



I ulu no ka lala I ke kumu

The branches grow because of the trunk.

Without our ancestors we would not be here.

AHA

ASSOCIATION OF HAWAI'I ARCHIVISTS
Minutes of Board Meeting, March 12, 2015
Hawai'i State Archives

Present: Malia Van Heukelem, Annie Thomas, Kapena Shim, Jill Sommer, Keau George, Linda Hee, and Ju Sun Yi.

Excused: Kepā Maly.

Guest: Julia Jennings-Jarrell (SAA-SC representative)

- I. **CALL TO ORDER.** The meeting was called to order at 4:02 p.m. by President Malia Van Heukelem.
- II. **MINUTES.** (Jill)
 - a. Approval of Minutes of February 10th, 2015 Board Meeting: the meeting minutes were approved.
 - b. Approval of Minutes of February 15th, 2015 Board Meeting: the meeting minutes were approved.
- III. **TREASURER'S REPORT.** (Kapena)
 - a. Monthly report: The ending cash balance for the period of February 11th - March 12th, 2015, is \$12,717.63. We had an income of \$180.00 and expenses of \$3,666.47 (mostly Annual Meeting expenditures.)
- IV. **COMMITTEE REPORTS.**
 - a. **AHA 2015 Conference/Meeting** (Annie) The total expenses for the annual meeting were \$3,681.32, and the total income was \$4,877.00. Because one of the meeting hosts was not present for the agreed upon tour, Annie decided not to give the host institution the planned \$100 honorarium.
 - b. **Education** (Ju Sun/Malia) Ju Sun is organizing a study group for the ACA exam, which requires a minimum of five test takers. There are currently 5 in the study group, and 2 others interested in taking the exam on August 19th, 2015. The deadline to sign-up is May 15th. Malia will work with Ju Sun in securing a location and two proctors (one to be a back-up).
 - c. **Volunteers for Committees and Committee Chairs**
 - i. **Conference:** Annie Thomas- Chair, Kapena Shim, Kepā Maly, Malia Van Heukelem
The committee will plan the annual conference for February 13, 2016 on Oahu. Keau suggested the windward or Waianae side of the island, since

Honolulu has been used substantially for past meetings. Windward Community College has meeting rooms that would be a possible venue.

- ii. **Education:** Ju Sun Yi (ACA) and Malia Van Heukelem (DAS) will Co-chair
 - a. Two SAA workshops, Arrangement and Description of Electronic Records parts I and II, are taking place March 30-31, 2015 at UHM.
 - b. Three webinars will be offered on Sunday afternoons in the Hamilton Library Yap Conference Room:
 - April 19th Electronic Records - the Next Step
 - June 7th Thinking Digital
 - July 19th Content Management Systems
 - c. SAA has been contacted to secure a date for the Comprehensive exam in November. Several members who started taking DAS workshops in July 2013 are on schedule to finish or just need one or two more webinars.

- iii. **Holiday Social:** Linda Hee- Chair and Annie Thomas
Members will begin discussing options for the holiday social.

- iv. **Site Visits/Tours:** Jill Sommer- Chair, Ju Sun Yi, Keau George, Annie Thomas
Stuart Ching is working on coordinating a site visit with his contact at a Masonic temple in Makiki. There are two possible temples to visit in close proximity and a tentative date has been set for March 28th.

- v. **Community Service:** Keau George- Chair, Linda Hee, Kapena Shim
 - a. The committee is to assist Nā Hawai'i 'Imi Loa with an archival preservation workshop if they are ready to do one this year; last year they ran out of time due to their symposium. The logistics are to be coordinated by NHIL; and AHA assists with finding presenters.
 - b. The committee will look into other possible projects. One suggestion is to assist Anna Ranch with a MAP or CAP survey. Linda is waiting to hear from Anna Ranch board member Stephen Bess. Malia also informed the group of the SAA Train the Trainers program that is a pre-packaged workshop available.

- vi. **Website/Public Relations:** Jill Sommer- Chair, Keau George
The committee will continue with the monthly repository spotlights and updating the website, FaceBook page and LinkedIn. Malia will assist as needed and requested that all Board members contribute to spotlights. The committee will work with Gina's drafted guidelines for use of the AHA listserv and post them to the website. Jill will amend for FB and LI groups.

- vii. **AHA Archives:** Ju Sun Yi
A student from SAA may be willing to assist in processing the collection. Once processed, Malia requested a container list and a retention schedule

outlining what needs to be kept permanently and how often the documents should be transferred.

viii. **SAA-Student Chapter:** Julia Jennings-Jarrell

Julia will be graduating in May, and reports that Directors change each semester. SAA-SC has 8 new members. They have arranged talks for members by Dainan Skeem and Malia and will also be doing a service project with Stuart Ching.

V. **OLD BUSINESS.**

- a. **Nominations and Elections Process:** Following a question posted to the listserv, the last Board was reviewing the election process due to a concern among the Board that we may not be hearing our members' voices. The Board considered doing a poll to members to determine if the process should 1) continue as is (nominations committee with a slate of candidates), 2) add another step to inquire with the members about interest in joining the Board (volunteers not necessarily added to slate), or 3) have a ballot which would require a change in AHA's By-Laws. After discussion at the February annual meeting among past AHA Presidents, it was recommended that the future Board advise that the Nominating Committee proceed with option 2 to give members the opportunity to express interest but still have candidates vetted for the slate of nominations. There was a consensus that the current process is working and AHA has a vibrant Board.

VI. **NEW BUSINESS.**

a. **Membership roster for web**

Several concerns were raised about the request to create an online membership directory including member privacy, vendor donation support and upkeep. It was pointed out that the Repository Directory is a great resource to contact local archives and archivists and a list of annual meeting attendees is distributed to participants each year. The Board will consider adding an opt-in for sharing contact information check box to the next membership renewal. Jill suggested doing a Google Spreadsheet that would allow members that sign up at any time throughout the year to be listed and give members only electronic access. Linda and Ju Sun suggested sending out a roster in PDF format over the listserv.

b. **Membership general**

The Board would like to proceed with removing out-of-date members from the listserv, and Malia and Kapena will work with Stu Dawrs. The SAA-SC main e-mail address will be added to the listserv; and before forwarding to members, the moderator will note that events are for members only.

c. **Engaging and supporting student members**

Student mentoring (especially for neighbor islands) and financial support for students to attend the annual meetings was discussed, but AHA would like to assess the need for mentors on outer islands first. An outreach meeting is scheduled with members of the Society of American Archivists-Student Chapter to discuss AHA membership, mentoring, and support for conference attendance. Financial support

is offered through GSO grants and volunteer service to an institution that covers the cost of conference registration. The board plans to offer 4 sponsorships for students on the SAA-SC board to attend the 2016 AHA meeting/conference on Oahu.

VII. **ANNOUNCEMENTS.**

PARBICA (Pacific Regional Branch of the International Council on Archives) is looking to hold its annual conference in Hawaii as soon as 2017. The Board acknowledges this is a great opportunity that would be challenging for our small volunteer organization. AHA would look to Eleanor Kleiber, UHM Pacific Librarian, and the Hawaii State Archives to take the leadership roles since most conference hosts are national archives. Community Libraries Day is Sunday, April 12th.

VIII. **NEXT MEETING.** Thursday, April 16th at 4:00 p.m.

Tentative board meeting dates for the next year:

- May 7th
- June 4th
- July 9th
- August 13th
- September 10th
- October 8th
- November 12th
- December 10th
- January 14th
- February 11th

IX. **ADJOURNMENT.** The meeting was adjourned at 5:18 p.m.

Respectfully submitted,
Jill Sommer, Secretary