



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, September 18, 2018
Hawai'i State Archives

Present: Ju Sun Yi (president), Nicki Garces (recorder), Gailyn Bopp, Kīna'u McKeague and Jenny Leung; Rachael Bussert, Storm Stoker, and Mina Elison via teleconference

Guests: Sharnelle Renti Cruz

- I. **CALL TO ORDER.** The meeting was called to order at 4:07 p.m. by President Ju Sun Yi.
- II. **MINUTES.**
 - A. Minutes from the August 21, 2018 board meeting were approved as amended.
- III. **TREASURER'S REPORT & MEMBERSHIP.**
 - A. Income: \$335.00
 - B. Expense: \$13.36
 - C. Ending Balance: \$17,545.71
 1. Membership: The Handling and Care Workshop Series, which requires current membership status to participate, was partially responsible for the increase in membership dues. A total of 18 dues was collected.
 - a) Renewals: 1 institutional, 1 personal, 2 student
 - b) New: 3 personal, 1 student
- IV. **COMMITTEE REPORTS.**
 - A. Annual Meeting/Conference (Gailyn)
 1. "Save the date" announcement went out. The "call for proposals" will be sent out in a couple of weeks since both HLA and NHIL recently sent theirs.
 2. Keynote speaker options: the committee is reaching out to individuals.
 3. Sponsorship letter: working towards potential vendors.
 - B. Community Service (Kīna'u)
 1. Handling & Care Workshop with Linda Hee (09/22): 12 people confirmed. Need to secure a video camera to record the workshop and have it

posted on AHA's YouTube channel. Rachael will check with Hamilton Library on using its Mevo video camera. Jenny will check to see if Mānoa Heritage Center would lend theirs.

2. Handling & Care Workshop with Malia Van Heukelem (10/20): So far 6 people signed up.
3. Membership status of those registered is checked as these are workshops for members-only and with limited seating.

C. Education (Nicki)

1. Education Committee continues to work with the Community Service Committee on the Handling & Care Workshops.
2. DAS: Kylee Mar, Punahou School archivist, graciously offered her institution for the DAS webinar viewings set for 10/27 (User Experience Design and Digital Archives) and 11/03 (Providing Access to Born-Digital Archives). Each webinar viewing is \$15 and can be paid by check or PayPal. So far 7 people signed up. The committee is planning to have the workshop "Privacy & Confidentiality Issues in Digital Archives" in March 2019. January may not be a viable option because of increased flight cancellations due to extreme winter weather.

D. Holiday Social (Storm)

1. The Board decided on Kapiolani Community College for the venue and its Culinary Program for catering. KCC has announced its Holiday menu. KCC requests \$500 deposit to secure the 12/08 date.
2. The Holiday Brunch is \$32.25/person. The Board proposed the following for prices: \$40 for non-members, \$35 for members and \$25 for student members.
 - a) ACTION: Storm will crunch numbers.

E. Site Visits/Tours (Kīna'u)

1. 09/21 site visit to Bishop Museum's Archaeology and Ethnology Collections with Charmaine Wong & Alice Cristophe from 2:00 to 3:30 p.m.: 17 reservations. Early pau hana gathering to follow.
2. No other site visits for the rest of the year. There's a standing offer for Washington Place. The next site visits planned are during the Holo Holo Day of the Annual Meeting in February 2019.

F. Website/Social Media (Rachael)

1. Membership fees corrected on the online membership form.
2. Education events are posted on Facebook using the events section instead of the usual posts.
3. The Committee continues to request any changes or corrections from the Board.

G. Neighbor Island Outreach (Mina)

1. Due to Hurricane Lane, the presentation by Dr. Momi Naughton at the North Hawaii Education and Research Center was rescheduled from 08/25 to 10/27.
2. Hawai'i Council for the Humanities Collaboration: Ju Sun and Mina had a phone conversation with Bob Buss and Stacey Hoshino of HCH. The organizations are planning an event on Kaua'i on 11/03 for neighbor island collections professionals. They are putting together a panel that consists of a cultural historian, cultural practitioner and preservation expert. Helen Wong Smith is assisting with logistics.

V. **SAA-Student Chapter** (Sharnelle)

- A. The Board introduced themselves and welcomed Sharnelle to the meeting. Sharnelle is in charge of public relations for SAA-SC. She and her twin sister Marleah interned under Helen Wong Smith at Kaua'i Historical Society.
- B. All the officers on the SAA-SC Board are new. The other officers are: President- Marleah Renti Cruz, Treasurer- Ali Hugel and Secretary- Chantelle Suzuki.
- C. SAA-SC Board is working on SAA-SC membership, expanding their networks and growing as professionals.

VI. **OLD BUSINESS.-** None

VII. **NEW BUSINESS.**

- A. Member-only Activities vs. General Public
 1. One of the benefits of being an AHA member is attending various educational workshops and presentations. The AHA listserv is not updated. Membership status wasn't checked for past hot ticket events. Expired membership became an issue with the 09/22 Handling & Care Workshop registration as priority goes to current members. Membership status were checked and emails were sent out to those who had to update their membership.
 2. Since there is a fee for the DAS courses, these educational events is open to the general public.
- B. Formation of a Membership Committee: Most organizations send renewal updates; AHA hasn't really done so. Membership dues are usually collected during registering for the annual meeting. The listserv is not updated and there is about 200 subscribers. Since AHA has been creating more events, there needs to be better bookkeeping and formalization. A Membership Committee should be formed for next year and could include more active recruitment.

1. Member benefits and duration of membership should be clear on the website.

VIII. ANNOUNCEMENTS.

A. October as Archives Month

1. The signed October as Archives Month proclamation was passed around.
2. Hawai'i State Archives will be sending out posters to various archives and repositories, incorporating the theme of the "Year of the Hawaiian", and they will hold an event on 10/10 to promote electronic records day.
3. AHA will gather information from other repositories on how they are celebrating Archives Month.
 - a) ACTION: Ju Sun to send a "Call for Announcements for October as Archives Month" on the listserv
 - b) ACTION: Website/Social Media Committee will post on the website and Facebook about Archives Month

IX. **NEXT MEETING.** October 16, 2018 (Tuesday @ 4pm)

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

Respectfully submitted,

Nicki Garces, Secretary