

ASSOCIATION OF HAWAI'I ARCHIVISTS
Minutes of Board Meeting, January 13, 2015
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 3:35 pm.
2. MINUTES (Dawn). Minutes of the November 18, 2014, meeting were approved.
3. TREASURER'S REPORT (Kapena)
The ending cash balance for the period of November 19, 2014–January 13, 2014, is \$15,390.37. We had an income of \$5,759.50 and expenses of \$989.53. All holiday social income and expenses have been recorded and are reflected in this statement.
4. COMMITTEE REPORTS
 - a. Archives (Kapena)
Nothing to report.
 - b. Community Service (Malia)
Nothing to report.
 - c. Conference (Annie)
Thirty-three people have registered for the conference; total attendance may be 34. This includes hosts, who were offered at-cost registration. AHA members have reserved 17 rooms at the Kamuela Inn. Annie, Malia, and Kepā will pick up the van on Saturday morning; Kapena will round members up at the airport. No students elected to receive free conference registration in exchange for volunteer hours. Kapena will bring ti leaf lei and makana for hosts. The committee will confirm food orders with Red Water Café, Teshimas, and Tex's. The committee will confirm final head counts with sites. Annie will confirm that Hulihe'e Palace has enough parking stalls to accommodate members. Annie will email attendees asking for their Tex's lunch order and their arrival and departure times. She will also remind them to dress warmly. During the annual business meeting, Gina will give the president's report and Kapena will give the membership update. Dainan will conduct the election. Gina will print name tags. Annie will compile packets consisting of maps, list of attendees, conference agenda, slate, annual meeting agenda, 2014 meeting minutes, and treasurer's report.
 - d. Education (Dawn)
On Sunday, January 11, the Education Committee hosted a screening of the instructional DVD accompanying the book *Field Guide to Emergency Response* at Hamilton Library. Seven people attended the screening. The committee plans to host a screening of the DAS webinar "Standards for Digital Archives" on Sunday, March 1. Additional DAS webinars will tentatively be offered in

late April/early May, July, and September. AHA plans to host the SAA workshop Arrangement and Description of Electronic Records parts I and II on March 30 and 31.

- e. Holiday Social (Kapena)
Twenty-seven people attended the holiday social. Everyone enjoyed themselves.
 - f. Site Visits (Malia)
Nothing to report.
 - g. Website/PR (Monika)
Gina drafted guidelines for use of the AHA listserv. Jill will adapt the guidelines for Facebook and LinkedIn, and will post them there.
Andrew Wertheimer's AHA website is still up. Monika emailed him about it.
Monika will do the repository spotlight for January.
- 5. PARBICA (Kapena)
Nothing to report.
 - 6. SAA-STUDENT CHAPTER (Kelsey)
No representative present.
 - 7. NEW BUSINESS
Gina will send an email to members reminding them to renew their membership.
 - 8. ANNOUNCEMENTS
None.
 - 9. NEXT MEETING. February 10, 2015, at 3:30.
 - 11. ADJOURNMENT. The meeting was adjourned at 4:20 p.m.

Respectfully submitted,
Dawn Sueoka, Secretary