

ASSOCIATION OF HAWAII ARCHIVISTS
Minutes of Board Meeting, January 10, 2013
Hawaiian Historical Society Library

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

1. Carol called the meeting to order at 4:05 pm.
2. Minutes from December 13, 2012 Board Meeting were approved as corrected.
3. Treasurer's Report for Dec 13, 2012 – Jan 10, 2013
Georgina distributed the Treasurer's Report. As of Jan 10, 2013, the ending cash balance is \$7,911.50. This reflects the \$200 debit for Kalaupapa National Historical Park donation.
4. Committee reports
 - a. AHA 2013 Conference/Meeting (Georgina, Mary Louise, Dawn)
The registration deadline has been extended to January 18, 2013. Dawn will change the deadline on the registration form and send a revised version to Janel, who will mail packets with the bylaws and slate on Monday. The AHA, HLA, LIS-STU and Museum Studies lists will be notified. Ashley has been keeping the LIS students updated.
The committee distributed a sample conference evaluation form and solicited comments from the board. Dawn will email an electronic version of the form to the board for additional feedback.
Georgina will pick up the mail and inform Carol of any non-conference mail. She will also send frequent updates to the board about who has registered.
Mary Louise will coordinate the Pechakucha presentations. The first presentation will be an AHA recap by Carol. Dawn will assist with powerpoint.
Dawn and Georgina will schedule a walkthrough of the venue for the end of January/early February.
 - b. Directory of Historical Records Revision (Janel, Mary Louise, Barbara)
Many repositories have promised to submit listings but haven't yet. Ashley suggested letting respondents know how many questions to expect. Gina suggested that the committee call repositories and fill out the form over the phone. The committee will decide on next actions. They would like to provide conference attendees with what has been collected so far.
 - c. Bylaws (Gina, Dainan, Janel)
Dainan sent the revised Bylaws to the AHA listserv on January 9th.
 - d. Nominations and Elections (DeSoto, Barbara)
Barbara sent the slate to the AHA listserv on January 7th. The slate will be printed and handed out to members before the Annual Meeting. The person checking attendees in will remind former AHA members who haven't renewed their membership to renew at the conference, or they will not be eligible to vote in the election.
 - e. Program
Holiday Social (Carol)
Carol will write an article about the holiday social for the blog.

5. Unfinished business
 - a. Digital archives workshops
Menzi Behren-Klodt, an instructor in SAA's Digital Archives Specialist (DAS) certification program, has offered to teach workshops on Privacy & Confidentiality and Copyright in March-July 2013. Dainan will clarify what AHA's responsibilities would be and what SAA's would be before gauging interest among AHA members.
 - b. AHA newsletter
Barbara would like AHA to distribute a regular newsletter, on paper or as a PDF.
6. Announcements / Roundtable
 - a. Franco Salmoiraghi
Photographer Franco Salmoiraghi needs an intern to assist him with cataloging his collection.
 - b. 2013-14 AHA board meetings
Beginning in March, Board Meetings will be held at the Hawai'i State Archives.
7. Next meeting
Thursday February 14, 2013, at 4:00 pm at the Hawaiian Historical Society Library.
8. The meeting was adjourned at 5:30 pm.

Respectfully submitted,
Dawn Sueoka, Substitute Secretary