



*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, April 26, 2017

Hawai'i State Archives

Present: Eleanor Kleiber, Storm Stoker, Ju Sun Yi, Nicki Garces (recorder), KĪnaʻu McKeague

- I. **CALL TO ORDER.** The meeting was called to order at 4:01 p.m. by President Eleanor Kleiber.
- II. **MINUTES.**
  - A. Minutes from the March 15, 2017 board meeting were approved as amended.
- III. **TREASURER'S REPORT.**
  - A. Income: \$82.50
  - B. Expenses: \$5.59
  - C. Ending Balance: \$17,205.77
    - i. Ju Sun updated the membership directory.
    - ii. ACTION: Eleanor will send welcome email to new members.
    - iii. ACTION: Ju Sun will generate a list of members who have not yet paid dues for 2017 and will send the list at the end of April to Eleanor who will send reminder emails to renew their membership.
- IV. **COMMITTEE REPORTS.**
  - A. Annual Meeting/Conference (Nicki for Keau)
    - i. The draft survey was reviewed and finalized.
    - ii. ACTION: Keau will send the survey to the members via Google Form next week. Keau will have the results for the June Board meeting.
  - B. Community Service (KĪnaʻu)
    - i. The committee brainstormed and suggested to do two workshops on genealogy. OHA's Hale Noelo may be a possible venue as the organization provides free access to ancestry.com. Workshops may be scheduled for the summer and fall. The committee will continue working on the details.
    - ii. Board approved of the genealogy theme.
  - C. Education (Ju Sun)

- i. Ju Sun added documents in the Education Committee Folder in the Current AHA Folder shared among the Board members. If the committee continued with the DAS courses, she notified that some of the courses have changed. She suggested for two webinars and one in-person workshop.
- D. Holiday Social (Storm)
  - i. The board had a short discussion re: securing a date in December and having a list of possible venues.
  - ii. ACTION: The committee will continue brainstorming and will report at the May meeting.
- E. Site Visits/Tours (Nicki)
  - i. The committee decided on institutions that were not visited in the past 5 years. The top three picks are: King Kamehameha V. Judiciary History Center, National Park Services and Hawai'i Plantation Village.
  - ii. ACTION: The committee will begin planning for a June site visit. The other site visit will be in October.
- F. Website/Social Media (Storm)
  - i. Joy recently gave Storm the password for the website.
  - ii. ACTION: Storm will update the board of directors bios on the website. She will focus on the Repository Highlights.
- G. Neighbor Island Outreach (no report given)
- H. Scholarship (Eleanor)
  - i. Eleanor looked into AHA becoming a 501(c)3. This would be beneficial for scholarship donors and want the money to be tax deductible. Paperwork is involved, especially completing a Form 1023 Federal Exemption application.
  - ii. ACTION: Eleanor will speak with Joy re: paperwork to achieve 501(c)3 status.
- I. Calendar for AHA activities and Events
  - i. June: site visit I
  - ii. Late July: Academy of Certified Archivists exam
  - iii. August: (open)
  - iv. September: Community Workshop
  - v. October: Site visit II
  - vi. November: DAS course
  - vii. December: AHA Holiday Social
  - viii. January: (open)
  - ix. February: AHA Annual Meeting

V. SAA-Student Chapter. (no report from President Kelsey Hara)

VI. OLD BUSINESS.

A. Benefits of Institution membership

- i. Institution membership fees costs more. The institution sends one delegate to the AHA Annual Meeting.
- ii. Amendment to remove Institution membership in the By-Laws is done through a two-thirds vote by voting members at the Annual Meeting. Members should be notified about the change in the By-Laws at least a month in advance.

B. Directory (2014) Revision

- i. The directory is due for an update. Need to check the membership list to see who approved to have their names and institutions listed in the directory.
- ii. Per the October 20, 2016 meeting minutes, the Board decided to make the revised directory a live page on the AHA website.
- iii. ACTION: Ju Sun will check who has paid dues by the end of the month.

VII. NEW BUSINESS.

A. Request for date changes for May and June Board meetings

- i. ACTION: Ju Sun will send email of suggested dates to Board

VIII. ANNOUNCEMENTS.

A. Job Vacancies

- i. UH Hamilton is in the process in finding a new art archivist for the Charlot Collection.
- ii. The Hawai'i State Archives has received applications for positions available.

B. Eleanor shared her visits to the archives in Tahiti and Rapa Nui.

IX. NEXT MEETING.

- A. TBD. Will change from the Wednesday, May 17, 2017 date.

X. ADJOURNMENT. The meeting was adjourned at 5:18 p.m.

Respectfully submitted,

Nicki Garces, Secretary