



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, January 14th, 2016
Hawai'i State Archives

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

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

- 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 December 10th, 2015 board meeting were approved as circulated.
- III. **TREASURER'S REPORT.** (Kapena)
Monthly report: The ending cash balance for the period of December 11th, 2015 – January 14th, 2016 is \$15,035.20. We had an income of \$1,739.50, which included registrations for the 2016 Annual Meeting, twelve memberships, donations, payments for the holiday social, and \$800.00 in sponsorships for the Meeting. Expenses included service fees, Natsunoya Catering, and P.O. Box renewal.
- IV. **COMMITTEE REPORTS.**
 - a. **AHA Archives** (Ju Sun) Nothing to report.
 - b. **Community Service** (Keau) Nothing to report.
 - c. **Conference** (Annie)
 - 1) **Venue:** the committee will do a final walk-thru this month with Kacie.
 - 2) **Speakers:** Annie will verify speakers' needs and check with WCC about laptop. Kapena will pick up leis.
 - 3) **Food:** Kapena will pick up morning refreshments. Lunch is confirmed with Mission House Café; an estimate is required close to the RSVP deadline for registration.
 - 4) **Sponsorships:** checks arrived.
 - 5) **Student Poster Sessions:** Two students will present.
 - 6) **Day-Of Support:** SAA-SC will help with the registration table, set-up, and clean-up. Board members will arrive between 7:15- 7:30 a.m. to help set-up and be on hand throughout meeting to assist.

7) **Other:** Annie will print name tags and the program; she will send out parking information and maps prior to the meeting. Kepā will do oli to open meeting. Malia will work on the Business Meeting agenda and make flower arrangements. Jill will print 2015 Annual Meeting Minutes for attendees. Kapena will prepare the Treasurer's Report for the packet.

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

- 1) Hawaii will likely be designated as a test site for the ACA exam. Ju Sun received interest from three members and provided information. A reminder about the Early Bird special will be sent out.
- 2) SAA added Honolulu as a DAS exam site for February 24th 2016; Janel volunteered to proctor.
- 3) There are two potential 2016 workshop opportunities for the next Board to consider: A DAS partnership with SAA and a Digital POWRR Workshop (free) announced via the Sustainable Heritage Network.

e. **Holiday Social** (Linda) Nothing to report.

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

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

- 1) Kapena was not able to do a December spotlight.
- 2) Malia met with Bron and will feature the Charlot Collection for the January spotlight.
- 3) Ju Sun will write an article on the State Archives and submit to Jill early February.
- 4) Malia posted photos from the social to FB.

V. **SAA-Student Chapter.** (Kīna'u)

Confirmed that five SAA-SC Board members would be receiving complimentary registration. The Board will help at the meeting and can get additional students if necessary.

VI. **OLD BUSINESS.** Online payments (Kapena)

Online registration was not setup for the annual meeting but is available for membership fees.

VII. **ANNOUNCEMENTS.** None.

VIII. **NEXT MEETING.** Thursday, February 11th, 2016 at 4:00 p.m. (unless the conference planning is completed by that time.)

IX. **ADJOURNMENT.** The meeting was adjourned at 4:38 p.m.

Respectfully submitted,
Jill Sommer, Secretary