



I ulu no ka lālā 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, April 16, 2015

Hawai'i State Archives

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

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

- I. **CALL TO ORDER.** The meeting was called to order at 3:59 p.m. by President Malia Van Heukelem.
- II. **MINUTES.** (Jill) Minutes from the March 12th, 2015, board meeting were approved as circulated.
- III. **TREASURER'S REPORT.** (Kapena)
 - a. The Treasurer's Report for January had errors that were perpetuated in subsequent months; therefore along with March, Kapena e-mailed revised reports from January and February.
 - b. Monthly report: The ending cash balance for the period of March 13, 2015 - April 16, 2015, is \$13,580.13. We had an income of \$215.00 plus a \$500 voided Check (the Paniolo Preservation Society Deposit) and expenses of \$2.50. Kapena also reported that he standardized categories for income in order to facilitate analyzing membership types and other inquiries.
- IV. **COMMITTEE REPORTS.**
 - a. **AHA Archives** (Ju Sun)

Ju Sun is hoping to get a student in Summer or Fall semester to assist in processing the collection.
 - b. **Community Service** (Keau)

Keau has reached out to NHIL about participating in a community service workshop day; however, NHIL has not responded. Keau will work with the committee on the idea of AHA coordinating our own workshop for the community, with digitizing collections as a possible topic.
 - c. **Conference** (Annie)

The committee is looking at Windward Community College as a possible venue, provided we can attain space in a new building (due to the construction history lesson by Kepā). The traditional conference agenda of 3 panels, with a keynote

speaker over lunch, will likely be used. Malia suggested a topic of Collection Quandaries with possible panels discussing: what repositories are charging for fees, deed of gift processing, and deaccessioning.

d. **Education** (Ju Sun and Malia)

- 1) ACA exam set on August 19th. Ju Sun learned that the ACA secretariat has 2 volunteers that will proctor for Hawaii, but it will not be finalized until after the May 15th deadline. ACA will announce volunteer names in June. Malia has reserved Room 306 in Hamilton library.
- 2) Malia reported that the two SAA workshops, Arrangement and Description of Electronic Records parts I and II, was well attended.
- 3) The April 19th DAS Electronic Records webinar was moved to May 1st due to a DAS webinar update. The committee will not be forming a study group for the SAA exam but encourages others to take on the task. She recommends compiling questions from past test-takers.

e. **Holiday Social** (Linda)

Members will brainstorm more options but are considering JJ French Pastry.

f. **Site Visits/Tours** (Jill)

- 1) The site visit at the Scottish Rite Cathedral in Makiki was popular and quickly reached 29 registrants. The visit took place on March 28th with a tour of the cathedral by Peter Holsonvack and a library tour with Jamie. Jill purchased a thank you card and requested permission to purchase a gift for the hosts and future hosts on site tours. The Board approved a \$20-30 gift.
- 2) Two other site visit possibilities were discussed: The Masonic temple on Makiki Street, which was the meeting place for Lodge Le Progres de L'Oceanie, the lodge to which the Hawaiian kings and members of the Court belonged and St. Andrew's Cathedral: monarchy documents and artifacts held in its Diocesan Archives; possible tower tour and bell ringing. The committee will also discuss other options.

g. **Website/Public Relations** (Jill)

- 1) Malia wrote April's repository spotlight on our visit to the Cathedral; and Keau will work on one for May. The committee will post spotlights in the middle of each month for consistency.
- 2) The committee finalized guidelines for use of the AHA listserv and posted them to the website. The committee also finalized guidelines for FB use and posted to the AHA FB page, which now has 55 likes.
- 3) Malia contacted the UHM IT department about taking down the old AHA website; however, it must be taken down directly by Andrew Wertheimer. Malia inquired with Dr. Wertheimer; he has it on his list of things to do.

V. **SAA-Student Chapter.** (Julia)

- a. They had a small turn out for brown bag talks offered to members: Malia spoke on March 18th on professional memberships; and Adam Jansen spoke on digital archives on April 9th.
- b. SAA-SC co-hosted a tour of the law library with NHIL, have scheduled the service project with Stuart Ching, and have a karaoke night planned for May 8th.
- c. They will be working on yarn leis for graduates and holding elections for the next board.

VI. **OLD BUSINESS.**

a. **Membership roster and expired members**

- 1) The Board will take Dore up on her offer to coordinate a membership directory either as an on-line document or distributed to members directly. The Board will add an opt-in for sharing contact information check box to the next membership renewal.
- 2) The listserv automatically deletes e-mail addresses that respond with undeliverable messages, after five attempts. The listserv will notify the member that they have been deleted from the listserv. Malia will personally e-mail all members that have been expired within the last 3 years.

b. **Engaging and supporting student members**

Malia talked with 3 SAA-SC students that attended her brown bag talk and a common concern is that the students don't have a lot of time to engage with mentors but would benefit from resume reviews. Dr. Wertheimer said there is only one outer island student on the archive track. Jill will check with the Kauai LIS student.

VII. **NEW BUSINESS.**

- a. The board discussed ways to spend surplus money generated through AHA memberships by sponsoring a workshop with something that would benefit the most members. AHA also plans to offer 4 sponsorships for students on the SAA-SC board to attend the 2016 AHA annual meeting.
- b. Malia suggested having a fee of \$5 for guests on site visits. The fee could also be collected from expired members.

VIII. **ANNOUNCEMENTS.** None

IX. **NEXT MEETING.** Thursday, May 7th at 4:00 p.m.

X. **ADJOURNMENT.** The meeting was adjourned at 5:02 p.m.

Respectfully submitted,
Jill Sommer, Secretary