



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, July 9th, 2015

Hawai'i State Archives

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

Excused: Kepā Maly

Guests: Gailyn Bopp and Kīna'u McKeague (SAA-SC representatives)

- I. **CALL TO ORDER.** The meeting was called to order at 4:04 p.m. by President Malia Van Heukelem.
- II. **MINUTES.** (Jill) Minutes from the June 4th, 2015 board meeting were approved as circulated.
- III. **TREASURER'S REPORT.** (Kapena)
Monthly report: The ending cash balance for the period of June 5th – July 9th, 2015 is \$13,676.15. We had an income of \$205.50, which included four memberships and DAS Webinars. Expenses totaled \$261.50 and included reimbursement for the DAS webinar, a deposit for the holiday social, and a service fee.
- IV. **COMMITTEE REPORTS.**
 - a. **AHA Archives** (Ju Sun) Nothing to report.
 - b. **Community Service** (Keau)
 - 1) Speakers: NHIL president, Kīna'u McKeague, put out a request for volunteer presenters for the Community Archival Workday; so far, Helen Wong Smith has responded. Annie will put a call out on the Hawaii Library listerv.
 - 2) Lunch: NHIL decided that they would like to provide morning refreshments and lunch for everyone that participates and can do so with a budget of approximately \$140. To keep costs down, NHIL plans to cook lunch at QLCC for participants.
 - 3) NHIL is aiming to have registration set up in early August.
 - c. **Conference** (Annie)
 - 1) Venue: Malia, Kapena, Annie, and Jan Sung (WCC Library), met with Kacie Nishioka, WCC Facilities Coordinator, June 9th to view the site. The WCC Library approved sponsorship of the event; therefore, there will be no rental fee for the rooms, except for the janitor, tech support and facilities support fee. The

committee reserved all 3 rooms. Annie is still waiting for a response on the paperwork submitted.

- 2) Lunch: Annie contacted the new cafe at Mission Houses Museum to be a back-up option to Pat's Piggery. The catering coordinator will submit a possible menu at \$20 per person budget. Another back-up food option will be Da Spot.
- 3) Speakers/Sessions: the committee will begin contacting possible speakers for session ideas which include: Rights & Reproductions, Gift Documentation, Weeding & Deaccessioning, Privacy Issues, and Restricted Access.

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

- Ju Sun contacted ACA to get the proctor names for the August 19th exam.
- The last DAS webinar for the year, Collections Management Systems, will be July 19th; 14 members are registered.
- The DAS Comprehensive Examination will be November 10th.

e. **Holiday Social** (Linda)

The upstairs room at Natsunoya was not available for December 12th or 13th. A deposit was put down for a downstairs' room for Sunday, December 13th. Linda will send out a "Save-the-Date" announcement.

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

- 1) The committee voted to not charge a guest fee for site tours; invitations for the upcoming site visit were sent only to current AHA members and not distributed on the listserv.
- 2) Jill contacted the Pacific Aviation Museum (PAM) about a possible site visit to pair with PIFSC (Pacific Island Fisheries Science Center) on Ford Island. The PAM archivist reported that they couldn't accommodate our group, because they are located in a modular trailer right now, while waiting for building renovations.
- 3) Jill met with staff at NOAA's Regional Center on Ford Island and they are willing to give us a tour of the PIFSC library and the Tsunami Information Center library, as well as an overall introduction to the building. Their availability is limited to Tuesdays and Wednesdays, and NOAA offered Tuesday, July 28th. PIFSC also offered an option to pre-order lunches for tour participants. Jill will work on federal sponsorship for base access and take orders.

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

Jill wrote June's spotlight on the Pacific Tsunami Museum Archives. Kapena did not have time to do July's repository spotlight on LDS but will try to submit one on the UHM Hawaiian Collection. Linda will do August's spotlight on the NOAA site visit.

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

- a. The board size increased from 4 to 5 board positions, and they had their first meeting. A few activities were planned for the upcoming semester: a service project with the Hawaiian Historical Society (HHS) in September, a site visit in

October, and a student social in November. The SAA-SC will adopt HHS as their patron site. The New Student Orientation will be August 19th.

VI. **OLD BUSINESS.**

- a. Membership Roster: Dore will give a final membership renewal announcement and opportunity to be included in the 2015 AHA Membership Directory. Malia will then begin culling expired members. The directory will be distributed to members as a PDF.
- b. Student Member Engagement: Malia met with the current SAA-SC President and filled her on AHA's mission and how students have previously been involved with AHA. AHA had committed to sponsoring 4 SAA-SC board members' registrations at the 2016 annual meeting; however due to the low cost for this meeting, the board voted to extend the offer to accommodate the additional board position.

VII. **NEW BUSINESS.**

- a. The October 8th Board Meeting was rescheduled to the 15th.
- b. Keau will be off island at a conference when NHIL is having the Community Archival Workday and will also miss the September board meeting.

VIII. **ANNOUNCEMENTS.** Kapena will be going to CA to represent UH at a Ho'olaule'a in an attempt to recruit Native Hawaiians. He will then be away on business in Pohnpei.

IX. **NEXT MEETING.** Thursday, August 13th at 4:00 p.m.

X. **ADJOURNMENT.** The meeting was adjourned at 4:51 p.m.

Respectfully submitted,
Jill Sommer, Secretary