

ASSOCIATION OF HAWAII ARCHIVISTS
Minutes of Board Meeting, September 12, 2012
Hawaiian Historical Society Library

Present: Barbara Dunn, Carol Hasegawa, Janel Quirante, Dainan Skeem, Dawn Sueoka, Gina Vergara-Bautista

Excused: Mary Louise Haraguchi, Georgina Tom

1. Carol called the meeting to order at 4:02 pm.
2. Minutes from August 9, 2012 Board Meeting were approved as corrected.
3. Treasurer's Report for Aug 9 – Sept 11, 2012
As of Sept 11, 2012, the ending cash balance is \$6367.00. The Board approved a revised template for Treasurer's Reports with the following changes:
 - No need to print report on AHA letterhead
 - Title of report should include full name of Association of Hawaii Archivists
 - Remove footer from report
4. Committee reports
 - a. Program
Kamehameha School archives (Barbara)
The field trip for AHA members is confirmed for Sat Oct 13, 2012 from 10-12, hosted by Janet Zisk and Candace Lee. As of 9/12/12, there were 13 attendees signed up. Dainan will post the invitation to AHA blog and Barbara will send a listserv message about carpools.

Holiday Social (Carol)
Carol reserved the date of Dec 15, 2012 at the Kapiolani Community College Tamarind Room and AHA paid \$500 deposit. We have until Oct 15 (60 days prior) to cancel for a full refund. Board members are asked to bring their checks on Oct 11 (next meeting) if they are going. The cost is \$30/person plus \$50 bartender fee plus 18% gratuity. The cost to AHA members will be \$37-38 / person. Jocelyn Fujii is not confirmed as guest speaker, we may need to get another speaker as back-up. There will be a pop-up exhibit, Carol will check on display table sizes.
 - b. Directory of Historical Records Revision (Janel, Mary Louise, Barbara)
Mary Louise revised the listserv message which Janel will send out with a 2-week deadline for submissions. The committee will then send out individual emails if no response is received from mass email. Barbara will find out password for AHA email hawaiiarchivists@gmail.com and committee will use this for directory revision emails.
 - c. Bylaws (Gina, Dainan, Janel)
The committee met on Aug 29 to discuss revisions with Board members. Gina distributed latest suggested revisions to 2008 Bylaws (draft 08/31/2012) with notes explaining the revisions. Further changes will include: style and grammar fixes. Board will finalize revisions by the December Board Meeting, in order to circulate the proposed revisions to the AHA members 30 days prior to annual meeting.
 - d. AHA / HMA / HLA Conference (Dawn, Georgina, Mary Louise)

The committee has confirmed speakers: Debbie Dunn, Malia Van Heukelem, and Linda Hee. They are looking for additional presenters for the following panels: environmental monitoring; cultural stewardship in exhibition. The AHA Business meeting is tentatively scheduled for 3:00 – 3:45, no agenda has been set. A PechaKucha is tentatively scheduled during lunch.

5. Unfinished business
 - a. Na Hawaii Imi Loa student workshop (Dainan)

The workshop is scheduled for Sat. Sept. 22 in the UH West Oahu Library. The sessions are to be held in two rooms, beginning with an introduction to the principles of records management, followed by break-out sessions with volunteer instructors on different archival materials: paper; film/photographs; artifacts; digital objects; maps/large formats. 20 attendees, plus LIS students are expected.
 - b. Kalaupapa service project (Carol)

Tentative dates of Oct. 25-27, 2012 still need to be confirmed. As of 9/12/12, five people had expressed interest in going. AHA is not collecting registration fees.
6. Announcements / Roundtable
 - a. AHA membership

Board discussed how to welcome new members. Carol offered to send a welcome email with information about AHA, its Blog and listserv.
7. Next meeting

Thursday October 11, 2012 at 4:00 pm at the Hawaiian Historical Society Library
8. The meeting was adjourned at 5:34 pm.

Respectfully submitted,
Janel Quirante, Secretary