



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, June 4th, 2015

Hawai'i State Archives

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

Excused: Kepā Maly, Annie Thomas, and Keau George.

- I. **CALL TO ORDER.** The meeting was called to order at 4:07 p.m. by President Malia Van Heukelem.
- II. **MINUTES.** (Jill) Minutes from the May 7th, 2015, board meeting were approved.
- III. **TREASURER'S REPORT.** (Kapena)
Monthly report: The ending cash balance for the period of May 8th - June 4th, 2015 is \$13,732.15. We had an income of \$157.50, which included eight membership renewals and the DAS Webinar. Expenses totaled \$51.48 and included reimbursement for website domain mapping, stamps, site visit gift and a service fee.
- IV. **COMMITTEE REPORTS.**
 - a. **AHA Archives** (Ju Sun) Nothing to report.
 - b. **Community Service** (Kapena)
 - 1) Venue: NHIL president, Kīna'u McKeague, reported that their Board came to a consensus on the Community Archival Workday. The date Saturday, September 26th, has been confirmed for the event with QLCC in Punaluu; and Keau submitted required forms.
 - 2) Agenda: A tentative agenda was discussed with a morning session on the physical preservation of family photographs and an afternoon session on digitizing photographs and maintaining digital records. The Board recommends keeping the sessions simple and practical for the community and also allowing for a half hour of questions in each session. Presentation lengths should be dependent on whether hands-on activities are incorporated with the lectures.
 - 3) Speakers: The Board suggested defining the session topics further and then putting out a call to the listserv to solicit volunteer speakers. Betty Kam was suggested as a possible presenter. It is recommended to gather speakers for a briefing prior to the workshop and create guidelines on how to prepare the speakers to meet the audience's needs, including supplying handouts for participants.
 - 4) Registration: NHIL and the committee are considering 40 seats for workshop registrants, with 10 reserved for NHIL, AHA, presenters, and others. The Board

discussed various registration options and recommend having three choices for registrants: full day, morning session only, or afternoon session only.

- 5) Lunch: The consensus was to provide lunch for only those that sign up for the full day. AHA cannot fund the entire cost. The Board determined that splitting the cost with NHIL or providing a set amount of \$100-\$200 to give to NHIL to purchase food would be adequate support. Food should be kept as inexpensive as possible; therefore, Costco would be the best option.
 - 6) The Board felt that a separate archive work day for QLCC students would be something that could be considered for next year.
- c. **Conference (Kapena)**
- 1) Venue: Jan Sung, Head librarian at WCC, has agreed to partner with AHA and host us for the Annual Meeting. In order for WCC to sponsor the event, the faculty member must be a member of the organization. The Board voted to gift Jan a complementary individual membership. The venue will then be free, except for service fees (janitor and an AV technician); and our room(s) will now be guaranteed. The committee will meet with Jan and Kacie Nishioka, WCC Facilities Coordinator, on June 9th for a site visit.
 - 2) Lunch: Annie contacted Pat's Piggery and submitted a menu for the Board to review. The Board is in favor of using their service option. We are tentatively scheduled with Pat's; however, we cannot get confirmation until December. A back-up food option will be Da Spot.
 - 3) Speakers: Noelani Arista, professor from the UHM History Dept, has agreed to be the keynote speaker. The Board decided on a \$100.00 honorarium for Noelani and to waive registration fees for all panelists.
- d. **Education (Ju Sun and Malia)**
- The study sessions for the ACA exam were opened to all exam participants. Ju Sun will contact ACA to get the proctor names. There are two remaining DAS webinars: June 7 and July 19.
- e. **Holiday Social (Linda)**
- 1) Venue: The committee followed-up on venue options and several were ruled out: Moanalua Gardens-large expense to rent pavilion, The Pearl- limited availability, and Waioli Tea Room is currently closed. Kilauea District Park would be an affordable outdoor venue with ample parking but better for a summer social. Natsunoya was presented as the best restaurant option with a \$100 room fee and \$24-27 for a lunch buffet. Linda distributed menu options for the Board to view. The Board felt that AHA could sponsor the \$100 room fee.
 - 2) Date: The Board voted on brunch for December 12th, with a back-up date of December 13th.
- f. **Site Visits/Tours (Jill)**
- 1) The committee reported on follow-up initiatives with site visit venues and both were ruled out: Jill visited ILWU and was told that a tour is not an option (They

are really busy and the archivist is working with general office records management not historical material.) Ju Sun talked with a staff member at LDS, but they do not have a collection to view.

- 2) Jill contacted NOAA's PIFSC (Pacific Island Fisheries Science Center) library and the PTWC (Pacific Tsunami Warning Center) about possible tours but only heard back from one. The PIFSC Librarian agreed to host us but can only have us on a Tuesday or Wednesday. The Board thought this would still be an option, because we do have retired members and some members that can take off work. The other added hurdle is base access; Jill will follow-up with options. The Board discussed pairing the visit with the Pacific Aviation Museum; Jill will inquire.
- 3) St. Andrew's Cathedral is being considered for a tour later in the year.

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

Keau wrote May's repository spotlight on the BYUH Archive and their importance to the community. Jill is writing June's spotlight on the Pacific Tsunami Museum (PTM) Archives. Kapena volunteered to do July's repository spotlight on LDS; so we can learn how the genealogy research is conducted. Jill will follow-up with ILWU about a possible repository spotlight.

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

Gina and Kapena will be looking at a possible service project with students.

VI. **OLD BUSINESS.**

Malia will follow-up with Dore on the membership directory. Currently, they are forwarding new member names on to Dore to enter. Culling expired members from the AHA listserv will begin in July.

VII. **NEW BUSINESS.**

The Board discussed options to keep track of AHA events. Jill will look into an event calendar for the web site; Kapena suggested a simple page listing.

VIII. **ANNOUNCEMENTS.** None

IX. **NEXT MEETING.** Thursday, July 9th at 4:00 p.m.

X. **ADJOURNMENT.** The meeting was adjourned at 5:25 p.m.

Respectfully submitted,
Jill Sommer, Secretary