



I ulu no ka lala 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, December 10th, 2015
Hawai'i State Archives

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

Excused: Kepā Maly

- I. **CALL TO ORDER.** The meeting was called to order at 4:05 p.m. by President Malia Van Heukelem.
- II. **MINUTES.** (Jill) Minutes from the November 12th, 2015 board meeting were approved as circulated.
- III. **TREASURER'S REPORT.** (Kapena)
Monthly report: The ending cash balance for the period of November 13th, 2015 – December 10th, 2015 is \$13,981.86. We had an income of \$281.00, which included one institutional membership and payments for the holiday social. The only expense was the \$2.50 Service Fee.
- IV. **COMMITTEE REPORTS.**
 - a. **AHA Archives** (Ju Sun) Nothing to report.
 - b. **Community Service** (Keau) Nothing to report.
 - c. **Conference** (Annie)
 - 1) **Venue contract:** the committee will follow-up with a final walk-thru next month.
 - 2) **Panels:** all set. Mariko Kershaw will do a library tour.
 - 3) **Food:** the committee recommended Mission House Café at \$20/person + gratuity and the board agreed. Mission includes paper goods & drinks. Kapena will pick up pastries & fruit from Costco and purchase coffee/tea.
 - 4) **Sponsorships:** we received \$300 from Hollinger Metal Edge, which will cover refreshments, and \$500 from Belfor Hawaii, which will cover the registration expenses and lunches for all of our invited speakers.
 - 5) **Budget/Registration:** the base price came to \$47.10. The board decided on the following registration fees: Member: \$50, Student/Retired: \$45.00, Non-Member: \$65. Malia would like a donation line added to the membership form.

- 6) **Student Poster Sessions:** Three students expressed interest. Annie will ask Christian to send an announcement out on the LIS student listserv and also if we can use some of their easels.

- d. **Education** (Ju Sun and Malia)
 - 1) Ju Sun received interest from two members for the ACA exam. If a third person registers early, Hawaii can be designated as a test site.
 - 2) The DAS Exam was taken on November 10th.

- e. **Holiday Social** (Linda)
 - 1) Twenty members signed-up.
 - 2) Linda confirmed the menu, ordered the cake, and will have poinsettia decorations.

- f. **Site Visits/Tours** (Jill) Nothing to report.

- g. **Website/Public Relations** (Jill)
 - 1) Jill featured the Hale Malāma Curation Facility and the NPS conservation workshop at Kalaupapa for the November spotlight. The article was picked up and shared by the KNHP, Harper's Ferry Center, and participating museums.
 - 2) Kapena will cover the LDS Family History Center and send the article/photos to Keau to publish mid-December.
 - 3) Malia has an appointment with Bron and will feature the Charlot Collection for the January spotlight.
 - 4) Ju Sun will write an article on the State Archives and submit to Jill on February 1st for the February spotlight.
 - 5) The web committee will update the conference page on the web site.

- h. **Nominations & Elections Committee** (Malia)

Dainan, Gina, and Malia met; the slate of candidates will be released this week.

- V. **SAA-Student Chapter.** No representative was able to attend. They will help at the meeting.

- VI. **OLD BUSINESS.** Kapena researched online registration for membership. The board approved the Paypal fees. He will also set up Paypal registration for the annual meeting.

- VII. **ANNOUNCEMENTS.** HHS is having their annual book sale tonight.

- VIII. **NEXT MEETING.** Thursday, January 14th, 2016 at 4:00 p.m.

- IX. **ADJOURNMENT.** The meeting was adjourned at 5:16 p.m.

Respectfully submitted,
Jill Sommer, Secretary