



I ulu no ka lāla 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, May 7th, 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.

- 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 April 16th, 2015, board meeting were approved as circulated.
- III. **TREASURER'S REPORT.** (Kapena)
Monthly report: The ending cash balance for the period of April 17th - May 7th, 2015 is \$13,626.13. We had an income of \$212.50, which included five membership renewals and the DAS Webinar on Electronic Records. Expenses totaled \$166.50 and included reimbursement for the DAS Webinar and DCCA Certificate.
- IV. **COMMITTEE REPORTS.**
 - a. **AHA Archives** (Ju Sun) Nothing to report.
 - b. **Community Service** (Keau)
Keau is in discussion with two NHIL Board members and will be meeting next week for a consensus. They are looking at Saturday, September 26th and considering two sessions. Possible topics include family genealogy, caring for photographs in personal collections, and digitization. Kahuku Library is not accessible, but they will be looking into Queen Liliuokalani Children's Center as a venue.
 - c. **Conference** (Annie)
Annie researched costs for room rentals and ancillary fees for Windward Community College. If only one room is needed (max 80 people) the base fee is \$600; two rooms is \$1200. Projectors, microphones, and janitor fees are extra. WCC requires liability insurance including \$1 million for property damage. WCC groups and events have priority even over booked facilities; however, they would relocate the conference to another area of the College in that event. The facility coordinator recommended a site visit to view the facility and rooms.

The committee would like to ask WCC Library to co-host the event and possibly to do a tour of the library. The committee is considering Professor Noelani Arista as a possible keynote.

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

- 1) ACA exam: Hawaii is officially designated as a test site. Ju Sun is considering opening up the study sessions to all exam participants.
- 2) DAS exam: Member Sunny Pai will be setting up a Google Doc to compile questions from past test-takers.
- 3) There are two additional DAS webinars: June 7 and July 19.

e. **Holiday Social** (Linda)

The committee is trying to find a venue where cost to members will be less than \$30 and that has enough free or inexpensive parking for all. Three options are being considered: a restaurant with a private room, a rental facility with catering, or a rental facility/beach park with pot luck. Several possible venues were presented for each option. Linda will follow-up on questions about Moanalua Gardens, The Pearl and Natsunoya.

Program ideas include: a Christmas ornament grab bag with contest, slide presentation of each institution, and holiday games.

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

Jill dropped off the card and gift box from the Cookie Corner for Peter and Jaime to thank them for the tour.

- 1) The committee discussed doing a third site visit within the year, and the Board was in agreement as long as the dates do not conflict with other events. Five other site visit possibilities were discussed, and St. Andrew's Cathedral and LDS Family History Center were of highest interest. Linda also suggested the ILWU Archives, and Jill will look into that as an option.
- 2) A concern over charging for tour guests was presented, because our host institutions do not charge for tours. It was decided that any fee would be given to the host institution or go to a gift for the hosts.

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

- 1) Keau will write May's repository spotlight on BYUH Archive and their importance to the community. Jill will write June's spotlight.
- 2) The website has received a lot of traffic near the end of April, which may be due to Malia's campaign for membership renewals. The AHA FB page has received steady growth and now has 61 likes. If you have post suggestions, please share them with Jill. We want to avoid duplicating the same information shared over the listserv.

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

The SAA-SC Fall 2015 Board has been selected. The Board is in transition and submitted their activity report via e-mail.

- a. There was a low turnout to the service project with Stuart Ching; four people attended.
- b. On Friday, May 8th, they are having a Karaoke pau hana, which is being co-hosted by SLA-SC and ALA-SC.
- c. They have offered to pay for SAA national registration fee for a member but so far have not heard anything back from anyone.

VI. **OLD BUSINESS.**

a. **Membership roster and expired members**

- 1) Dore coordinated a membership directory and initial responses were positive. So far, no one has opted out completely. Jill added opt-in check boxes for sharing contact information to the membership form.
- 2) Malia personally e-mailed all members that have been expired within the last 3 years.

b. **Engaging and supporting student members**

Malia solicited for volunteers for resume review to give feedback to SAA-SC members. Members Joy Holland Cesca (KHS), Kanako Iwase (UHM), Kapena Shim (UHM), Monika Talaroc (HMA), and Annie Keola Kaukahi Thomas (KCC) volunteered, and their information was provided to SAA-SC.

VII. **NEW BUSINESS.**

The Sustainable Heritage Network would like us to promote to our members. Membership is free. The Network encourages institutions to provide workbenches to provide preservation assistance to the community, including allowing the community to use equipment at the institution.

VIII. **ANNOUNCEMENTS.** None

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

X. **ADJOURNMENT.** The meeting was adjourned at 5:04 p.m.

Respectfully submitted,
Jill Sommer, Secretary