of September has been changed to Monday, October 1, 2007 at 7:30pm.**

Respectfully submitted by:

Kristin Thomas  
Malvern Historic Commission