

ASSOCIATION OF HAWAII' I ARCHIVISTS
Minutes of Board Meeting, March 11, 2014
Hawaii' i State Archives

Present: Gina Vergara-Bautista, Kepā Maly, Kapena Shim, Jill Sommer, Dawn Sueoka, Monika Talaroc, Annie Thomas, Malia Van Heukelem

1. CALL TO ORDER. President Gina Vergara Bautista called the meeting to order at 4:08 p.m.
2. MINUTES (Dawn). Minutes from the February 15, 2014, meeting were approved.
3. TREASURER'S REPORT (Kapena).
Monthly report
The ending cash balance for the period of February 13, 2014–March 11, 2014, is \$10,687.16. We had an income of \$2,030.00 and expenses of \$321.14. Kapena will let the board know what the overall cost of the conference was. He will also send out reminders to people whose membership has lapsed, encouraging them to renew.
4. COMMITTEE REPORTS
 - a. AHA 2014 Conference/Meeting (Gina)
Gina solicited feedback on the 2014 conference. Kapena volunteered to streamline the membership renewal form.
 - b. Education (Dawn)
The Education Committee is working on scheduling DAS in-person workshops during the month of October. The next webinar will be scheduled for April. Since SAA prefers that we set up a second screening for folks who can't make the webinar (rather than simply distributing the link to them), the committee may schedule 2 screenings of the next webinar.
 - c. Volunteers for Committees and Committee Chairs
 - i. Conference (Annie Thomas [chair], Kepā Maly, Jill Sommer, Kapena Shim)
Hawaii' i Island was proposed as a site for the 2015 conference, to be held President's Day weekend. Issues to be considered include site visits, accommodations, and transportation. Annie will poll AHA members to gauge interest.
 - ii. Education (Dawn Sueoka [chair], Malia Van Heukelem)
Three people are interested in forming a study group and taking the certified archivist exam in August 2014, but if the exam is to be proctored in Hawaii' i, more than three people must be sitting for it. Dawn will send out an email to the AHA and LIS-STU lists to gauge interest.
The board determined that the CDIA+ training offered by consultant Adam Jansen would be more appropriate for ARMA members. Gina will connect Adam with the local ARMA chapter.
 - iii. Holiday Social (Kapena Shim [chair], Monika Talaroc, Annie Thomas)
Committee members will begin discussing options for the holiday social.
 - iv. Site Visits/Tours (Malia Van Heukelem [chair], Kapena Shim, Monika Talaroc, Annie Thomas)

Gina will make a list of past AHA site visits available via google docs. Site visits will be limited to two per year. One possibility for this year is the Fathers of the Sacred Hearts Archives, which is moving from Kāneʻohe to St Patrick's Church in Kaimuki.

- v. Community Service (Malia Van Heukelem [chair], Dawn Sueoka)
Malia volunteered to conduct disaster preparedness training for AHA members on a Sunday afternoon in Hamilton Library's Preservation Department. The training would be limited to approximately 15 participants. The committee will also continue working with Nā Hawai'i 'Imi Loa on its annual community archival training workshop.
- vi. Public Relations/Website (Monika Talaroc [chair], Jill Sommer, Dawn Sueoka)
Monika will provide Jill with passwords to the Wordpress blog.
- vii. AHA Archives (Kapena Shim [chair], Gina Vergara-Bautista)
The AHA archives, which is stored at the Hawai'i State Archives, currently consists of approximately 2.5 cubic feet of material. The committee will collect records to fill in gaps, and arrange the records.

5. OLD BUSINESS

- a. AHA Directory
The AHA directory update has been finalized and uploaded. The board may consider an update in a few years.
- b. SAA-SC
Gina will ask SAA-SC whether they plan to continue sending a representative to AHA meetings.
- c. PARBICA
Kapena will follow up with Eleanor, and will submit any paperwork needed.

6. NEW BUSINESS

None.

7. ANNOUNCEMENTS

Hawai'i 5-0 will be filming in the KCC library next week.
There is an article about Shangri La's Syrian Room and the civil war in Syria in the latest issue of *FLUX* magazine.

8. NEXT MEETING. Tuesday, April 8, 2014.

9. ADJOURNMENT. The meeting was adjourned at 5:02 p.m.

Respectfully submitted,
Dawn Sueoka, Secretary