

ASSOCIATION OF HAWAII ARCHIVISTS
Minutes of Board Meeting, November 16, 2012
Hawaiian Historical Society Library

Present: Barbara Dunn, Mary Louise Haraguchi (via Skype), Carol Hasegawa, Janel Quirante, Dainan Skeem, Dawn Sueoka, Georgina Tom, Gina Vergara-Bautista
Guest: Ashley Millett (SAA-SC representative)

1. Carol called the meeting to order at 4:10 pm.
2. Minutes from October 11, 2012 Board Meeting were approved as corrected.
3. Treasurer's Report for Oct 11 – Nov 16, 2012
As of Nov 16, 2012, the ending cash balance is \$6509.00. Georgina reported that the AHA annual business filings are fine. A claim has been submitted to Bank of Hawaii to research the unknown \$200 debit. This is possibly the donation to Kalaupapa National Historical Park but needs to be confirmed. New or renewing memberships received now through the end of 2012 will be valid through 2013. Georgina will email a confirmation that payment has been received and Carol will send a welcome email.
4. Committee reports
 - a. AHA 2013 Conference/Meeting (Georgina, Mary Louise, Dawn)
The committee distributed the Tentative Program, which will be emailed to Board for comment, and then to presenters for confirmation. The Board approved \$45 registration fee (does not include membership fee). The committee will explore sponsorships and other ways to help subsidize a discount student registration. We need a minimum of 55 attendees to cover costs of venue, food, leis, and parking. LIS instructors have been asked to recommend student posters. Two more presenters have been confirmed for the exhibition panel: Betty Lou Kam and Stuart Ching.
 - b. Directory of Historical Records Revision (Janel, Mary Louise, Barbara)
11 revisions were received including listings from 5 new repositories. Barbara and Mary Louise will call individual repositories and Janel will follow-up with online submission forms.
 - c. Bylaws (Gina, Dainan, Janel)
Gina distributed the latest suggested revisions to 2008 Bylaws, with notes regarding proposed amendments, draft dated 11/16/12. Main changes include: moving Board of Directors language from Section V to Section IV; restoring language from 1989 Bylaws and deleting language from 2005 and 2008 Bylaws. Proposed Bylaws will be mailed to membership in early January, at least 30 days prior to Annual Meeting.
 - d. Nominations and Elections (DeSoto, Barbara)
The committee has confirmed the nominees and Barbara will prepare a slate that will be mailed to membership in early January, at least 30 days prior to Annual Meeting. The nominees are: Dainan Skeem (President); Gina Vergara-Bautista (President-elect); Dawn Sueoka (Director); Eleanor Kleiber (Director); Monika Talaroc (Director).
 - e. Program
Kamehameha Schools archives wrap-up (Barbara)

There were 17 attendees on the tour hosted by Janet Zisk and Candace Lee who displayed collection items, shared the genealogy of the archive and the alumni oral history project. Dainan took photographs that will be posted on the Blog.

Holiday Social (Carol)

The final count of attendees is due to KCC on Dec 3. Carol will send an email reminder to listserv and will provide labels for pop-up exhibit. Jocelyn Fujii is confirmed as speaker. Board discussed ways to honor and recognize AHA members who are retiring at the end of the year.

5. Unfinished business
 - a. SAA Regional Summit Report (Dainan)

Dainan attended this meeting at the SAA conference in August in which SAA members discussed ways in which regional archive groups can work together. Some ideas included roundtables, listservs, and attending other regional meetings. The Proposed Regional Summit Report will be sent to SAA leadership for review and approval.
 - b. Kalaupapa service project wrap-up (Carol)

Five people participated in this service project which was a success. Kristi Ausfresser, Museum Technician, Hawai'i Volcanoes National Park wrote a blog post about the project. Carol will write thank-you letters to all involved.
6. New Business: Library & Information Science Advisory Board report (Carol)

AHA President is a member of this board which meets each Fall and Spring. Carol attended the Fall meeting and reported the latest news from the LIS program including: Vi Harada is retiring; student learning objectives are finished; LIS 663 is now a required course.
7. Announcements / Roundtable
 - a. Call for Student Service Projects

Ashley announced that SAA-SC is looking for service projects. Student members will volunteer time with an archive, please contact her if interested.
8. Next meeting
Thursday December 13, 2012 at 4:00 pm at the Hawaiian Historical Society Library
9. The meeting was adjourned at 5:34 pm.

Respectfully submitted,
Janel Quirante, Secretary