

ASSOCIATION OF HAWAII ARCHIVISTS
Minutes of Board Meeting, June 14, 2012
Hawaiian Historical Society Library

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

Guest: Erin Green, UH SAA-SC representative

1. Carol called the meeting to order at 4:00 pm.
2. Board welcomed SAA-SC student representative.
3. Minutes from May 10, 2012 Board Meeting were approved as corrected.
4. Treasurer's Report for May 10 – June 14, 2012
As of June 14, 2012, the ending cash balance is \$7,972.53.
5. Committee reports
 - a. AHA / HMA / HLA (Dawn, Georgina, Mary Louise)
The committee has refined the theme to “Practical Stewardship of Collections”. They consulted with Lynn Davis and put together a tentative program.
 - Panel 1: Care of collections on loan or exhibit
 - Panel 2: Integrated pest management
 - Panel 3: Joint project case study. Speakers from an archive, library and museum that worked together on a joint project.
 - Panel 4: Conservation demonstration
 - Student Poster Sessions during registration, breakfast, lunch, breaksThe sessions would be scheduled during the AHA Annual Meeting Sat Feb 16, 2013 and be open to HMA and HLA members. Potential venues: Queen Kapiolani Hotel, JCC Manoa Grand Ballroom. Carol suggested incorporating Native Hawaiian collection content or themes in program.
 - b. AHA Archives (Dainan, Gina)
Committee is searching for records from 2006-2010. Barbara will make copies of her AHA newsletters and records for the archive.
 - c. By Laws (Gina, Dainan, Janel)
Committee distributed Suggested Revisions to By Laws. The revisions are based on the 2008 By Laws with added Committee recommendations, Jim Cartwright's proposal, and Board comments. The revisions trace changes and note who proposed revisions. The July Board meeting will be devoted to By Laws discussion. The revised By Laws will be presented to the general membership for vote / approval at the Feb 2013 Annual Meeting.
 - d. 5th edition revision of the Directory of Historical Records Repositories (Janel, Mary Louise, Barbara)
The committee created a spreadsheet of 4th edition records with data entry fields for 5th edition revisions/additions. Janel will send a Listserv message about the revision project and announce that members may be contacted soon to update their information. The committee plans to complete the 5th edition by the Annual meeting in Feb 2013.
 - e. Blog, older websites (Dawn, Dainan)

Dawn will ask Andrew about transferring the AHA photos on Picasa. Dainan confirmed with Stu that his site was a mock-up and does not have different content from Andrew's site. Carol will upload meeting agendas and Janel will upload corrected and approved minutes to the Blog.

6. Unfinished business
 - a. Captain Rogers wrap up (Barbara)
Tour of the Hawaiian Airlines Archive was successful and had 18 attendees.
Photo slideshow is on the Blog.

7. New business
 - a. AHA/DCCA tax status (Georgina, Dainan)
AHA is currently registered with the state as a Domestic Non-profit Corporation. We do not have a GET license. The Board discussed whether we should reclassify our status or consult with the HI Small Business Development Center. It was decided to remain with our current registered status, hold off on consulting services, and try and get a written confirmation from the HI tax office that we are in compliance.

 - b. More 2012 Program activities (Barbara, Carol)
Barbara will coordinate a site visit to the Kamehameha Archives with Janet Zisk in August. Gina will look into a combined site visit to the Filipino Community Center and the Hawaii Plantation Village in October.

 - c. Na Hawaii Imi Loa student workshop (Dainan)
This UH student group asked if AHA would sponsor a workshop to help Native Hawaiian organizations with their archives and records management. Dainan will ask the student group to submit a project proposal that the Board can review and send to the AHA Listserv to recruit instructors.

8. Roundtable
Barbara announced that the Hawaiian Historical Society received a Mason Fund Challenge Grant for preservation and an NEH / CCAHA grant to conduct a collections risk assessment.

8. Next meeting will be held Thursday July 12, 2012 at 4:00 pm at the Hawaiian Historical Society Library.

9. The meeting was adjourned at 5:30 pm.

Respectfully submitted,
Janel Quirante, Secretary