

ASSOCIATION OF HAWAII'Ī ARCHIVISTS  
Minutes of Board Meeting, June 13, 2013  
Hawaii'ī State Archives

Present: Eleanor Kleiber, Janel Quirante, Dainan Skeem, Dawn Sueoka, Monika Talaroc,  
Georgina Tom, Gina Vergara-Bautista  
Excused: Mary Louise Haraguchi

1. CALL TO ORDER. Dainan called the meeting to order at 4:00 p.m.
2. MINUTES (Janel). Minutes from the April 11, 2013 Board Meeting were approved as corrected.
3. TREASURER'S REPORT (Eleanor)
  - a. Monthly Report  
For the period of Apr 11 – May 15, 2013, we had an income of \$60.50 and expenses of \$0.00. For the period of May 15 – Jun 13, 2013, we had an income of \$22.50 and expenses of \$0.00. As of Jun 13, 2013, the ending cash balance is \$9,148.04. The \$0.50 discrepancy between bank statement and AHA check register in April has been fixed. As of Jun 13, 2013 there are 85 current members.
4. COMMITTEE REPORTS
  - a. AHA 2014 Conference / Meeting (Dainan)  
The Committee reported on potential venues including: UH Manoa Student Services Building; Japanese Cultural Center; Hawaii State Art Museum; and the East West Center. The date of the conference will be Feb 15, 2014 with planned attendance of 65 people.
  - b. Holiday Social (Dainan)  
The Committee reported on possible events/venues including: Chinese banquet meal; Mission Houses and Holiday Lights; Ryan's Grill at Ward Center; Town or 12<sup>th</sup> Ave Grill in Kaimuki; Oahu cemetery tour; Queen Emma's Summer Palace.
  - c. Site Visits (Gina)  
The Committee is planning one more site visit for 2013 and reported on potential sites including: Hawaii Okinawan Center; Shangri-La; Law Library Microform Consortia; St. Clement's Episcopal Church; St. Louis School or Chaminade University; Iolani or Punahou School Archives.
  - d. Education
    - i. SAA DAS workshops July 22-23 (Dainan)  
As of Jun 13, 2013 there are 14 registered students. UH Archives will provide the room, podium, and break room. AHA will provide drinks.
    - ii. Future programming (Dawn)  
Adam Jansen has agreed to teach a Digitization Best Practices Workshop in the Fall, possibly in September. Another potential workshop for Spring 2014 is a Training Session for the Certified Digital Imaging Architect Exam. Dawn will create a survey to assess interest in this from AHA members. Other ideas were discussed including: Sharing with AHA members the issues that the Hawaii State Archives is facing as part of the Digital Archives Project (standards, metadata, file formats, etc.)
    - iii. Archivists' Toolkit demo (Dainan)

The Board discussed a demo of ArchivesSpace during the 2014 Conference or in the early Spring. ArchivesSpace is replacing Archivists' Toolkit in August.

- e. Service Project (Monika)  
The Board discussed ideas for service projects including: resume review for students; teachers for Na Hawai'i 'Imi Loa workshop; digitization help for Palama Settlement; reference help for Bishop Museum and UH Libraries; indexing project at State Archives to prepare for the launch of the Digital Archives.
  - e. Public Relations / Outreach (Janel)  
The Committee presented items they plan on completing this year including: consolidating old AHA websites to current WordPress site; re-design of current WordPress site; soliciting entries from AHA members for the Blog; monthly Newsletter-type message to the listserv, highlighting events and news.
5. UNFINISHED BUSINESS  
PARBICA and ICA membership. Eleanor will follow up via email with membership information.
6. NEW BUSINESS
- a. GoDaddy account renewal for website (Dainan)  
The Board decided the Treasurer will be keep track of account and renewal schedule and fees.
7. ANNOUNCEMENTS / ROUNDTABLE  
The Board discussed a potential AHA-sponsored talk by Sherelyn Ogden to coincide with her visit to Hawaii.
8. NEXT MEETING. Thursday July 11, 2013 at 4:00 p.m.
9. ADJOURN. The meeting was adjourned at 5:40 p.m.

Respectfully submitted,  
Janel Quirante, Secretary