

ASSOCIATION OF HAWAI'I ARCHIVISTS
Minutes of Board Meeting, October 9, 2013
Hawai'i State Archives

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

Excused: Eleanor Kleiber, Georgina Tom

1. CALL TO ORDER. Dainan called the meeting to order at 4:00 p.m.
2. MINUTES (Janel). Minutes from the September 11, 2013 Board Meeting were approved as corrected.
3. TREASURER'S REPORT (Dainan)
 - a. Monthly Report
The ending cash balance for the period of Sept 11 – Oct 9, 2013 is listed as \$859.58. The Board questioned this amount as it may be a typo and asked for clarification from Treasurer at next meeting. We had an income of \$0.00 and expenses of \$62.62. As of Oct 9, 2013 there are 87 current members.
4. COMMITTEE REPORTS
 - a. AHA 2014 Conference / Meeting (Dainan)
The conference program is still to be confirmed, but the tentative schedule includes:
 - Keynote speech to open conference
 - Pechakucha session with 5-10 presenters
 - Student poster presentations
 - A tour of JCCH museum and library
 - Lunch from 12:00 – 1:00
 - AHA Business Meeting from 1:00 – 1:30Gina distributed an updated list of the former AHA Officers and Board Members from 1988 – 2013 as well as a timeline of AHA events. The Board discussed printing a pamphlet or booklet about the first 25 years of AHA to distribute at conference. A Save-the-Date announcement will be sent to AHA listerv in November, followed by program details as they are confirmed.
 - 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. We have reserved a private room for 35 people to include full buffet, trivia contest and prizes. The Board determined the price per person at \$38.
 - c. Site Visits (Gina)
Gina designed a flyer for the site visit to Shangri La on Sat Nov 16 that will be sent to the AHA Listserv. Space is limited to 12 AHA members. Dawn Sueoka and Maja Clark will be the guides.
 - d. Education
 - i. Report on Na Hawai'i 'Imi Loa workshop (Dawn)
The workshop was held on Sat Oct 5 from 9:00 – 12:00 at KEY Project in Heeia. 25 people attended presentations by AHA volunteers Helen Wong Smith, Linda Hee, Dainan Skeem, Dawn Sueoka, and Maja Clark. NHIL would like to continue to offer at least 1 workshop per year and

eventually expand to neighbor islands. The Board discussed suggesting to NHIL that for future workshops they target non-profits as the audience or consider charging consultation fees.

- ii. CDIA Training (Gina)
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.

- f. Service Projects (Monika)
SAA-SC expressed interest in a resume review service in which AHA volunteers would offer feedback on resumes of students seeking employment. This could be offered in March or April 2014.

5. ANNOUNCEMENTS

There are open volunteer opportunities at the State Archives, processing paper and electronic records, indexing, and adding photograph metadata. All volunteer work takes place on site on Mondays – Fridays from 8:00 – 4:00.

AHA membership forms were distributed at the NHIL workshop for potential new members.

The Congressional Papers Archivist position at Hamilton Library was posted on Work at UH website.

6. NEXT MEETINGS

Wednesday November 13, 2013 4:00 pm Hawai'i State Archives.

Wednesday December 11, 2013 4:00 pm Hawai'i State Archives.

7. ADJOURN. The meeting was adjourned at 5:00 p.m.

Respectfully submitted,
Janel Quirante, Secretary