

## Malvern Historical Commission

Meeting March 22, 2010

### Minutes

**Members Present:** Lynne Hockenbury, Deb Collins, Barb Rutz, Tina England, Barb Leighton

**Members Absent:** Kristen Thomas, Joan Stackhouse

**Guests Present:** Nancy Schmitt

**The Meeting was called to order at 7:39pm.**

**Approval of Minutes:** February meeting minutes were approved.

#### **New Business:**

- A. Permission for use of Pictures – Chester County Historical Commission currently charges \$10 for the picture/photo and requires that they are credited. Barb R. will research, get a copy of Chester County's paperwork and prepare a policy by the next meeting.
- B. Pictures of Buildings and Houses – The commission met on Saturday and went through files to determine which buildings that need photos in their files. West King Street photos are missing. Overall, there are about 30 photos that need to be taken.
- C. Keeping Track of Digital Property – Need to print out hard copy. Research needed to find best deal for this. Deb will research online options. A draft print will be printed out on the computer with caption information until a bulk number of photos can be processed. It was suggested that the caption should be right-justified, giving credit to the commission. Next should indicate the photographer, if known. OR line should read "Donated by \_\_\_ to the MHC". OR line should read: "Loaned by \_\_\_ to MHC". If no known photographer. Other information should also be indicated (address, building name, etc.)
- D. Barb L. will be away during the summer, but available to do clerical work like transcribing interview tapes. The commission members discussed using GoogleDocs to collaborate this project. Deb C will set this up.
- E. Barb R suggested selling the MHC books online through EBay. The commission thought this might be a good way to expose the books to collectors who don't live in the immediate area. Tina will check with the Post Office on shipping charges.
- F. The commission was curious about how many people visit the MHC webpage. Deb will check with Dave about having a counter placed on the webpage.

#### **Updates:**

- A. Consigned Books – Malvern Prep Store did not have any books. They had been given 10 books. Lynne will check back with them along with a copy of the consignment agreement. Books in other business locations are status quo. Lynne still needs to check with Kohlerman's.
- B. Working on New Book - Nancy has logged 56 ½ hours since the last meeting. She is hoping to finish the first draft by August/September.
- C. Video by Villa Maria Middle School Student – This video won first place and will be moving on in the competition. Lynne spoke with the student and the MHC will receive a copy of the video.

#### **Old Business:**

- A. Malvern Blooms – Registration is between 7AM and 9AM on April 25 at Warren and King. MHC members are scheduled as follows:
- a. Deb – Registration check in until 11AM. Call all MHC members and Nancy Schmitt with location. Provide table; pick up change fund and other items from the History Center by Friday the 23<sup>rd</sup>. Other items include: banner, books, magnets, coins, coloring books, brochures, prints, map, receipt book, incoming receipt documents, and bookends.
  - b. Tina – 11AM – 1PM.
  - c. Lynne – 1PM – 3PM.
  - d. Barb R – 2PM to 4PM; bring tent to location by 9AM. Also bringing basket and possibly a display case for items like coins.
  - e. Barb L – 3PM – 5PM. Barb will look for a table cloth; create binder with Malvern pictures and history.
  - f. Nancy – 10AM – 1PM
- B. Collection Management – catalog new items
- C. Historic Ordinances – Waiting on the lawyer. Lynne will email Sandy.
- D. 125th Anniversary - there is nothing new to discuss. This item is on hold for the moment.
- E. Historic Property Inventory Files - have been moved to the Action Log. This is an ongoing activity.
- F. Nancy has added additional items to the display case surrounding the theme of women in Malvern. This display theme will remain active for a while.
- G. Members present went through items for acquisition and filed items accepted.
- H. Action log has been updated and reviewed by the commission.

**Meeting adjourned at 9:30pm.**

**Next meeting: Monday, April 26, 7:30pm**

Respectfully submitted by:

Deb Collins

Secretary Malvern Historic Commission