



I ulu no ka lāla I ke kumu

The branches grow because of the trunk.

Without our ancestors we would not be here.

ASSOCIATION OF HAWAI'I ARCHIVISTS
Minutes of Board Meeting, September 10th, 2015
Hawai'i State Archives

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

Excused: Keau George and Kepā Maly.

- I. **CALL TO ORDER.** The meeting was called to order at 4:09 p.m. by President Malia Van Heukelem.
- II. **MINUTES.** (Jill) Minutes from the August 13th, 2015 board meeting were approved as circulated.
- III. **TREASURER'S REPORT.** (Kapena)
Monthly report: The ending cash balance for the period of August 14th – September 10th, 2015 is \$13,815.37. We had an income of \$40.00, which included two new personal memberships. Expenses totaled \$81.28 and included annual filing and domain registration fees.
- IV. **COMMITTEE REPORTS.**
 - a. **AHA Archives** (Ju Sun) Ju Sun will create an inventory, when time permits, and look into a retention schedule.
 - b. **Community Service** (Linda/Kapena)
Everything is in place for the Community Archival Workday, and NHIL will be taking care of everything else. Registration is closed out at 40 participants. Linda and Kapena will be there on behalf of AHA.
 - c. **Conference** (Annie)
 - 1) Malia, Annie, and Kapena are still contacting possible speakers for the sessions and plan to limit some panels to two people.
 - 2) Annie would like to add a student poster session.
 - 3) A “save-the-date” will go out in December, and registration will open in January.
 - d. **Education** (Ju Sun and Malia)

- 1) Everyone that had signed up to take the ACA exam did participate, and they are waiting on results. The committee discussed announcing newly certified archivists on the listserv.
 - 2) Malia is still waiting on SAA to secure a proctor for the DAS Exam on November 10th. The exam will be 9 a.m. – noon.
- e. **Holiday Social** (Linda) none
- f. **Site Visits/Tours** (Jill)
The committee is discussing a possible third site visit to St. Andrew's Cathedral in mid-November.
- g. **Website/Public Relations** (Jill)
- 1) Kepā submitted an article for the September spotlight and is working on photos.
 - 2) Jill will follow-up with Monika about featuring HoMA for October. Kapena may still be interested in covering LDS.
- V. **SAA-Student Chapter.** No SAA-SC Board representative was able to attend. On September 12th, they have a service project at HI Historical Society cleaning stacks.
- VI. **OLD BUSINESS.** none
- VII. **NEW BUSINESS.**
- a. Kale Hannahs, from the Office of Hawaiian Affairs, contacted AHA about membership and possible support that OHA could provide to further support AHA's mission, goals and members. The Board identified neighbor island outreach as one area that OHA may be able to assist with financial support.
 - b. Ju Sun raised the idea of doing on-line registration for memberships and meetings. The Board does not know the details on service fees or the capability of the Wordpress platform; some research will be needed.
- VIII. **ANNOUNCEMENTS.**
Lynn Davis retired. Amy Carlson is acting head of the UHM Preservation Department.
- IX. **NEXT MEETING.** Thursday, October 15th at 4:00 p.m.
- X. **ADJOURNMENT.** The meeting was adjourned at 4:50 p.m.

Respectfully submitted,
Jill Sommer, Secretary