



*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, November 12<sup>th</sup>, 2015  
Hawai'i State Archives

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

**Excused:** Keau George, Kepā Maly, and Kapena Shim

- I. **CALL TO ORDER.** The meeting was called to order at 4:08 p.m. by President Malia Van Heukelem.
- II. **MINUTES.** (Jill) Minutes from the October 15<sup>th</sup>, 2015 board meeting were approved as circulated.
- III. **TREASURER'S REPORT.** (Kapena via e-mail)  
Monthly report: The ending cash balance for the period of October 16<sup>th</sup>, 2015 – November 12<sup>th</sup>, 2015 is \$13,703.36. We had an income of \$15.00, which was one personal membership. There were no expenses. We currently have 89 personal memberships, 10 students, and 7 institutional memberships.
- IV. **COMMITTEE REPORTS.**
  - a. **AHA Archives** (Ju Sun) Nothing to report.
  - b. **Community Service** (Keau via e-mail) Nothing to report.
  - c. **Conference** (Annie)
    - 1) **Venue contract:** Mariko Kershaw will serve as our WCC Library host.
    - 2) **Panels:** "Designing a new collections storage space" has two confirmed panelists and one additional considering. "Rights & Reproductions" has three confirmed panelists. "Restricted Access" has three confirmed panelists. Time allotted for each speaker will be ~15 minutes to allow time for questions and discussion.
    - 3) **Food:** committee is still considering options. Pat's Piggery will deliver only and does not provide beverages or serving utensils. Other options are Mission House Café and Da Spot. The committee will pick up pastries & fruit from Costco and look into purchasing coffee and tea.
    - 4) **Budget:** Annie will calculate based on 60 attendees.
    - 5) **Student Poster Sessions:** Annie discussed with SAAsc President, and Gailyn will promote to students. Interested students have been asked to fill out a poster proposal form by Dec. 7th.
    - 6) **Agnes Conrad Award:** the Board would like to recognize someone this year.

- 7) **Sponsorships:** will reach out to Hollinger, Belfor, and other possible sponsors.
- d. **Education** (Ju Sun and Malia)
- 1) Ju Sun will make an announcement in December about participating in a study group for the ACA exam. ACA members can be searched via their web site.
  - 2) Malia secured a proctor for the DAS Exam on November 10<sup>th</sup>. SAA inquired about co-sponsoring a workshop with AHA.
- e. **Holiday Social** (Linda)
- 1) A flyer for the event was approved and will be sent out over the listserv.
  - 2) Linda will be getting a cake and supplies from Costco and also making centerpieces. There will be no games.
- f. **Site Visits/Tours** (Jill) Site visits are completed for the year.
- g. **Website/Public Relations** (Jill)
- 1) Linda wrote October's spotlight on Repository Spotlight on the Na Hawai'i 'Imi Loa Community Archival Workshop.
  - 2) Jill will feature the NPS conservation workshop at Kalaupapa for the November spotlight.
  - 3) We need to fill December and January spotlight slots. Ju Sun may be able to write an article on the State Archives. Malia will look into featuring the Charlot Collection, and Kapena may still be interested in covering LDS Family History Center.
- V. **SAA-Student Chapter.** No SAA-SC Board representative was able to attend.
- VI. **OLD BUSINESS.** Discussion on online registration for annual meeting & membership renewals postponed until next meeting.
- VII. **NEW BUSINESS.** none
- VIII. **ANNOUNCEMENTS.**  
AHA Nominations & Elections Committee will be putting out a call for nominations to the membership. Both the nominator and nominee must be current AHA members.
- IX. **NEXT MEETING.** Thursday, December 10<sup>th</sup>, 2015 at 4:00 p.m.
- X. **ADJOURNMENT.** The meeting was adjourned at 5:10 p.m.

Respectfully submitted,  
Jill Sommer, Secretary