

ASSOCIATION OF HAWAI'I ARCHIVISTS
Minutes of Board Meeting, April 8, 2014
Hawai'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 4:01 p.m.
2. MINUTES (Dawn). Minutes from the March 11, 2014, meeting were approved.
3. TREASURER'S REPORT (Kapena).
Monthly report
The ending cash balance for the period of March 12, 2014–April 8, 2014, is \$11,070.66. We had an income of \$531.00 and expenses of \$147.50. Kapena also presented figures for the 2014 annual meeting: expenses totaled \$2,888.72, and income was \$3,757.00.
4. COMMITTEE REPORTS
 - a. Archives (Kapena)
Kapena transferred 2010–2012 membership forms to the archives.
 - b. Community Service (Malia)
 - i. Nā Hawai'i 'Imi Loa workshop
Nā Hawai'i 'Imi Loa would like to host an archival training workshop between September and November. Malia recommended November because of the DAS courses scheduled in October.
 - ii. Disaster planning workshop
Lynn Davis is supportive of Malia leading a disaster planning workshop for AHA members in the Hamilton Library Preservation Department. Malia is looking at spring 2015 as a possible date for the workshop.
 - c. Conference (Annie)
Annie distributed the results of the member survey. Of the 42 people who responded, 26 reported that they would attend an annual meeting on Hawai'i Island, 9 said maybe, and 8 said no. As such, the board decided to hold the 2015 annual meeting on Hawai'i Island.
Respondents did not indicate an overwhelming preference for holding the meeting in either Hilo or Kona. It was proposed that the committee investigate lodgings in Waimea, which would enable attendees to visit sites in both Hilo and Kona. The committee will explore venue options and will secure a venue before the next board meeting.
 - d. Education (Dawn)
 - i. DAS webinar
The next DAS webinar, *Beginner's Guide to Metadata*, will be held in Hamilton Library on Friday, April 25, and Sunday, April 27. Dainan Skeem and Malia Van Heukelem will assist.
 - ii. DAS workshops

Two all-day DAS workshops have been scheduled for October. Preserving Digital Archives will be held on Monday, October 6, and Managing Electronic Records in Archives and Special collections will be held on Friday, October 10. AHA would like to host 3 additional workshops. The committee will get back to SAA with possible dates.

- e. Holiday Social (Kapena)
Nothing to report.
 - f. Site Visits (Malia)
Stuart Ching confirmed that the Fathers of the Sacred Hearts archives has moved to Kaimuki. He would be glad to host an AHA site visit when he finishes unpacking. The Hula Preservation Society was suggested as another possible site visit.
 - g. Website/PR (Monika)
Malia and Monika will continue to work with Dr. Wertheimer to remove the second AHA website.
The committee is working with Kapena on updating the membership form to make it more user-friendly. The board clarified that institutional members are only allowed one delegate. This information will be added to the form, and Jill will send the revised form to everyone for review.
Monika will add the slides from the 2014 annual meeting to the website.
The committee will work on adding a calendar and making the minutes and bylaws easier to find.
5. SAA-STUDENT CHAPTER
The SAA-SC/SLA-SC wine social was fun and well attended. Malia will check with SAA-SC members to see what their upcoming activities are.
6. PARBICA MEMBERSHIP (Kapena)
Kapena confirmed that AHA is not a member of PARBICA. Board members will look at the PARBICA and International Council on Archives websites to determine whether membership would be a good idea for AHA, and will discuss at the next board meeting.
7. NEW BUSINESS
None.
8. ANNOUNCEMENTS
The *Hawai'i Five-O* filming at the KCC library went well.
9. NEXT MEETING. Tuesday, May 13, 2014.
9. ADJOURNMENT. The meeting was adjourned at 4:51 p.m.

Respectfully submitted,
Dawn Sueoka, Secretary