

ASSOCIATION OF HAWAI'I ARCHIVISTS
Minutes of Board Meeting, November 18, 2014
Hawai'i State Archives

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

1. CALL TO ORDER. President Gina Vergara-Bautista called the meeting to order at 4:03 pm.
2. MINUTES (Dawn). Minutes of the October 14, 2014, meeting were approved.
3. TREASURER'S REPORT (Kapena)
The ending cash balance for the period of October 15, 2014–November 18, 2014, is \$10,620.40. We had an income of \$121.00 and expenses of \$502.50. Expenses include a \$500 refundable security deposit to the Paniolo Preservation Society for use of Pukalani Stables during the 2015 Annual Meeting.
4. COMMITTEE REPORTS
 - a. Archives (Kapena)
Nothing to report.
 - b. Community Service (Malia)
Nothing to report.
 - c. Conference (Annie)
Information about the conference was posted to the AHA listserv and to the AHA website. SAA-SC will get back to Annie by December 15 regarding their interest in participating in AHA's Sponsor-a-Student program. There is enough interest in shared transportation to rent at least one 12-passenger van.
 - d. Education (Dawn)
On Sunday, January 11, the Education Committee will host a screening of the instructional DVD accompanying the book *Field Guide to Emergency Response* at Hamilton Library. The screening will be followed by a discussion and a tour of the Preservation Department.
In response to inquiries about hosting additional DAS webinars, the committee polled members of the DAS list to gauge interest. In addition to "Standards for Digital Archives," which AHA had already planned to host, the committee will host "Electronic Records: The Next Step," "Thinking Digital: A Practical Session to Help You Get Started," and "Archival Collection Management Systems" between March and November 2015.
 - e. Holiday Social (Kapena)
The invitation to the holiday social was distributed to the AHA listserv. So far, 17 people have expressed interest in attending. A reminder email will be circulated in a few days.
 - f. Site Visits (Malia)
On Saturday, November 15, eighteen AHA members visited the Congregation of the Sacred Hearts of Jesus and Mary (SS.CC) United States Province Archives at St. Patrick

Monastery in Kaimukī. The visit was very successful. No further site visits are scheduled this year, in accordance with the previously established limit of 2 site visits per year.

- g. Website/PR (Monika)
 - Andrew Wertheimer's AHA website is still up.
 - Jill created Facebook and LinkedIn pages for AHA.
 - Jill posted October's repository spotlight, which was on 'Ulu'ulu: The Henry Ku'ualoha Giugni Moving Image Archive of Hawai'i. Dawn posted November's repository spotlight, which was on the Congregation of the Sacred Hearts of Jesus and Mary (SS.CC) United States Province Archives.
 - The committee's #askanarchivist day initiative did not get as much response as the committee would have liked. They will leave notes in the shared google drive folder for the next Website/PR committee, so that next year's initiative might be more successful.
 - Helen Wong-Smith was trained by the Society of Georgia Archives to teach workshops on Personal Digital Archiving. It was proposed that the course be offered on Electronic Records Awareness Day, October 10, 2015, which falls on a Saturday.

- 5. PARBICA (Kapena)
 - Nothing to report.

- 6. SAA-STUDENT CHAPTER (Kelsey)
 - No representative present.

- 7. NEW BUSINESS
 - a. Listserv
 - In response to an inquiry about conduct on the AHA listserv, the board reviewed the Terms of Participation for SAA's Archives & Archivists listserv. The A&A terms were determined to be too detailed for AHA's needs. However, the Website/PR Committee has drafted guidelines for all of AHA's online platforms, including listserv, website, Facebook, and LinkedIn. The guidelines outline goals for each platform, specify which types of messages should be distributed through which platforms, establish a calendar of recurring activities/events/deadlines that can be posted, and propose a code of conduct for users. The board approved this document, which is for internal use only. Using this document as a guideline, Gina will draft a paragraph that articulates the purpose of AHA's listserv and social media channels, and that describes the type of behavior expected of users. This paragraph will be made available on the AHA website. The Website/PR Committee will add a section to the website about the AHA listserv and how to subscribe to it.

 - b. Nominations and Elections Committee
 - In response to an inquiry from a member, the board reviewed and discussed the nominations process. A review of *Robert's Rules of Order* chapter 12, "Nominations and Elections," confirmed that the nominations process is and has been conducted in accordance with the rules. That is, the Nominations and Elections Committee has identified the individuals it believes to be the best candidates for each office. There was an opportunity to take additional nominations from the floor during the 2014 election; this will be the case again in 2015. This process has worked well. The 2015 election will be conducted as planned.

It was confirmed that the current bylaws do not prevent future Nominations and Elections Committees from preparing a slate with multiple candidates running for the same position or seat.

The board considered ways in which the Nominations and Elections Committee might still fulfill its obligation to select the best candidate for each office were nominations to be solicited from the general membership. Board members considered how having a runoff election might impact the willingness of candidates to run. Board members also discussed how the voting process might change if multiple candidates were running for any given position or seat on the board.

In the interest of transparency, and to encourage communication between membership and the board, the board decided to ask the members for their thoughts on how they would like their representatives to be elected. At the Annual Meeting in 2015, the pechakucha repository-update session will be replaced by a discussion of the election process.

8. ANNOUNCEMENTS

SAA's Regional Archival Association's Consortium (RAAC) has requested examples of policy documents. Malia will provide them with AHA's Bylaws.

Connecting to Collections is offering the free webinar "Dealing with Digital Assets" on Thursday, November 20. The webinar recording will be made available on the Connecting to Collections website.

9. NEXT MEETING. The December 2014 meeting was cancelled. The next meeting will be in January 2015.

11. ADJOURNMENT. The meeting was adjourned at 5:19 p.m.

Respectfully submitted,
Dawn Sueoka, Secretary