

ASSOCIATION OF HAWAII'Ī ARCHIVISTS
Minutes of Board Meeting, August 5, 2014
Hawaii'ī State Archives

Present: Gina Vergara-Bautista, Kapena Shim, Jill Sommer, Dawn Sueoka, Monika Talaroc, Annie Thomas, Malia Van Heukelem, SAA-SC representative Kelly Campbell

Excused: Kepā Maly

1. CALL TO ORDER. President Gina Vergara-Bautista called the meeting to order at 4:00 pm.
2. MINUTES (Dawn). Minutes of the July 8, 2014, meeting were approved.
3. TREASURER'S REPORT (Kapena)
The ending cash balance for the period of July 9, 2014–August 5, 2014, is \$11,049.25. We had an income of \$171.00 and expenses of \$314.95. Kapena will send Dawn the names of people who haven't yet paid for the Information Architecture webinar, and she will follow up.
4. COMMITTEE REPORTS
 - a. Archives (Kapena)
Nothing to report.
 - b. Community Service (Malia)
Nā Hawaii'ī 'Imi Loa is considering November 15 or 22 as dates for the archival presentation workshop. The focus will be on digital preservation and other preservation issues. The workshop may be held in Wai'anae.
 - c. Conference (Annie)
On Saturday, we will have lunch at the Kona Historical Society. The committee is investigating Teshima's as an option.
The \$234 cost of using Pukalani Stables for dinner on Saturday has been waived by the venue. The board approved paying the \$500 refundable deposit for the venue. The committee is investigating catering options for Saturday night, and will report back at the next board meeting.
The committee has reserved the conference room at NHERC for lunch on Sunday. Dr. Momi Naughton waived the rental fee, and will suggest lunch options.
The committee will investigate renting vans during the conference.
The committee hopes to distribute the registration form to AHA members in October. Gina will contact Dainan about forming a nominations committee and assembling a slate of candidates for next year's election.
 - i. Liability insurance
In order to rent Pukalani Stables for dinner on Saturday night, AHA must carry liability insurance. The committee has been investigating various insurance options. The board approved purchasing a liability insurance policy that would cover the entire conference.
 - d. Education (Dawn)
33 people attended the Information Architecture webinars held on July 17 and 20. The committee is working with SAA to schedule the final exam in Hawaii'ī.

- e. **Holiday Social (Kapena)**
Registration for the holiday social will open November 1st, with the registration deadline set a week before the event.
 - f. **Site Visits (Malia)**
16 people have registered for the August 23 visit to the Hula Preservation Society. Malia will send out a reminder email closer to the event.
 - g. **Website/PR (Monika)**
Jill renewed AHA's GoDaddy domain name. For the record, there are 2 website fees that must be renewed annually: 1 to GoDaddy for the domain name, and another to Wordpress to map our wordpress blog to the GoDaddy domain name.
Andrew Wertheimer said that taking the previous AHA website offline is still on his agenda.
Jill posted a repository spotlight on the Lyman House Museum Archives.
Dawn will do the repository spotlight on the Hula Preservation Society in August.
The committee asked the board to consider expanding AHA's social media presence. According to the survey distributed at the 2013 annual meeting, members were satisfied with listserv communication, but social media may be a way to reach out to younger members and to students, as well as to reach out to the general public for purposes of archival advocacy. Facebook remains the most popular social media platform. The committee recognizes that ongoing maintenance of the page is an issue. Organizations of AHA's type and size update their facebook pages 2 to 3 times per month. This responsibility would fall to the website/PR committee. The board is considering whether this would be feasible.
The board is also considering centralizing documents on google drive, including information about our GoDaddy account, information about our Wordpress account, information on our annual non-profit filing, and records kept by the treasurer.
 - h. **PARBICA (Kapena)**
As a category B member of PARBICA, AHA would be entitled to 1 vote and 1 free registration for PARBICA conferences. In addition, 1 AHA member could apply for funding for PARBICA conferences. It was the board's understanding that there were no registration fees for PARBICA conferences. Kapena will clarify with Eleanor, and will also find out what kind of funding support PARBICA could provide.
5. **SAA-STUDENT CHAPTER (Kelly)**
SAA-SC is investigating IDCards as a fundraising option. Their first general meeting and social will be scheduled to coincide with Archives Week. They are asking members to suggest repositories to tour. Dainan's archives class visited Shangri La on July 30, and a number of students also visited the state records center in Mapunapuna.
6. **NEW BUSINESS**
None.
7. **ANNOUNCEMENTS**

On Monday, Kapena started his new job as the Hawai'i Specialist Librarian in the Hawaiian and Pacific Collections.

KCC library has a leak, and some books were damaged. Staff are covering leaking areas in plastic in anticipation of tropical storms Iselle and Julio.

Jill may need help cleaning moldy books on Coconut Island. Malia will distribute mold cleaning resources to the board.

8. NEXT MEETING. September 9, 2014.

9. ADJOURNMENT. The meeting was adjourned at 5:00 p.m.

Respectfully submitted,
Dawn Sueoka, Secretary