

ASSOCIATION OF HAWAI'I ARCHIVISTS  
Minutes of Board Meeting, September 9, 2014  
Hawai'i State Archives

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

Excused: Kepā Maly

1. CALL TO ORDER. President Gina Vergara-Bautista called the meeting to order at 4:02 pm.
2. MINUTES (Dawn). Minutes of the August 5, 2014, meeting were approved as corrected.
3. TREASURER'S REPORT (Kapena)  
The ending cash balance for the period of August 6, 2014–September 9, 2014, is \$11,071.75. We had an income of \$25.00 and expenses of \$2.50. Kapena will send Dawn the names of people who haven't yet paid for DAS webinars, and she will follow up.
4. COMMITTEE REPORTS
  - a. Archives (Kapena)  
Nothing to report.
  - b. Community Service (Malia)  
Nothing to report.
  - c. Conference (Annie)
    - i. Liability insurance  
The committee has purchased a liability insurance policy for the dinner at Pukalani Stables. Cost was \$76.35
    - ii. Transportation  
2 midsize vans accommodating 12 passengers each will be reserved with Harper Car and Truck Rental. Cost of the vans for both days of the conference will be approximately \$27 per person. Annie will check with the Kona Historical Society about parking options.
    - iii. Food  
The committee is investigating dinner options for Saturday night. The board approved a maximum of \$30 per person for dinner and \$10 per person for lunch.
    - iv. Registration  
The board approved offering a discounted registration rate to students and retirees (same rate for both groups), and offering the "sponsor a student" option again. The committee will look into sponsorship in order to keep costs down. They will set a registration price and present a draft registration form by October.
  - d. Education (Dawn)
    - i. DAS  
We have met the minimum registration requirements for the 2 DAS workshops to be offered in October. Preserving Digital Archives will be offered Monday,

October 6, and Managing Electronic Records in Archives and Special Collections will be offered on Friday, October 10. Dawn and Malia will review the set-up requirements from SAA, and will purchase beverages and snacks for both workshops.

- ii. ACA  
Ju Sun Yi is assembling a group of people who will take the ACA exam in August 2015. She hopes to form a study group by October. The group is looking for a current ACA member who will be available to administer the exam in Hawai'i. Nationwide exams coincide with the annual SAA meeting, so the proctor must be someone who is not attending SAA.

- e. Holiday Social (Kapena)  
Nothing to report.

- f. Site Visits (Malia)  
Five Hula Preservation Society staff hosted 10 AHA members on August 23. The visit was a great success. Malia sent a thank-you note to HPS, and Dawn wrote about the visit for the AHA blog.

- g. Website/PR (Monika)  
The repository spotlight for August (Hula Preservation Society) has been posted to the blog.  
The committee will use the AHA gmail account to begin centralizing documents. They will change email addresses associated with the GoDaddy and Wordpress accounts to this address. Kapena will ask Stu to add this address to the AHA listserv.

- 5. 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 to attend PARBICA conferences. Cost of membership would be \$202.58, and the membership period would run from July to June. The board felt that if AHA were to help host a PARBICA conference in 2017, we should join at least for that year.

- 6. Society of American Archivists Conference

- a. Regional Archival Association Consortium (Dawn)  
RAAC is currently in year 2 of a 3-year plan to support information exchange, to encourage collaboration among regional groups and with SAA, and to coordinate efforts to streamline actions and reduce costs. Recent accomplishments include establishing the RAAC listserv, updating the directory of regional associations on SAA's website, completing a survey of RAAC members about goals, and forming subcommittees. Malia, AHA's RAAC representative, will serve on the Disaster Planning subcommittee. This committee is working on compiling a list of regional conservation centers and regional disaster preparedness network contacts. Malia will compile a list of resources for Hawai'i, California, Oregon, and Washington.

- b. Helen's inquiry

Helen Wong Smith sent an email to the board summarizing some initiatives of SAA groups: The Diversity Committee is looking for Diversifying the Archival Record case studies; National History Day director Dr. Cathy Gorn is looking for stories about student projects that incorporate archival resources; Helen has volunteered to coordinate the data gathering of both the profession and collections to support President Kathleen Roe's effort toward advocacy and awareness, emphasizing the role regional associations have in this effort.

The website/PR committee will send emails to the AHA listserv about these topics.

c. eRecords Day, 10/10/14 (Gina)

Gina distributed a flyer for eRecords Day, October 10, 2014. She encouraged people to spread the word about electronic records and the special preservation concerns they raise.

7. SAA-STUDENT CHAPTER (Kelly)  
No representative present.

8. NEW BUSINESS  
None.

9. ANNOUNCEMENTS  
The KCC library is hosting an exhibit case that focuses on Indian cooking at Shangri La. The case will be at KCC through the fall semester.

10. NEXT MEETING. October 14, 2014.

11. ADJOURNMENT. The meeting was adjourned at 5:08 p.m.

Respectfully submitted,  
Dawn Sueoka, Secretary