

ASSOCIATION OF HAWAII ARCHIVISTS
Minutes of Board Meeting, August 8, 2013
Hawaii State Archives

Present: Eleanor Kleiber, Janel Quirante, Dainan Skeem, Monika Talaroc, Georgina Tom, Gina Vergara-Bautista

Guest: Storm Stoker (SAA-SC representative)

Excused: Mary Louise Haraguchi, Dawn Sueoka

1. CALL TO ORDER. Dainan called the meeting to order at 4:00 p.m.
2. MINUTES (Janel). Minutes from the July 11, 2013 Board Meeting were approved as corrected.
3. TREASURER'S REPORT (Eleanor)
 - a. Monthly Report
For the period of July 11 – Aug 8, 2013, we had an income of \$25.00 and expenses of \$18.17 with an ending cash balance of \$9,224.87. As of Aug 8, 2013 there are 87 current members.
4. COMMITTEE REPORTS
 - a. AHA 2014 Conference / Meeting (Dainan)
The Board decided on the Manoa Grand Ballroom (Ewa Room) at the Japanese Cultural Center as the venue and approved the \$500 deposit. The venue can accommodate 80 people; parking is \$5. The conference will be held Sat Feb 15, 2014 from 9:00 – 2:00. To encourage student involvement, there will be a "Sponsor-a-Student" program in which AHA members may pay the registration fee for a student in exchange for 10 hours of service. There will also be an open call for proposals for the Student Poster Presentations. The conference theme is "25 Years: AHA's Past, Present, and Future." The Board discussed ideas and potential speakers for Keynote Address (an early AHA member to speak about AHA's past and the future of archives); Panel Discussion (original Board members speaking about the formation of AHA); Pechakucha (repositories' current projects); and Training Session (disaster planning, digital archives, ArchivesSpace, Archive-It).
 - b. Holiday Social (Dainan)
The Holiday Social Lunch will be held Sat Dec 14, 2013 at 1:00pm at Side Street Inn Kapahulu. The Board approved a buffet menu, priced at about \$37 per person.
 - c. Site Visits (Gina)
The Shangri-La site visit is tentatively scheduled for a Saturday in November.
 - d. Education
 - i. SAA DAS workshops follow-up (Dainan)
The survey and evaluation results from students were positive. 23 people attended the Copyright class and 22 people attended the Privacy class. Attendees expressed interest in holding more AHA-sponsored SAA workshops in Hawaii, including DAS Certification courses and Webinars.
 - ii. Na Hawaii 'Imi Loa workshop (Georgina)
The Archives Training Workshop co-sponsored by AHA and Na Hawaii 'Imi Loa will be held Sat Oct 5 from 8:30 – 12:00, with a tentative location

at the KEY Project Facilities in Kahalu'u. The Workshop will include 3 30-minute sessions TBD. There will be 2 planning meetings with volunteers and NHIL. At least 4 AHA volunteers are needed, a call for volunteers will be sent to Listserv.

- e. Service Project (Monika)
Potential Service Projects include: indexing tax records and ledgers, cleaning/collections care, processing AHA records (Hawai'i State Archives); resume review service; needs assessment for Okinawan Center or other institutions attending NHIL workshop
 - f. Public Relations / Outreach (Janel)
Monika is working to implement changes to WordPress site based on her mock-up. The Committee invited Board members to send them any announcements or messages to be sent to Listserv.
- 5. NEW BUSINESS
The Board approved LIS student Koa Luke's request to co-sponsor a public presentation of his original research conducted as part of his Directed Study with Eleanor Kleiber. Koa will coordinate venue, date and target audience, AHA will pay for refreshments and help advertise the event.
 - 6. ANNOUNCEMENTS
The SAA Student Chapter has elected new officers for 2013-14 and will continue to send a representative to the monthly AHA Board meetings.
 - 7. NEXT MEETING. To be determined.
 - 8. ADJOURN. The meeting was adjourned at 5:20 p.m.

Respectfully submitted,
Janel Quirante, Secretary