

ASSOCIATION OF HAWAII ARCHIVISTS
Minutes of Board Meeting, February 14, 2013
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 (SAA-SC representative)

1. CALL TO ORDER. Carol called the meeting to order at 4:10 pm.
2. MINUTES. Minutes from January 10, 2013 Board Meeting were approved as corrected.
3. TREASURER'S REPORT AND MEMBERSHIP RECAP (Georgina)

For the period of Jan 10 – Feb 14, 2013, we had an income of \$3,622 and expenses of \$3,069.55. As of Feb 14, 2013, the ending cash balance is \$8,463.95. Bank of Hawaii now charges a service fee for providing check images on monthly statement. The Board recommends opting out of this service.

Membership numbers for 2012 were: 13 Students, 4 Institutions, and 54 Individuals for a total of 71 members, including 20 new members. Membership numbers for 2013 (as of Feb 10) are: 7 Students, 7 Institutions, and 44 Individuals for a total of 58 members, including 16 new members.

4. COMMITTEE REPORTS

- a. Directory of Historical Records Revision (Janel, Mary Louise, Barbara)
100 printed copies of the 5th Edition Preview will be distributed at the Conference. The Preview will be posted on the Blog. The committee will continue to accept new and revised listings to add to the Directory.
- b. Program: Holiday Social (Carol)
We received \$140 in donations and had a profit of \$102 from the dinner. The Board approved donating \$100 from the profit to the Kapi'olani Community College Culinary Program.
- c. AHA 2013 Conference / Meeting (Dawn, Georgina, Mary Louise)
The committee went over the final details for the conference. Handouts to be distributed at the conference are: program, evaluation, directory, attendee list, and for AHA members only: meeting agenda, minutes, Treasurer's report, slate, and By-laws. Mary Louise will man the registration desk, Georgina will introduce and conclude the conference, Dawn will be the speaker point-person and timekeeper. Board members are asked to arrive at 7:30 am to welcome and guide attendees. The hotel has been paid. After the General Meeting, the new Board will meet to decide Officers and monthly meeting schedule. The minutes of this meeting will be given to Bank of Hawaii for check signing authority. The Annual Treasurer's Report should include the period of Jan – Dec 2012.

5. UNFINISHED BUSINESS. Digital archives workshop update (Dainan)

The class is an SAA workshop and qualifies for credit towards ACA recertification and Digital Archives Specialist credits. The 2-day class is tentatively scheduled for the second or fourth week of July 2013 in the UH Archives reading room. SAA will cover the class fee for one student.

6. ANNOUNCEMENTS

- a. SAA-SC
The student chapter will be electing new officers. They are hosting a wine tasting event on March 8 in Hamilton Library for current LIS students to network with recent LIS graduates. They would like to schedule tours of archives and are looking for potential sites to host 7-10 students.
- b. AHA Blog
Dainan now has Administrator privileges for the blog.

7. NEXT MEETING. The new Board meets immediately after the General Meeting on Saturday February 16 at the Queen Kapi'olani Hotel.

8. ADJOURN. Carol adjourned the meeting at 5:20 pm.

Respectfully submitted,
Janel Quirante, Secretary