

ASSOCIATION OF HAWAII ARCHIVISTS
Minutes of Board Meeting, March 13, 2012 [revised 4/3/12]
Hawaiian Historical Society Library

Present: Barbara Dunn, Mary Louise Haraguchi, Carol Hasegawa, Janel Quirante, Dainan Skeem, Georgina Tom, Gina Vergara-Bautista. Excused: Dawn Sueoka

1. Call to order: Carol called the meeting to order at 4:00 pm.

2. Lei presentation and introductions

Leis were presented to new Directors. Directors introduced themselves and described their positions and institutions. Carol suggested that Board members continue to share current projects in future meetings.

3. Minutes from Jan 23, 2012 and Feb 19, 2012 Board meetings were approved as corrected.

4. Treasurer's report

Dainan distributed the Treasurer's reports for Jan 24-Feb 15 and Feb 16-Mar 13, 2012. As of Mar 13, 2012, the ending cash balance is \$8,595.03 and total membership is 47. Georgina will send out an email to AHA members to remind them to renew their memberships.

5. Old Business

a. Annual Meeting

1) Survey Monkey results

Dainan presented the survey results and comments. 21 people responded and the largest response for each category surveyed was either Met or Exceeded Expectations.

2) Expenses

Dainan reported that the 2012 AHA Annual Meeting total expenses were \$3,211.06 and total income was \$3,490.00.

3) Donations to Grove Farm & NTBG & KHS

With the \$278.94 left over, there is about \$600 total for donations to the Kauai host organizations. It was decided to donate \$200 to Grove Farm Museum, \$150 to Kauai Historical Society, and \$250 to the National Tropical Botanical Garden. Also, the curator at Grove Farm received a \$50 honorarium so Grove Farm's total is in effect \$250.

4) Thank yous

Carol has emailed and given handwritten Thank You notes. Dawn and Carol will mail formal Thank You letters.

b. Program calendar schedule for 2012

Barbara will contact Capt. Rogers from the Hawaiian Airlines Archives about a potential site visit. Carol will email AHA members about a Kalaupapa event, featuring Valerie Monson at Windward Community College on Sat. Mar 31. Georgina will work with Dawn about plans for an AHA / HMA / HLA mini conference.

c. Update of repositories, do it?: Deferred to next Board Meeting.

d. Blog, older websites, newsletter status: Deferred to next Board Meeting

6. New Business

a. Summit of Regional Archival Associations Meeting

Carol said there may be AHA travel funds available to help subsidize Dainan's trip to SAA Regional Summit meeting at the SAA 2012 Conference in San Diego.

b. Student representation on Board, donation to Student Chapter Society of American Archivists, AHA archives project

Dainan and Dawn will contact Kapena Shim, president of SAA Student Chapter at UH Manoa to invite a student representative to attend AHA Board Meetings. The student will not be a voting Board member. Carol proposed a student project to process the AHA Archives. Gina will ask a State Archives staff member to be a mentor for this project in order to facilitate access to AHA Archives documents.

c. By Laws committee

Barbara summarized the history of the AHA By Laws from the original 1989 By Laws through the 2005 and 2008 revisions, and highlighted provisions that were dropped in the Officers and Government Section. A By Laws committee was formed with members Dainan, Janel, and Gina (Chair). The committee will compile all documentation and revision history of past By Laws and recommend revisions as needed to be approved by AHA membership at next annual meeting in 2013.

7. Next meeting

Meetings will be held the second Thursday of the month at 4:00pm at the Hawaiian Historical Society Library. The next meeting is scheduled for April 12, 4:00pm.

8. Adjourn

The meeting was adjourned at 5:00pm.

Respectfully submitted,
Janel Quirante, Secretary