

ASSOCIATION OF HAWAI'I ARCHIVISTS
Minutes of Board Meeting, June 10, 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 Julia Jennings

1. CALL TO ORDER. President Gina Vergara-Bautista called the meeting to order at 4:00 p.m.
2. MINUTES (Dawn). Minutes from the May 13, 2014, meeting were approved as amended.
3. TREASURER'S REPORT (Kapena)
The ending cash balance for the period of May 15, 2014–June 10, 2014, is \$11,039.70. We had an income of \$172.64 and expenses of \$205.60. Expenses included the deposit for the 2014 holiday social at the Willows.
4. COMMITTEE REPORTS
 - a. Archives (Kapena)
Gina distributed a list of record types that are commonly considered archival. Because old membership forms are not archival, they will be destroyed.
 - b. Community Service (Malia)
Nothing to report.
 - c. Conference (Annie)
A save-the-date email was distributed to the AHA email list.
After speaking with AHA members on Hawai'i Island, the committee is reconsidering its original plan to arrive in Hilo and depart from Kona. Instead, they are considering both arriving in and departing from Kona. They are reaching out to various institutions in Kona and will report back.
The committee will also decide how best to acknowledge and thank the institutions that host AHA.
 - d. Education (Dawn)
The committee will host 2 webinars this summer. Using and Understanding PDF/A as a Preservation Format will be offered on June 19 and 22. Information Architecture will be offered on July 17 and 20.
SAA said that the Digital Forensics class that AHA planned to co-host was actually a 2-part course with an additional pre-requisite. DAS candidates were asked whether they were interested in taking all three courses, or taking just the pre-requisite course. There was not enough interest in either option, so the committee will not pursue scheduling those courses with SAA.
SAA said that they were unable to offer Arrangement and Description of Electronic Records parts I and II in October, and suggested March 2015 instead. The committee will ask DAS candidates about their availability.
 - e. Holiday Social (Kapena)

The committee put down a security deposit on a room at the Willows on Saturday, December 13, from 10 a.m. to 2 p.m. They will send a save-the-date email to the AHA list. The website committee will post the message to the blog.

- f. Site Visits (Malia)
The committee is planning a visit to the Hula Preservation Society on Saturday, August 23, from 10 a.m. to 1 p.m. The visit will include a tour of the archives, viewing of oral history videos, examination of hula implements, and a potluck lunch.
 - g. Website/PR (Monika)
Monika spoke with Andrew Wertheimer again about taking down the previous AHA website. He said will take it down by the time the fall semester begins.
The committee is starting its monthly "repository spotlight." Monika began by featuring Rosemarie Panko and the 'Iolani School Archives.
Dawn will do the repository spotlight for the month of June, Jill will do the repository spotlight for the month of July.
5. SAA-STUDENT CHAPTER (Julia)
Six SAA-SC members attended the service project with Stuart Ching and the Fathers of the Sacred Hearts archives on May 27. They helped catalog photograph albums.
6. NEW BUSINESS
Kapena spoke with Eleanor Kleiber and the treasurer of PARBICA. The treasurer said that membership for AHA would be about \$200 per year, not \$400+ as the board had previously thought. If AHA were a member, students and AHA members could apply for funding from PARBICA to attend PARBICA conferences. The board will reconsider PARBICA membership during the next meeting.
- Gina received an email from SAA about the Regional Archival Association Consortium. Gina's term as representative of AHA ends in August 2014. She is considering submitting Malia's name, as Malia will be the incoming president.
7. ANNOUNCEMENTS
- a. Malia reported on the Prague Summer Seminar course offered by UNC's School of Library and Information Science. The group visited 14 libraries in 10 days. These included monastery libraries, palace libraries, and modern libraries. She highly recommends the course, which does not have to be taken for credit.
8. NEXT MEETING. July 8, 2014.
9. ADJOURNMENT. The meeting was adjourned at 4:50 p.m.

Respectfully submitted,
Dawn Sueoka, Secretary