



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, May 12th, 2016

Hawai'i State Archives

Present: Annie Thomas, Eleanor Kleiber, Ju Sun Yi, Kapena Shim, Joy Holland (by phone), and Kanako Iwase

I. **CALL TO ORDER.** The meeting was called to order at 4:13 p.m. by President Annie Thomas.

II. **MINUTES.** (Annie)

a. Minutes from the April 14th, 2016 board meeting were approved as circulated.

III. **TREASURER'S REPORT.** (Ju Sun)

Total income: \$265.00

Total expenses: \$15.22

Ending cash balance: \$16,033.05

Ju Sun: Does AHA want an ATM card? It would allow the treasurer to withdraw petty cash, deposit checks, and check the current balance. The treasurer can also use a mobile app so that checks can be deposited remotely. Would need to transition the card/app annually, as it is linked to a phone number.

ACTION: Board agreed to both. Ju Sun will set it up.

ACTION: Ju Sun will send a reminder email to members who selected "check" as the method of payment but have yet to send them in.

Ju Sun: Proposes a separate committee for membership management and outreach, removing it from the Treasurer's duties. No decision made at this time, but noted that this should be decided/implemented before the end of the year so it is in place before the Annual meeting.

IV. **COMMITTEE REPORTS.**

a. Annual Meeting/Conference 2017 (Kapena)

- The conference will be on O'ahu.

b. Community Service (Keau)

- No report.

- c. Education (Ju Sun and Eleanor)
 - Ju Sun is still collecting responses related to DAS course. There is enough interest for a second course in the fall. AHA would sponsor the webinars and split costs depending on attendance. If attendance is low, AHA can supplement.
 - Free webinar on May 29th at the law school. ACTION: Ju Sun will send Joy the notification so that she can then post it on the website.
 - Another workshop will be held on June 10 also at the law school. Need to determine the refreshment budget (breakfast + breaks). Annie suggests \$5-8 per person to cover breakfast. ACTION: Annie and Eleanor will help with setup, registration, and food provision.
 - ACTION: Ju Sun will send a reminder about the ACA deadline which is May 15.
 - We received positive feedback from the POWRR folks. ACTION: Eleanor will send them and Joy and email to confirm a date. Once a date is set, Eleanor can reserve room 306 in Hamilton Library and look into reserving accommodations at Lincoln Hall. Joy will look for a suitable venue on Hawai'i Island.

- d. Neighbor Island outreach (Joy)
 - See notes on POWRR workshop above.

- e. Holiday Social (Kanakano)
 - Two options are catering + venue or a restaurant. The Board preferred the restaurant option. ACTION: Kanako will follow up with the restaurant to find out how many people they can accommodate and the availability of a vegetarian option.

- f. Site Visits/Tours (Linda)
 - The two visits to the Honolulu Fire Museum are full with one person on the waiting list. Linda is still working on a future visit to the Bureau of Conveyances.

- g. Website/Social Media (Joy)
 - Joy updated the events page, and Annie updated the contacts page. Joy made suggestions for having at least three posts a month, including sharing member news. ACTION: Joy will upload the most recent approved minutes.

V. **SAA-Student Chapter.** (Kīna'u)

- No report

VI. **OLD BUSINESS.**

- a. Mailing list & membership management suggestions (Kanakano)
 - ACTION: Annie and Kanako will trial some of the options. The Board needs to make a selection/decision by August to transition by September.
 - However, none of the management tools have a listserv function. ACTION: next meeting the Board decides whether to stay with the UH Listserv, or transfer to a google group.

- b. PayPal Account
 - There is an SSN associated with the current PayPal account. The only way to change it is to close the account and open a new one with a different taxID. However, this becomes a non-issue if we start using a membership management system.
 - ACTION: maintain the current PayPal account until we decide about the membership management system.

VII. NEW BUSINESS.

- a. AHA website domain mapping renewal
 - It has been added to the AHA Google Calendar
- b. AHA directory
 - This could be managed by the proposed membership committee, within the proposed membership management system. Make that decision if/when a membership management system is selected.
- c. AHA Board Google Calendar
 - It now exists and all on the Board have access.
- d. Google Drive vs. Dropbox
 - The Board prefers to only use Google Drive
 - ACTION: Annie will transfer items from the Dropbox into Google Drive.

VIII. ANNOUNCEMENTS.

- none

IX. **NEXT MEETING.** Thursday, June 9th, 2016 at 4:00 p.m.

X. **ADJOURNMENT.** The meeting was adjourned at 5:19 p.m.

Respectfully submitted,
Eleanor Kleiber, Secretary