

ASSOCIATION OF HAWAI'I ARCHIVISTS

Minutes of Annual Business meeting

Saturday, February 13, 2016

Windward Community College, Hale 'Ākoakoa, Kāne'ohe, Hawai'i

I. **CALL TO ORDER.** The meeting was called to order at 2:27 p.m. by President Malia Van Heukelem.

II. **APPROVAL OF MINUTES** of FEBRUARY 15, 2015 presented by Jill Sommer. The annual business meeting minutes were approved as circulated.

III. **TREASURER'S REPORT.** Treasurer Kapena Shim presented the annual revenue and expense report for January-December 2015; it was accepted. Total income was \$5,646.50. Total expenses were \$5,731.07. Then ending balance in the checking account was \$13,648.44.

IV. **MEMBERSHIP UPDATE.** Treasurer Kapena Shim reported membership numbers for 2015, which included a total of 98 members: 10 students, 8 institutions, and 80 individuals.

V. **PRESIDENT'S REPORT.** President Malia Van Heukelem reported on AHA's 2015 activities.

- a. **Conference Committee.** (Chair: Annie Thomas; Members: Kapena Shim, Kepā Maly, Malia Van Heukelem) Planned and organized the 2016 annual conference.
- b. **Education Committee.** (Co-Chairs: Ju Sun Yi (ACA) and Malia Van Heukelem (DAS)) Ju Sun coordinated a study group for AHA members interested in applying for the Academy of Certified Archivists and they met monthly until the ACA exam last August (18); Hawaii added four new certified archivists last fall. The Society of American Archivists' Digital Archive Specialist workshop, Arrangement and Description of Electronic Records parts I and II was held in March (30-31). AHA also hosted four webinars in 2015: Standards for Digital Archives; Electronic Records - the Next Step; Thinking Digital; and Archival Content Management Systems. The DAS Comprehensive Exam was held on November 10 and Hawaii now has 10 graduates.
- c. **Holiday Social Committee.** (Chair: Linda Hee; Member: Annie Thomas) The social was held at Natsunoya Tea House on December 13. Twenty members and guests gathered to visit with old friends, make new friends, and enjoy a tasty buffet lunch in our private room.
- d. **Site Visits/Tours Committee.** (Chair: Jill Sommer; Members: Ju Sun Yi, Keau George, and Annie Thomas) arranged two site visits: Scottish Rite Cathedral and Masonic Public Library on March 28th and NOAA's Inouye Regional Center Libraries on Ford Island on July 28th.
- e. **Community Service Committee.** (Chair: Keau George; Members: Linda Hee and Kapena Shim) AHA partnered for the third time with the Nā Hawai'i 'Imi Loa LIS student organization on an Archival Outreach Workshop, this one at the

Queen Liliuokalani Children's Center in Punaluu in September. AHA sponsored lunch and coordinated volunteers.

- f. **Website/Public Relations.** (Chair: Jill Sommer; Member: Keau George) The committee continued Repository Spotlights with nine articles this past year featuring: the Masonic Public Library site visit; the BYU Archives; the Pacific Tsunami Museum, the NOAA site visit; Collection Repositories – Collections of Knowledge; the Community Archival Workshop; Kalaupapa National Historical Park; Jean Charlot Collection; and the Hawaii State Archives. Website maintenance included removal of the old website (thank you Andrew Wertheimer) and the addition of a few pages such as the listserv guidelines and events. AHA information is shared via our listserv, website and Facebook page.
- g. **AHA Archives.** (Ju Sun Yi) The AHA archival collection was transferred to the Hawaii State Archives in 2009. In 2014 records management was performed and the Hawaii State Archives plans to set-up a volunteer project to process the small collection in the future.

VI. **UNFINISHED BUSINESS.** Presented by President Malia Van Heukelem.

- a. **Membership directory.** Completed by Dore Minatodani and sent out as a pdf to only our current members, and not shared online due to privacy concerns.
- b. **Student involvement in AHA.** President Malia Van Heukelem met with members of the SAA UHM Student Chapter to talk about the importance of professional memberships and ask how we could support them. AHA members responded positively to serving as mentors for resume review. AHA sponsored all 5 members of SAA-SC board to attend the 2016 AHA annual meeting.

VII. **SAA UPDATE.** Presented by President Malia Van Heukelem.

- a. Helen Wong Smith continues to serve on the Society of American Archivists Council. Fulfilling one of SAA's strategic plan goals (Provide leadership in ensuring the completeness, diversity, and accessibility of the historical record.); in November Helen presented an outline of a full-day workshop on cultural competence which she will present at the Annual Meeting in Atlanta.
- b. Malia Van Heukelem has served over the past two years on the Disaster Planning and Recovery Subcommittee of the Regional Archival Associations Consortium (or RAAC). Disaster Planning and Response Resources were added to the SAA website in 2014, and revised and expanded in 2016.

VIII. **ELECTION.** Past President, Gina Vergara-Bautista, presented the slate of nominees and opened the floor to nominations. Since no additional candidates were nominated, the slate was declared elected by acclamation:

President-elect, 2016-2017: Eleanor Kleiber.

Directors, 2016-2018: Keau George, Joy Holland and Kanako Iwase.

The incoming President is Annie Thomas. The continuing directors are Linda Hee, Kapena Shim and Ju Sun Yi. The outgoing members are President Malia Van Heukelem, and Directors Kepā Maly and Jill Sommer.

IX. **ADJOURNMENT**. The meeting was adjourned by incoming President Annie Thomas at 2:46pm.

Respectfully submitted,

Eleanor Kleiber