

ASSOCIATION OF HAWAI'I ARCHIVISTS
Minutes of Board Meeting, July 8, 2014
Hawai'i State Archives

Present: Gina Vergara-Bautista, Eleanor Kleiber, Kapena Shim, Jill Sommer, Dawn Sueoka, Monika Talaroc, Malia Van Heukelem, SAA-SC representative Julia Jennings

Excused: Kepā Maly, Annie Thomas

1. CALL TO ORDER. President Gina Vergara-Bautista called the meeting to order at 4:00 p.m.
2. MINUTES (Dawn). Minutes from the June 10, 2014, meeting were approved.
3. TREASURER'S REPORT (Kapena)
The ending cash balance for the period of June 10, 2014–July 8, 2014, is \$11,193.20. We had an income of \$156.00 and expenses of \$2.50.
4. COMMITTEE REPORTS
 - a. Archives (Kapena)
Nothing to report.
 - b. Community Service (Malia)
Malia contacted Koa Luke, the new chair of Nā Hawai'i 'Imi Loa. NHIL is considering September for their annual archival training workshop. They are considering sites on the leeward coast of O'ahu, possibly in Wai'anae.
 - c. Conference (Annie)
The conference itinerary is coming together. The committee confirmed that Hilo will not be part of the itinerary.
A tour of the Kona Historical Society has been confirmed for Saturday, February 14, from 9:30 am to 12 pm. Cost will be \$12 per person (a discounted rate—the regular cost is \$22). The visit will include a 1-hour tour of the Kona Coffee Living History Farm, with coffee and treats, and then a 15 minute drive to the Kalukalu site, including the H. N. Greenwell store (20 min.) and archive (20 min.).
Lunch will be from 12 to 1:30. The committee is considering options.
A tour of Hulihe'e Palace has been confirmed for February 14, from 2 to 3 pm. Cost is \$6 per person.
The committee is working with Dr. Bergin to plan a visit to the Paniolo Preservation Society for Saturday evening. Dr. Bergin is able to give a presentation about the work being done at PPS and offered to waive the cost for AHA to use Pukalani Stables for dinner. The committee will fill out the facility rental form, and will explore catering options for dinner.
A visit to the North Hawai'i Education and Research Center has been confirmed for Sunday, February 15, from 9:30 am to around 12:30 pm. They are likely to have an exhibit about paniolo on Hamakua ranches when we visit. We can tour the facilities there, perhaps with a presentation by Momi, and then have our annual meeting followed by lunch. Momi offered to help organize a catered lunch there, and offered to supply drinks, including coffee and tea. The committee will reserve the conference room for our meeting and lunch.

A tour of Pu'u Koholā NHP has been scheduled with superintendent Daniel Kawaiāe'a for 1 pm on Sunday afternoon. He will give us an overview of the collection and a tour of the cultural sites there.

The committee will start putting together a budget.

- d. Education (Dawn)

The Understanding PDF/A webinar was held on June 19 and 22. 28 people attended. An Information Architecture webinar is scheduled for July 17 and 20. So far, 30 people are registered.

Dawn signed a contract with SAA for the 4 DAS workshops that will be taught in Hawai'i. As co-sponsors, AHA agrees to provide a venue and beverage breaks; SAA will coordinate everything else. Hamilton Library has generously agreed to host. The four courses are now listed on the SAA website, and registration is open. Preserving Digital Archives will be held on Monday, October 6; Managing Electronic Records in Archives and Special Collections will be held on Friday, October 10; Arrangement and Description of Electronic Records parts I and II will be held on Monday and Tuesday, March 30 and 31. SAA will cancel the workshop if the minimum registration is not met 21 days prior to the event.

An email announcing that registration is open has been distributed to the AHA listserv and has been posted on the website. Julia forwarded the message to LIS-STU, and it will be sent to the HLA list as well.
- e. Holiday Social (Kapena)

A save-the-date email was sent to the AHA listserv and was posted to the AHA blog.
- f. Site Visits (Malia)

The August 23 visit to the Hula Preservation Society has been confirmed and a save-the-date email has been sent to the AHA listserv and posted to the AHA blog. Malia will send out an eventbrite invitation 1 month prior to the event. Registration will be capped at 20 people.
- g. Website/PR (Monika)

The repository spotlight for June has been posted. Jill will do the spotlight for July. Committee members will begin notifying the AHA listserv when new posts are available on the blog.

Monika will investigate renewing AHA's domain name with GoDaddy.
- 5. SAA-STUDENT CHAPTER (Julia)

The new SAA-SC board had its first meeting. They are thinking about fundraising ideas and are considering doing another service project. They will poll members at the first social to see what kinds of tours they would be interested in.
- 6. NEW BUSINESS
 - a. Eleanor Kleiber was approached by PARBICA about hosting a PARBICA conference. Nations/institutions who host the conference agree to provide a venue, a keynote speaker, and lunch and refreshments for each day of the 5-day conference; PARBICA

would line up the other speakers and workshops. Approximately 150 people usually attend. PARBICA does not charge attendees a registration fee, so if Hawai'i were to host, we would incur all of the hosting costs. The State Archives and the UH Hawaiian and Pacific Collection would take the lead on securing funding, with assistance from AHA. The board agreed that this was something they would potentially be interested in helping with. Eleanor will let PARBICA know that we are open to discussing the possibility of hosting the conference in 2017.

- b. Malia will be the SAA-RAAC representative. She has joined the disaster planning committee. Gina will represent AHA at the SAA-RAAC meeting at this year's SAA conference in Washington, D.C.

7. ANNOUNCEMENTS

- a. Nā Hawai'i 'Imi Loa is planning its Ho'okele Na'auao conference for Thursday, October 23.
- b. Free disaster preparedness training options are available through the National Disaster Preparedness Training Center at UH: ndptc.hawaii.edu.
- c. Malia worked with the Pacific Disaster Center to create a GIS layer for their Global Hazards Atlas that features museums, libraries, and archives in Hawai'i. She will send an email to the AHA listserv with instructions for accessing the layer.
- d. Kapena is joining the staff of Hamilton Library as the new Hawai'i Specialist Librarian in the Hawaiian & Pacific Collections.

8. NEXT MEETING. August 5, 2014.

9. ADJOURNMENT. The meeting was adjourned at 4:50 p.m.

Respectfully submitted,
Dawn Sueoka, Secretary