



I ulu no ka lala I ke kumu
The branches grow because of the trunk.
Without our ancestors we would not be here.

AHA

ASSOCIATION OF HAWAI'I ARCHIVISTS
Minutes of Board Meeting, September 20, 2017
University of Hawai'i Mānoa, Hamilton Library

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

Guests: Ellen Cachola (SAAsc UH President)

- I. **CALL TO ORDER.** The meeting was called to order at 4:10 p.m. by President Eleanor Kleiber.
- II. **MINUTES.**
 - A. Minutes from the August 10, 2017 board meeting were approved as amended.
- III. **TREASURER'S REPORT & MEMBERSHIP. (Ju Sun)**
 - A. Income: \$300.00
 - B. Expenses: \$135.62
 - C. Ending Balance: \$17,648.29
 - a. Membership:
 - i. 4 new individual members (2 are student members)
 - ii. 1 individual renewal
 - b. September 17th DAS webinar garnered \$240 from PayPal payments only
 - i. Check payments not included
 - c. Expenses included PayPal and Go Daddy domain name and hosting fees
 - D. Membership Directory
 1. Dore Minatodani is awaiting for more responses to the survey sent out to the members based on our current membership roster. She will send an email to the general AHA listserv in October to double check membership statuses and encourage members on dues renewal.
- IV. **COMMITTEE REPORTS.**
 - A. Annual Meeting/Conference (Keau)

1. The budget was updated to include the Hawaii Council for the Humanities sponsorship for the Neighbor Island panel and Neighbor Island AHA Committee for continuing education.
 2. Board approved of proposed annual meeting registration fee (membership fee not included): AHA member \$30; non-AHA member \$40 and student \$20
 3. Board approved of the online payment form with the addition of instructions to complete form. The payment form also includes the add-ons for membership fees, AHA van transportation, February 17 Holoholo Day fee, and February 17th Lokelani dinner.
 4. Keau requested additional help with annual meeting preparations
 - a) Kina'u volunteered to handle lunch (\$12/head)
 - b) Joy volunteered to recruit speakers for one of the panels.
 - c) Keau will ask Gailyn to help with another panel.
 5. Following prior neighbor island annual meetings, there will be no guest speaker as attendees will meet various speakers at different site visits during Holoholo Day (02/17).
- B. Community Service (Kina'u)
1. First genealogy workshop will be on Saturday, October 14 at Hale Noelo with Kale Hannahs and Luci Meyer facilitating. Information for the two sessions will be the same and will cover Hale Noelo's services and use of subscription-based genealogy databases. Sixteen out of the 20 seats are already reserved.
 2. Second genealogy workshop will be on Saturday, January 13, 2018 at UH Hamilton Library and will be facilitated by professional genealogist Ami Mulligan and researcher Sarah Tamashiro.
 3. Board approved that the honorarium to each of the four workshop facilitators will be paid one-year AHA membership.
- C. Education (Eleanor)
1. The DAS Introduction to Email Preservation webinar (09/17) held at UHM Hamilton Library was a success with nineteen people in attendance.
 2. There is a \$200+ surplus as webinar cost was \$15/person, not based on the number of attendees.
 - a) Board approved of the next two webinar sessions will be \$10/person.
 - b) Board approved that any surplus gained during the webinars will go to cost incurred for the in-person workshop.

3. The Board addressed how neighbor island colleagues could take advantage of the AHA-coordinated group DAS webinar rates.
 - a) ACTION: Nicki will inquire SAA Education of an option or possibilities for neighbor island colleagues without paying for additional webinar viewing(s).
 - b) ACTION: Eleanor will check if it is possible to use Halawai Long Distance Learning to broadcast the webinars to neighbor island sites.
- D. Holiday Social (Storm)
1. Confirmed: the Holiday Social will be on Sunday, December 3rd at the Unitarian Church's Cook Mansion.
 2. ACTION: Board look through the menus on the AHA Shared folder and select a caterer
 3. SAAsc delegated with decorations and quiz game
- E. Site Visits/Tours (Nicki)
1. Contact with the National Park Services Pacific Region Office fell through. Nicki spoke with the tour department of King Kamehameha V Judiciary History Center for an archives-focus customized tour. Nicki will work out details with the Judiciary History Center.
- F. Website/Social Media (Storm)
1. AHA Website
 - a) The website will have monthly posts. Each Board member is expected to write a post.
 - b) ACTION: Board members will sign up for a month on the calendar that will be included in the AHA Shared folder
 - (1) Topics: an object in your archives or do a longer repository spotlight post.
 2. AHA Brochure
 - a) Storm included Board email input for the second draft. Requesting for more input to finalize draft.
- G. Neighbor Island outreach (Joy)
1. The Hawai'i Council for the Humanities (HCH) has a partnership program, non grant-based, and provides formative input on projects. AHA-HCH projects may not happen every year, but the long-term partnership would continue. HCH can participate in one or 2 events in which their mission overlaps with ours.
 2. HCH will give \$3500 to AHA and is for use until October 2018. Half of the funds will go towards the Annual Meeting.

- a) HCH wants co-sponsorship status and talk time.
 - b) ACTION: Ju Sun will sign a contract with HCH, as money is from the government.
- 3. Joy will complete her term on the Board on February 2018. HCH requests Joy and another present to help coordinate the partnership projects.
- H. Scholarship (Eleanor)
 - 1. Eleanor will work with Kapena Shim to write the text that will be presented to the membership at the next Annual Meeting.

V. SAA-Student Chapter (Ellen Rae Cachola)

- A. First Volunteer Saturday at Consuelo Foundation will be on September 23rd.
- B. Photo preservation workshop with Joy Enomoto will be on October 1st.
- C. Working on a SAAsc site visit at Hawai'i State Archives

VI. OLD BUSINESS.

- A. PARBICA Membership
 - 1. The International Council on Archives (ICA) have not responded to Eleanor after application submission. Will go forward with just paying PARBICA membership dues.
- B. Budget assessment and recommendations (Eleanor)
 - 1. ACTION: Eleanor will follow up with each committee chair regarding to finalize the proposed budget.
- C. October as Archives Month Proclamation
 - 1. The application was submitted. There will be a public presentation for the proclamation.

VII. NEW BUSINESS.

- A. Archives Mapping Project (Eleanor)
 - 1. This is an SAA grant-funded project to create a comprehensive database of American archives locations. The data will be used to improve geographical analysis of the American archival profession. Board approved to provide SAA with the list of institutions and their locations generated from the Directory of Historical Records Repositories in Hawaii, 5th Edition.
- B. Recommendation to add another AHA Director (Joy)
 - 1. Joy proposed to bring in two new Board members, one from the neighbor islands, ASAP before the Annual Meeting, as there needs to be high level

organization to work with HCH (the first AHA-HCH event will be the Annual Meeting). Joy will end her term in February.

2. ACTION: Eleanor will talk to Annie Thomas in early October about this. She will be asking for nominations.

VIII. ANNOUNCEMENTS.

A. SAA Lone Arranger Section Lone Arrangers Local Representatives (Nicki)

1. Nicki and Dawn Sueoka have been brainstorming since the summer on how to meet the needs of lone arrangers and other collections professional sat small repositories with restricted resources. At the July 2017 SAA Annual Meeting, the SAA Lone Arrangers Section announced a nationwide project to have regional associations provide training and events geared towards lone arrangers in their areas. The Section recently sent out a call for Local Lone Arranger Representatives. Nicki and Dawn signed up to co-represent Hawai'i.
2. The Board liked the idea. Even though no activity may be planned in the next couple of months, at least Hawai'i is represented in the Section and is a great opportunity to share ideas.

IX. **NEXT MEETING** Wednesday, October 18, 2017

X. **ADJOURNMENT.** The meeting was adjourned at 5:45 p.m.

Respectfully submitted,

Nicki Garces, Secretary