



*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, October 15<sup>th</sup>, 2015  
Hawai'i State Archives

**Present:** Keau George, Linda Hee, Malia Van Heukelem, Kapena Shim, Ju Sun Yi.

**Excused:** Kepā Maly, Jill Sommer, and Annie Thomas.

- I. **CALL TO ORDER.** The meeting was called to order at 4:00 p.m. by President Malia Van Heukelem.
- II. **MINUTES.** (Jill via email) Minutes from the September 9th, 2015 board meeting were approved as circulated.
- III. **TREASURER'S REPORT.** (Kapena)  
Monthly report: The ending cash balance for the period of September 11<sup>th</sup> – October 15<sup>th</sup>, 2015 is \$13,688.36. We had an income of \$60.00, which included one 2015 membership, one 2016 membership, and 3 webinar payments. Expenses totaled \$187.01 for the NHIL food reimbursement and bank fee.
- IV. **COMMITTEE REPORTS.**
  - a. **AHA Archives** (Ju Sun)  
none
  - b. **Community Service** (Keau/Linda/Kapena)
    - 1) Overall the event went well with positive feedback from participants
    - 2) Of the 43 persons registered, only 27 showed up. There was discussion about ways to improve turn-out such as frequent reminders and follow up. Technology support could also have been planned better.
  - c. **Conference** (Annie via email)
    - 1) The Rights and Reproductions panel is confirmed
    - 2) They are still working in speakers for the Gifts & Appraisals and Restricted Access panels. Annie contacted Malia Baron, registrar at Bishop Museum, and Luella at the state archives to speak on gifts. Malia declined and Luella is thinking about it.
    - 3) Annie would like to have the panels confirmed by early December at the latest.

- 4) Annie will follow up with Pats Piggery to see if they can confirm Hawaiian food lunch for the event.
- 5) She also will connect with SAA-SC to see if any students are interested in presenting posters at the conference.

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

- 1) ACA Exam results were sent out earlier than expected. Four of our six participants have been certified.
- 2) Eleanor Kleiber will proctor the DAS exam on November 10, 2015
- 3) Malia will check with Dawn Sueoka to be sure all have been contacted who want to take the exam

e. **Holiday Social** (Linda)

- 1) Sign up for the Holiday Social will be posted via email in early November.
- 2) Final menu was set and a cost of \$32/person. This is set menu F with substitution of steamed fish for the teriyaki meat, plus a sheet cake, sodas, and juice that AHA will purchase.
- 3) Program: If there are people to be recognized, someone (not decided who) will make the announcements and present them with lei. Will have some table decorations with centerpiece give aways.

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

No further site visits will be planned for this calendar year.

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

- 1) The events page has been updated.
- 2) Linda will write up the NHIL workshop for October.

V. **SAA-Student Chapter.**

No student representative was present, but Malia noted that they will have part 2 of the service project for the Hawaii Historical Society on October 24<sup>th</sup>. They will be pricing library duplicates that will be for sale at the December 10<sup>th</sup> Open House and Book Sale.

VI. **OLD BUSINESS.**

- 1) Malia sent an email reply to Kale Hannahs from OHA but has not heard back. Keau may be seeing him soon and will follow up with him re: his offered support and membership
- 2) On-line payments: Ju Sun researched this and passed her research info on to Malia. Kapena will look into how to add html links to our announcements that take people to the PayPal site. Plans are to implement the new system for the 2016 annual meeting and membership renewals.

VII. **NEW BUSINESS.** none

VIII. **ANNOUNCEMENTS.**

- 1) Susan Shaner will retire at the end of December
- 2) Dainan Skeem will be leaving in early December for a new job in Utah
- 3) Monika Talaroc will be leaving for the mainland in November

IX. **NEXT MEETING.** November 12, 2015 at 4:00 p.m.

X. **ADJOURNMENT.** The meeting was adjourned at 4:59 p.m.

Respectfully submitted,  
Linda Hee for Jill Sommer, Secretary