

ASSOCIATION OF HAWAI'I ARCHIVISTS
Minutes of Board Meeting, September 11, 2013
Hawai'i State Archives

Present: Mary Louise Haraguchi, Eleanor Kleiber, Janel Quirante, Dainan Skeem, Dawn Sueoka,
Gina Vergara-Bautista

Excused: Monika Talaroc, Georgina Tom

1. CALL TO ORDER. Dainan called the meeting to order at 4:00 p.m.
2. MINUTES (Janel). Minutes from the August 8, 2013 Board Meeting were approved as corrected.
3. TREASURER'S REPORT (Eleanor)
 - a. Monthly Report
For the period of Aug 8 – Sept 11, 2013, we had an income of \$0.00 and expenses of \$564.67 with an ending cash balance of \$8,660.20. As of Sept 11, 2013 there are 87 current members.
 - b. Eleanor announced that she will be stepping down as Board member and Treasurer in February 2014.
4. COMMITTEE REPORTS
 - a. AHA 2014 Conference / Meeting (Dainan)
The committee conducted a site visit to Manoa Grand Ballroom, signed the contract and gave a \$500 deposit. All other potential venues were notified that another venue was selected. The conference program still needs to be confirmed before an announcement is sent to the AHA membership. Gina researched the AHA records and distributed a list of the former AHA Officers and Board Members from 1988 – 2013. Some names are missing and the Board discussed putting a call out to the listserv/blog to ask members' help in filling in the missing information.
 - b. Holiday Social (Mary Louise)
The Holiday Social Lunch is confirmed for Sat Dec 14, 2013 from 1:00 – 4:00 pm at Side Street Inn Kapahulu. An invitation will go out in October. \$900 deposit is due to venue one month prior to event (by Nov 14, 2013).
 - c. Site Visits (Gina)
The Shangri-La site visit is confirmed for Saturday Nov 16, 2013 from 3:45 – 5:15. Space is limited to 8 people.
 - d. Education
 - i. Na Hawai'i 'Imi Loa workshop (Dawn)
There will be one planning meeting with volunteers and NHIL in late September after the planning survey is completed. A call for volunteers will be sent to Listserv with a list of training subjects to be covered.
 - ii. CDIA Training (Gina)
The Committee met with Adam Jansen about holding a Certified Document Imaging Architect certification workshop. He recommended a Summer 2014 date, with two 8-hour sessions to be held over 1 or 2 weekends. The cost to enroll in the workshop would be about \$280 (exact price TBD). In addition, the cost to take the certification exam is \$280. The certification is geared towards business and corporate

records. A survey will be conducted at the AHA annual meeting to gauge interest from members. The Board discussed reaching out to ARMA members as potential students.

- e. Public Relations / Outreach (Janel)
Website updates are still in progress.

5. ANNOUNCEMENTS

Janel announced an 'Ulu'ulu-sponsored free screening of the documentary film "Puamana" followed by a panel discussion about film archiving and preservation at HIFF on Sunday Oct 13 at 6:00PM at Dole Cannery.

Dainan attended the HPC-SLA Mentoring Mixer at the Institute for Astronomy Library.

Eleanor announced that the UHM Pacific Collection and the UHM Linguistics Department worked together to submit a grant that would vastly improve the Pacific Language metadata for the Pacific Collection holdings. In total this would improve access to about 9,500 items written in or about Pacific Languages (largest collection of its kind in the world). A second stage of the project is to make this metadata available to OLAC, the Open Language Archives Community.

Gina announced that the State Archives Digital Initiative Prototype Phase is complete.

- 6. NEXT MEETING. Wednesday October 9, 2013 4:00 pm Hawai'i State Archives.
- 7. ADJOURN. The meeting was adjourned at 4:48 p.m.

Respectfully submitted,
Janel Quirante, Secretary