

ASSOCIATION OF HAWAI'I ARCHIVISTS
Minutes of Board Meeting, March 14, 2013
Hawai'i State Archives

Present: Eleanor Kleiber, Janel Quirante, Dainan Skeem, Dawn Sueoka, Monika Talaroc, Gina Vergara-Bautista

Excused: Mary Louise Haraguchi, Georgina Tom

1. CALL TO ORDER. Dainan called the meeting to order at 4:05 p.m.
2. MINUTES (Janel). Minutes from the Feb. 14 and Feb. 16, 2013 Board Meetings were approved as corrected.
3. TREASURER'S REPORT (Eleanor)
 - a. Monthly Report.
For the period of Feb 14 – Mar 14, 2013, we had an income of \$1,132.50 and expenses of \$563.91. As of Mar 14, 2013, the ending cash balance is \$9,032.54. There is a \$10 discrepancy in Donations, which was traced to parking reimbursement during the annual conference. Eleanor will revise the Monthly Report to reflect this.
 - b. Detailed Annual Report
For the period of Jan – Dec 2012, total income was \$5,023.50 and expenses were \$5,759.09. The ending cash balance as of Dec 31, 2012 was \$7,375.50.
4. COMMITTEE REPORTS
 - a. AHA 2013 Conference / Meeting (Dawn, Mary Louise, Georgina)
Committee will prepare an Expenses vs Income report for next Board meeting. Survey results were distributed. Comments were positive and included recommendations for future conferences: ListServ is the preferred mode of communication; interest in handouts to complement presentations; digitization workshops and site visits. Thank You letters were sent to presenters, copies will be added to AHA records.
 - b. Directory of Historical Records (Janel, Mary Louise)
Committee will update the Directory on the Blog once a month. Barbara Dunn will continue to help with Directory revisions. Edits and revisions can be sent to Janel.
5. UNFINISHED BUSINESS. SAA DAS workshops in Hawai'i (Dainan)
Two SAA workshops are scheduled for July 22-23, 2013 in the UH Archives reading room in Hamilton Library. The 2 classes are "Copyright Issues for Digital Archives" and "Privacy and Confidentiality Issues in Digital Archives". A minimum of 17 participants need to register for the classes to run. Registration is through the SAA website and should be open the week of Mar 18. A discount is available to AHA members and also for those registering for both classes.
6. NEW BUSINESS
 - a. New committees (Dainan)
The Board narrowed down the list of committee work for 2013. Dainan will email the Board the list of committees for the upcoming year and asked that Board members respond with their top 3 choices of which committee they would like to join.
 - b. Na Hawaii Imi Loa workshop (Dawn)

The student group is planning a community workshop in the Spring to be held at the Waiamanalo Public Library. They asked for AHA's input on day, attendee survey, topics, and future AHA participation. The Board suggested that AHA co-sponsor 1 workshop per year, include topics on Disaster and Emergency Planning, Pest Management, provide a list of consultants that can work with community groups, and charge a small fee to help cover costs.

- c. Archivists Toolkit workshop (Dainan)
Education Committee will coordinate this potential workshop.
- d. ACA Exam 2014
The Board is considering sponsoring this exam in Hawai'i in 2014: a minimum of 5 people must take the exam and a venue must be provided. Dainan will send an inquiry to the ListServ to find out interest from AHA members.
- e. Kawaiahao church records (Eleanor)
The volunteer staff at Kawaiahao church asked for assistance from the AHA Board in assessing their collection and digitizing their records. The Board recommends the group participate in the upcoming SAA Digital Archives workshops and Na Hawaii Imi Loa community workshop. A site visit could also be arranged to see if this could be a potential AHA service project.

7. ANNOUNCEMENTS / ROUNDTABLE

- a. Blog / Website
The Board decided to continue uploading Board Meeting Agendas and Approved Meeting Minutes to the Blog. The old AHA websites will be archived with links to the archived sites available from the official Blog.
 - b. Membership
The Outreach Committee will help with membership renewals
8. NEXT MEETING. Thursday April 11, 2013 at 4:00 p.m. at the Hawai'i State Archives
9. ADJOURN. The meeting was adjourned at 5:20 p.m.

Respectfully submitted,
Janel Quirante, Secretary