



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, June 22, 2017
Hawai'i State Archives

Present: Eleanor Kleiber, Ju Sun Yi, Keau George (on the phone), Storm Stoker, Kīna'u McKeague, Nicki Garces (recorder), Joy Holland (on the phone)

- I. **CALL TO ORDER.** The meeting was called to order at 4:02 p.m. by President Eleanor Kleiber.
- II. **MINUTES.**
 - A. Minutes from the May 18, 2017 board meeting were approved as circulated.
- III. **TREASURER'S REPORT & MEMBERSHIP (Ju Sun).**
 - A. Income: \$70.00
 - B. Expenses: \$42.20
 - C. Ending Balance: \$17,406.13
 1. Membership
 - a) 2 individual renewals
 - b) 1 new individual membership
 - c) 1 institutional renewal
 2. Expenses include PayPal fees and June 12, 2017 site visit gifts
- IV. **COMMITTEE REPORTS.**
 - A. Annual Meeting/Conference (Keau)
 1. Updated survey results: 38 responses. Key points:
 - a) 25 responses said "yes" to Maui for the 2018 Annual Meeting
 - b) Respondents want workshops to continue, including some for the neighbor islands
 - c) Respondents who will be taking the Academy of Certified Archivists exam want study groups to be organized
 - d) Some request SAA's Arrangement and Description courses

- e) Have AHA coordinate a group to purchase a crate to reduce the shipping costs for archival supplies ordered
 - f) Requests to have upcoming events posted on the AHA website ASAP and to have links to archival websites
 - (1) Also promote more on social media
 - g) Strong interest on the membership directory
2. Keau continues with annual meeting logistics
- a) Sent emails for assistance from Maui archivists and cultural workers
 - b) Executive Director Theo Morrison of Lahaina Restoration Foundation offered one of their historic sites, Hale Aloha, as a venue for free
 - c) Keau requests Board members to review the “2018 Annual Meeting-Brainstorming” Google document as there is a lot to go-over
 - (1) ACTION: Board members give feedback to the Google document and will discuss at next meeting. The priority is the theme of the annual meeting.
 - (2) ACTION: Keau to set up a committee meeting in the next two weeks. Include Joy to assist in neighbor island representation at the Annual Meeting program.
- B. Community Service (Kīna‘u)
- 1. Kīna‘u emailed Kale Hannahs of Hale Noelo but haven’t received a response.
 - 2. ACTION: Keau will help with reaching Kale. Kīna‘u may pay a visit at Hale Noelo.
- C. Education (Nicki and Joy for Asako)
- 1. Asako drafted a survey for AHA members who are interested in taking continued education courses.
 - 2. ACTION: Asako to send draft survey to entire Board and vote by the end of next week (June 30th) so it can be distributed to members ASAP.
- D. Holiday Social (Storm)
- 1. Looked at Catered Experience, Buca De Beppo, Manoa Ballroom at the Japanese Cultural Center and General Korean Barbeque for catering and venue ideas.
 - 2. Budget: \$25-35/person. Most members enjoyed having costs down.
 - 3. ACTION: Board members continue to offer suggestions to Storm
- E. Site Visits/Tours (Nicki)

1. Twenty-four out of the 26 members who RSVP'd attended the site visit at Hawaii's Plantation Village on Kamehameha Day, June 12th. Docents Espy Garcia and Norman Shigeyasu provided the tours about the lives of the different ethnic groups that worked in the sugar plantations. Acting Executive Director Deanna Espinas wanted to share about the institutional history of the Village and talk story about improving the care and maintenance of their archives and museum collections, however, she had an administrative emergency to take care of. The members enjoyed themselves. A lunch social was planned in Waipahu, but Espy cooked a surprise feast for us. Some members were able to stay a bit longer to enjoy the food.

F. Website/Social Media (Storm)

1. Storm uploaded the Hawaii's Plantation Village photos and a "save the date" post for the 2018 AHA Annual Meeting.

G. Neighbor Island outreach (Joy)

1. The Board briefly reviewed the ideas Joy presented at the May 18 Board meeting. Having an all neighbor island panel at the 2018 AHA Annual Meeting is doable.
2. Joy advocated to fly a local professional to a neighbor island to speak on a topic such as integrated pest management. This would be the easiest to do and would fulfill the needs of neighbor island cultural collections workers, many of whom do not hold MLIS degrees or do not have the opportunity to take professional training.
 - a) Board approved to send a local professional to a neighbor island for training. A budget of \$300 to cover airfare and honorarium was also approved.

H. Scholarship (Eleanor)

1. AHA has not been a 501(c)3 organization. Eleanor presented on the requirements to start a 501(c)3 and determined that it will take a lot of paperwork. We may have to pay taxes if we fundraise.
2. Board decided not to go the 501(c)3 route but continue with researching on how to implement the scholarship.
3. ACTION: Eleanor look into having an established operating budget.

V. SAA-Student Chapter (Ellen Cachola)- No report given.

VI. OLD BUSINESS.

- A. Directory (2015) revision: Dore Minatodani will revise the directory.

1. ACTION: Ju Sun will give Dore the current members' emails. Dore will send them the form to update the directory. A separate email will be sent to the AHA listserv about updating the directory. If members did not receive the form, to contact Ju Sun.
- B. HLA/AHSL Round Table: Eleanor followed up with Liz Teoli, the Program Subcommittee chair. The round table is to have people gather and network. Kīna'u agreed to be part of the round table as he is part of the planning committee.
- C. PARBICA membership: Contrary to the Board approval at the May 18 meeting to only be PARBICA members, Eleanor informed the Board that PARBICA membership actually requires membership to the International Council on Archives (ICA). Membership fees for both organizations total approximately 115 USD. Board approved.

VII. NEW BUSINESS.

- A. New Director needed. Asako Shiba and her family will move back to the U.S. Continent. The Board approved of a special election via email to elect a new director to fulfill the unexpired term. Nominations and Elections Committee, comprised of Eleanor and past AHA presidents Annie Thomas and Malia Van Heukelem, will be in charge of the special election and will put out a call for nominations soon.
 1. Asako was the chair of the Education Committee. Eleanor and Nicki have stepped in to be co-chairs of the committee.
 2. ACTION: Eleanor will ask Asako about Regional Archival Association Consortium (RAAC) since she was also AHA's representative to RAAC.
- B. Neighbor Island Representative: The Board discussed about using Skype or Zoom for the neighbor island representative to join the Board meetings and possibly flying in the neighbor island representative three times a year. Joy mentioned that building collegial relationships and advocating properly is best done in person. The Board approved of Joy flying in for a meeting in the fall and use technology to video conference at the State Archives for the Board meetings.
- C. Mukurtu: Gary Holton contacted Eleanor about the Kaipumakani Project, an IMLS funded, 3-year effort to support digital cultural heritage preservation in Hawai'i and the Pacific with the use of Mukurtu, an open source CMS created specifically with indigenous communities in mind. The project's goals is to 1) provide training and implementation assistance for Mukurtu, and 2) promote digital cultural heritage preservation more broadly through outreach and education. Kaipumakani would like to sponsor a one-day Digital Cultural Heritage workshop in the fall to provide training in working with digital heritage and basic archiving skills.

1. ACTION: Education Committee include this request on the continuing education survey for members wanting continuing education to decide.
- D. AHA representation: The Board discussed about interest circulating on the listserv about members partaking in a session to present the history of AHA at the 2018 SAA Annual Meeting.
 1. ACTION: Eleanor will connect with Jim Cartwright and Helen Wong Smith and share what AHA has been doing.
 2. ACTION: Storm will draft a brochure to promote the organization.

VIII. ANNOUNCEMENTS.

- A. University of Hawai'i Head Librarian Irene Herold resigned. Since Eleanor is the chair of the library senate, she was charged with the process of recommending an interim University Librarian to the Vice Chancellor of Academic Affairs.
- B. Eleanor submitted a paper to PARBICA.
- C. Nicki is helping with an exhibit called "Working" that will open in September at the Filipino American National Historical Society (FANHS) National Museum in Stockton, CA. She is working on a panel about Filipino laborers in Hawai'i plantations and unionism.
- D. The Hawai'i State Archives will hire a deputy state archivist within a month.
- E. Storm will be speaking at the Association of Tribal Archives, Libraries and Museums (ATALM) conference in October on Hawai'i libraries teaching the public about fake news.

IX. NEXT MEETING.

- A. Next meeting will be on Wednesday, July 19, 2017 at 4:00 p.m.

- X. ADJOURNMENT. The meeting was adjourned at 5:20 p.m.

Respectfully submitted,

Nicki Garces, Secretary