

ASSOCIATION OF HAWAI'I ARCHIVISTS  
Minutes of Board Meeting, May 13, 2014  
Hawai'i State Archives

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

1. CALL TO ORDER. President Gina Vergara Bautista called the meeting to order at 4:01 p.m.
2. MINUTES (Dawn). Minutes from the April 8, 2014, meeting were approved.
3. TREASURER'S REPORT (Kapena).  
Monthly report  
The ending cash balance for the period of April 9, 2014–May 14, 2014, is \$11,072.66. We had an income of \$160.00 and expenses of \$158.00.
4. COMMITTEE REPORTS
  - a. Archives (Kapena)  
Kapena inspected the AHA records at the Hawai'i State Archives and is thinking of a way for an archivist and a student to work together to process them. It was decided that the membership forms transferred to the archives do not need to be permanently retained in the archives. A possible next step is to make a list of the types of records AHA should be collecting.
  - b. Community Service (Malia)  
Nothing to report.
  - c. Conference (Annie)  
Nineteen rooms at the Kamuela Inn have been booked for Saturday, February 14. The committee discussed the possibility of asking attendees to fly into Hilo and fly out of Kona. Kepā proposed a cultural tour of various sites on the Kona side on Sunday. The committee is looking into renting vans. The committee will send out a save the date email soon, and will distribute a finalized itinerary by October 15.
  - d. Education (Dawn)  
The DAS webinar A Beginner's Guide to Metadata was held on April 25 and April 27. 36 people attended.  
The in-person workshops Arrangement and Description of Electronic Records parts I and II are in the process of being scheduled.  
The final in-person workshop AHA would like to host is Digital Forensics. SAA has informed the committee that this is actually a two-part workshop with an additional prerequisite. The committee will ask people on the DAS email list whether they would be interested in taking all three courses.
  - e. Holiday Social (Kapena)  
The board decided to hold the holiday social at The Willows. The venue is available Saturday, December 13, and Saturday, December 27. A buffet lunch on Saturday would

cost approximately \$38 per person, including gratuity. The room can accommodate 20 to 40 people. Valet parking is \$3.

- f. Site Visits (Malia)  
The committee would like to schedule a visit to the Hula Preservation Society in July or August. They will coordinate with the education committee to decide on a date.
  - g. Website/PR (Monika)  
Andrew Wertheimer is working on taking down the previous AHA website.  
Monika renewed the AHA domain name for another year.  
The committee worked on making the website easier to navigate and added presentation slides and photos to the 2014 annual meeting page.  
The committee plans to do a monthly repository spotlight, which will feature institutions included in the 5<sup>th</sup> edition Directory of Historical Records Repositories in Hawai'i. May's repository will be the 'Iolani School Archives.  
Jill and Kapena worked on revising the membership form, which the board approved.  
Board members will look at the website and provide feedback.
5. SAA-STUDENT CHAPTER (Charise)  
SAA-SC is planning a service project with Stuart Ching and the Fathers of the Sacred Hearts archives on May 27. Julia Jennings and Andrea Wade will be joining SAA-SC as officers.
6. PARBICA MEMBERSHIP (Kapena)  
The board reviewed the PARBICA and ICA websites and decided that the potential benefits to AHA members did not justify the considerable cost of membership.  
That said, some AHA members may be interested in individual membership. Kapena will ask Eleanor Kleiber to write a blog post for the AHA blog outlining the benefits of PARBICA membership.
7. NEW BUSINESS  
Kapena will send an email to individuals who recently joined AHA asking them to confirm that they are subscribed to the listserv.
8. ANNOUNCEMENTS
- a. KCC will host the Eisa drum festival on Saturday, May 17.
  - b. KCC will also host the World Indigenous Peoples Conference on Education from May 19–24.
  - c. The UH Preservation Department is working with paper conservator Mary Wood Lee and cultural practitioner Moana Eisele on a 6-week project to conserve kapa from Hulihe'e Palace.
  - d. The Army is assisting the Japanese Cultural Center of Hawai'i and UH West O'ahu with a field school at the Honouliuli internment camp site in July.
  - e. The Hawai'i State Archives will host a stakeholders meeting on digital archives in July. The meeting will showcase the archives' ingest tool.

- f. In June, Malia will attend a meeting of museum, archives, and library professionals, as well as state civil defense. The goal of the meeting is to build a statewide disaster response network. She will report back to the board.
- 9. NEXT MEETING. June 10, 2014.
- 9. ADJOURNMENT. The meeting was adjourned at 4:45 p.m.

Respectfully submitted,  
Dawn Sueoka, Secretary