

**Malvern Historical Commission**  
**Meeting of Tuesday, January 26, 2016**  
**Minutes**

**Members Present:** Kelly Schmitt, Zeyn Uzman, Barbara Rutz, Lynne Hockenbury, Helen McDonnell

**Members Absent:** Alicia Marziani, Joan Zimnoch

**Guests:** Cathy Raymond, Chris Bashore

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

**I. Opening Remarks:** Zeyn introduced Chris Bashore, the new Borough Manager, who visited tonight.

**II. Reorganization:** Zeyn suggested combining secretary and treasurer. Kelly asked regarding changing the meeting day of the week, since the meeting night could be contingent upon people running for slots. Meeting moved to Tuesday. Chris offered to inform Neil Lovekin (Assistant Borough Manager) so Neil can update the borough website.

**Chair:** Barb nominated Zeyn. Kelly seconded. Helen thirded.

**ViceChair:** Zeyn nominated Barb, Kelly seconded.

**Secretary:** Barb nominated Kelly. Lynne seconded.

**Treasurer:** Zeyn nominated Lynne. Kelly seconded.

**III. Approval of Minutes:** The approval of the November minutes, without changes, was moved by Lynne and seconded by Barb.

**IV. Financial Report:** Helen noted there is \$6030.65 (as of Nov 20) in the savings account.

The 2015 borough budget balance was \$48.79.

Zeyn asked Lynne and Helen to work together to get the final accounting for 2015 and to change hands.

**V. Announce Open Position:** Zeyn noted we need to announce the open position of MHC member vacated by Alicia, who is no longer in the Borough but has offered to help us as an ongoing volunteer. Zeyn asked Chris to post the opening on the borough website. We interview and choose a new member next month.

**VI. Old Business**

**A. Historic Ordinance Properties:** Chris asked for more information on the Historical Ordinance, provided by Lynne and Barb. Zeyn would like a list of potential properties to go over in Feb.

**B. Zazzle:** Selling tshirts (Kelly's idea and design) and 2017 calendars (Zeyn's idea). We'd vote on which photos to use at the August meeting. Cathy noted Zazzle shirts are thin, and Kelly and Cathy offered to bring in their Zazzle-purchased shirts to show the commission at the next meeting. Zeyn suggested we have several shirts available at Malvern Blooms as impulse buys. Lynne will check with National Bank of Malvern about pricing/publication of calendars.

**C. Picnic Table / Bench:** Zeyn has contacted Boy Scout master. They will take the wood after the snow melts. Benches will go in Paoli Memorial Park.

**D. Photo Policy:** Barb suggested “resident/ non-resident” instead of member/non-member on the CCHS reproduction fees, with PMA and PBFPP being exempt. Others may be exempt due to future good will shared in the community. Moved by Lynne, seconded by Barb.

**E. Update Action Log:**

Interviews: Naomi Reason. Lynne and Barb will ask Joan Stackhouse if she can/will do.

Cataloging Historical Items: Lynne said waiting on HCSP.

Displays for MHC: Lynne mentioned Mary Lou suggested a display case for the MHC, since the hallway has a video camera for security reasons. Discussed further under committees below.

Website content: Facebook vs. Malvern Borough site. Borough site needs an updated photo of members. Other items mentioned for website: Walking tour, Historic preservation award winners.

Book Sales: discussed further under committees and wishes for Borough Council.

**VII. New Business**

**A. Terms of office for commissioners,** each member good through

(Alicia) and Joan through 2017

Kelly and Barb through 2018

Zeyn through 2019

Helen and Lynne were just reappointed through 2021

**B. Year-end report to Borough Council for 2015:** Lynne will write this up. Barb will give report to the Borough Council once this is written.

**C. Change Meeting night** – already done above

**D. Establishment of Committees:** Moved by Lynne, seconded by Kelly. Cathy suggested we not fill committees until the open position is filled. Zeyn agreed, but stated we have some slots that need immediate filling, as noted with skeleton members below.

1. Ordinance Properties Committee – Zeyn appointed Lynne and Barb

2. Publication Committee – Kelly offered

a. InGreat Valley due Feb 9th

b. Newsletter

c. walking tour brochure

d. website/ Facebook

3. Display Committee (including hosting St. Pats students / Boy Scouts for MHC visits)

4. History Center Committee (organizing files) – tabled until we have HSPC

5. Events Committee (including book sales) – Chris offered to ask the borough solicitor for the legality of book sales / handling money online

6. Preservation Awards committee

Current action item: Need to order 4 more plaques

**E. Festival Applications** – Zeyn will apply for Malvern Blooms. Kelly will check on Shoppes at Villa for Christmas.

**F. Display case for outside office** – Lynne will look into getting a new case for the hallway. Something tall, with shelves. Lockable.

**G. Borough Council charge** – list of 3-5 things we want to accomplish in the next 2 years, what do we see as the problems in our network and how to change them

1. Selling the books, other stuff online

2. Authorization to hire an intern for summers (at least). \$10/hour.

3. Educational displays / QR codes around town

4. Add content appropriately to the website or have an independent website (linked to by QR codes)

**H. Workshops:** Zeyn wanted power to okay whoever wants to do the CCHPN workshops. Kelly moved, Lynne seconded. Whoever would like to attend any CCHPN workshops, please email Zeyn and he will get you on the list.

1. March 12 Spring Workshop, Kelly & Joan are already signed up
2. Lynne to make sure we are CCHS members.

The next meeting to be held on TUESDAY, February 23<sup>rd</sup>, at 7:30pm. All future meetings for 2016 noted below.

Barb moved to adjourn 9:10.

**TUESDAY MEETING DATES**

**Feb 23**

**Mar 22**

**Apr 26**

**May 24**

**Jun 28**

**Jul 26**

**Aug 23**

**Sep 27**

**Oct 25**

**Nov 22**

Respectfully submitted by:

Kelly Schmitt,  
Secretary, Malvern Historical Commission