



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, August 10, 2017
Hawai'i State Archives

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

Guests: Ellen Cachola (SAAsc UH President)

- 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 June 22, 2017 board meeting were approved as amended.
- III. **TREASURER'S REPORT & MEMBERSHIP** (Ju Sun).
 - A. Income: \$30.00
 - B. Expenses: \$1.48
 - C. Ending Balance: \$17,483.91
 1. Membership:
 - a) 1 new individual membership
 - b) 1 individual renewal
 - D. Membership Directory
 1. Dore Minatodani sent a survey out yesterday to the members based on our current membership roster. She will send an email to the listserv to double check membership statuses and encourage members on dues renewal. The membership directory will be updated every 2-3 years as it is labor intensive.
- IV. **COMMITTEE REPORTS.**
 - A. Annual Meeting/Conference (Keau)
 1. Maui Community College secured for the Annual Meeting venue.
 2. Still need to develop a theme.

3. Keau put out a call for presentation ideas but only two members responded. A call for papers was suggested by the Board as it is more democratic, however, the theme needs to be decided. The committee can invite others to speak on a panel if there is a low response. The annual meeting format will include three panels, one dedicated for neighbor island cultural professionals, and a keynote speaker.
 4. 20 rooms at the Maui Beach Hotel in Kahului were reserved and can hold double occupancy. Mini vans are available and need to RSVP ASAP.
 5. Haleakala National Park agreed to give a tour.
 6. Keau created a budget. Need to decide on registration fee.
 - a) ACTION: Keau to redo the budget and separate the proposed expenses between day 1 and day 2.
- B. Community Service (Kīnaʻu)
1. Professional genealogist Ami Mulligan agreed to do a community workshop on grassroots genealogy researching, slated for October 7th.
 - a) ACTION: Kīnaʻu and Nicki will meet Ami on August 13th.
 2. ACTION: Kīnaʻu will contact Mariko Kershaw to RSVP Windward Community College Library as the venue.
 3. Kale Hannahs of Hale Noelo finally replied after Ami agreed to be the first workshop presenter. Will have Hale Noelo do the second workshop.
- C. Education (Eleanor)
1. The committee met today before the Board meeting and based on the June survey results, decided on an SAA A & D in-person workshop: Arrangement and Description: Fundamentals.
 - a) ACTION: Eleanor will contact SAA if instructor available for that topic in November.
 2. The committee will plan for a possible webinar in January 2018.
 3. Murkutu might be on the plate for the next Board
- D. Holiday Social (Storm)
1. ACTION: Eleanor will RSVP Cook Mansion for November 26
 2. ACTION: Storm will put menus on the shared AHA Folder on Google Drive. Board members will provide their preferences on the caterers.
 - a) It was suggested to get a higher priced caterer as the venue will be free.
 3. A reminder to budget for door prizes and decorations.
 4. SAAsc HI agreed to do the games.
- E. Site Visits/Tours (Nicki)

1. Nicki emailed Melia Lane-Kamahele for a possible site visit/tour at the National Park Service Pacific Area Office in October or November.
Awaiting reply.
- F. Website/Social Media (Storm)
1. ACTION: Storm will upload more Board meeting minutes.
 2. Reminder: Board members provide Storm with information on upcoming activities and events to include on the website.
- G. Neighbor Island outreach (Joy)
1. Joy is reaching out to neighbor island collections professionals for input on a Board approved workshop that would be beneficial for them. Some examples are pest management, basic preservation strategies, climate control and housing materials.
- H. Scholarship (Eleanor)- Nothing to report.
- V. **SAA-STUDENT CHAPTER** (Ellen Cachola)
- A. SAAAsc will outreach during LIS orientation.
 - B. Joy Enomoto will do a photo preservation workshop.
 - C. SAAAsc has scheduled a tour at Consuelo Foundation on August 25 to learn more about the organization and the dedicated site service program between the previous SAAAsc student boards and Nicki.
- VI. **OLD BUSINESS.**
- A. PARBICA membership - Eleanor completed and submitted the application to International Council on Archives and waiting to hear back.
 - B. New Director needed - Gailyn Bopp was elected as Board member to fulfill the 2017-2019 seat that was recently vacated.
- VII. **NEW BUSINESS.**
- A. Proclamation for October as Archives Month (Ju Sun)
 1. This is an SAA driven campaign to promote the importance of archives and the archives profession to the public. Last year, Adam Jensen of the Hawai'i State Archives wrote the text for the proclamation. Submissions for proclamation requests are done online and must be received by the Governor's Office at least 4 weeks prior to the date it is needed, in this case by August 31st.
 - a) ACTION: Joy will draft the proclamation.
 2. Hawai'i State Archives will celebrate the month by displaying flags in its collection, such as the one used during King Kalakaua's travels. As it is the centennial anniversary of her death, HSA will profile Queen Liliuokalani.

B. Budget assessment and recommendations (Eleanor)

1. The Board reviewed and discussed the draft documents that Eleanor presented. Average income from membership and average net gain in the total balance is around \$1,450.00 annually. Basic annual operations budget is approximately \$350.00, which covers the bank, P.O. box, website and PayPal fees. Fees for AHA activities are based on cost-recovery.
2. Proposed recommendations: \$10,000.00 be the based-line amount kept aside every year to cover deposits needed for our larger annual events; \$1,000.00 awarded every year for the AHA scholarship; \$500.00 be budgeted every year to improve the participation of Neighbor Island representative; and \$300.00 be budgeted every year to subsidize attendance at AHA educational events.
3. Discussion revolved around increasing number of Board members and possible increase of membership fees to continue activities and remain sustainable, and critique on the proposed recommendations.
 - a) ACTION: All Board members thoroughly review documents and prepare to give honest feedback at the next meeting

VIII. **ANNOUNCEMENTS.** -- None.

IX. NEXT MEETING.

A. Next meeting will be Wednesday, September 20th, 2017.

X. **ADJOURNMENT.** The meeting was adjourned at 5:22 p.m.

Respectfully submitted,

Nicki Garces, Secretary