

Malvern Historic Commission

Meeting January 26, 2009

Minutes

Members Present: Lynne Hockenbury, Joan Stackhouse, Barb Rutz, Tina England, Deb Collins,

Members Absent: Kristin Thomas, Barb Leighton

Guests Present: Nancy Schmitt

The meeting was called to order at 7:35pm

Approval of Minutes: The minutes of the December 1, 2008 meeting were approved with one change: Item C - "another book" has been adjusted to "a book on women". Also note that the Suburban Advertiser printed the Commission's entire article promoting the Coloring Book.

New Business:

- A. **Board Positions:** Majority of commission members present; introductions of Commission members were made. Board approved new members to positions: Deb Collins, Tina England and Barb Rutz.
- B. **Discuss History Brochure/Walking Tour:** Reviewed two history/walking tour brochures. Discussion surrounded the pro's and con's of each brochure, what would we like to see on the next brochure? Further discussion will continue at future meetings for layout and content ideas.
- C. **Discuss Open Houses for Spring and Fall:** The group determined that Fall would be a better time to have an open house. Ideas for themes included the current new book theme, Women in Malvern. Possible items to display could be from the Club of Little Gardens, Library, etc. Suggestion was made to possibly have the Malvern Blooms Group create flower arrangements.

Old Business:

- A. **Budget** – Lynne spent the final monies of 2008 on a DVD player. She also purchased a projector for PowerPoint presentations. The projector came with a screen. For 2009, the commission will need to purchase a case for the projector.
- B. **Coloring Book** – Deb Collins, Secretary, will create form letters to send to those businesses whose buildings were depicted in the coloring book. The letter will offer a special price point of \$5 per book. The letter will ask schools and churches if they would also like to purchase coloring books for their students/congregation at the price point of \$5. The first letter will be sent to the Montessori School offering to sell the book to students @ \$5 a piece.
- C. **Historic Ordinances** – This is an item that continues to remain high on the priority list. Lynne will gather the necessary information and get back in touch with Chris Mongeau from the Planning

Commission. It is hoped that a presentation can be developed for the Planning Commission and the Borough Council in the near future.

- D. **Historical Property Inventory Files** – All property files have been checked. Joan, Lynne and Deb finished this task on January 17 from 9am – 12pm. Information needs to be entered into the computers. New zoning maps, historic maps, deed research, realest-ate forms and pictures are items missing from many of the files.
- E. **Historical Resources Map** – Lynne is working on reviewing details.
- F. **Cataloging Items** – Tina reviewed the cataloging information and announced we can begin the first steps to cataloging items in the Historical Commission’s possession. The committee agreed to meet on Saturday, February 7 from 9am – 12 pm for this task. There are 6 file drawers of paper that need to be gone through. Tina suggested things, such as diaries, also be cataloged. Nancy suggested files continue to be organized by area – Northside/Southside, etc. Lynne mentioned that the budget allows for purchase of boxes for archiving. The group agreed to begin cataloging the easiest items, “things”, and then move onto papers. It was mentioned that there may be a need to organize/catalog by electronic means using a database program of some sort.
- G. **Creation of Room** – this will happen as we continue to catalog. Things to consider: catalog of displays, what should be hung, what fits together, etc. This will be a commission decision. Pictures: We have 5. Nancy suggested placing the pictures in Meeting Room. Danzinger Painting: Suggestion was made to hang in the Borough office on the wall common with the zoning office. Discussion continued regarding the Paoli Battlefield Preservation Group that has part of the Historical Commission room. When do they envision the building being open to the public? Lynne will talk to Sandy about what to do with the wall if the Paoli Preservation group doesn’t use it. Nancy recommended that the room should not be open with no one there to manage the visitors. More information is needed on how the Paoli Battlefield Preservation Group intends to use the room and expectations on how to share what they have with the public. The Malvern History Center is currently only accessible by authorized personnel of the Malvern Historical Commission and the Paoli Battlefield Preservation Fund. The general public must call to make an appointment to view the room.
- H. **Action Log** – Lynne reviewed action log. Dates were adjusted as needed for ongoing projects.

The meeting was adjourned at 9:40pm.

The next meeting will be held on **Monday, February 23 at 7:30pm.**

Respectfully submitted by:

Deb Collins
Secretary, Malvern Historic Commission