

ASSOCIATION OF HAWAI‘I ARCHIVISTS
Minutes of Board Meeting, December 18, 2018
Hawai‘i State Archives

Present: Ju Sun Yi (president), Nicki Garces (recorder) and Gailyn Bopp; Kīna‘u McKeague and Mina Elison via teleconference

I. **CALL TO ORDER.** The meeting was called to order at 4:05 p.m. by President Ju Sun Yi.

II. **MINUTES.**

A. There were no approval of minutes since the November 20, 2018 board meeting

was cancelled. See “Attachment A” for Committee reports that were submitted over email.

III. **TREASURER’S REPORT & MEMBERSHIP.**

(Ju Sun)

A. Income: \$1,310.00 B.

Expenses: \$1,256.92 C.

Ending Balance: \$17,932.73

1. Membership: 7 membership dues were collected which will cover 2019.

a) Renewals: 5 personal and 1 institution b) New members: 1 new student member 2. Income includes 2018 Holiday Social payments and 2019 Annual Meeting

\$200 sponsorship from Hollinger Metal Edge. 3. Expenses were KCC room reservation, food and prizes for the Holiday

Socia

I.

IV. COMMITTEE
REPORTS.

A. Annual Meeting/Conference (Gailyn; handout
circulated)

1. Allyson Ota will monitor registration for both Holoholo Day and
Annual

Meeting. BusyConf is the management system being used. 2. Holoholo Day: 25
members max and possibly free. Pick up at UH. Visit

Hula Preservation Society, Waiahole Poi Factory for lunch,
and BYU-Hawaii Kamoia e Walk and its Archives. 3. Annual
Meeting

1

a) Kapena Shim and Helen Wong Smith are keynote
speakers; two

panels are set, which includes off-island presenters
FamilySearch and National Archives of the Marianist
Province of the U.S., Santa Clara University.

(1) ACTION: ask keynote speakers and panelists if
they are

interested in being recorded and having their presentations
available on AHA's YouTube Channel. Need to have
agreement forms filled out. b) \$1000 sponsorship funds
confirmed. c) 12/29 save the date registration; 01/07/2019
registration goes

live for Holoholo Day and Annual Meeting. d) ACTION: Ju Sun to finalize AHA
brochure and make 100 copies. B. Community Service -- No report given.

C. Education (Nicki) -- Nothing to report. D. Holiday Social (Ju Sun)

1. The Board debriefed the event. Everyone enjoyed themselves,
especially

the games, and the food was delicious. Some things to
consider:

a) Go above the base cost to cover any no shows. KCC
charged for 49

guests and there were 44 people who attended. b) Provide the closing. People just left after SAAsc presented the Lei

Lau Kukui Awards. It was difficult to give reminders on the Annual Meeting and call for Board member nominations. c)

Have better signage. Although directions and the map were

included in the reminder emails, a few people had trouble finding the exact location once they were on KCC grounds. E. Site Visits/Tours -- No report given. F. Website/Social Media -- No report given. G. Neighbor Island outreach (Mina)

1. 11/03 Kaua'i event "From Plant to Fabric: Kaua'i's Kapa and Quilt

Heritage," a Hawai'i Council for the Humanities (HCH) partnership -- 35 people attended. Helen Wong Smith provided a lot of assistance. Kaua'i History Society and Kaua'i Museum want to do it again.

Although it went well, there wasn't enough time for planning. 2. Mina is finishing the final report for HCH. HCH remarked that although

the collaborative programs were successful, they were expecting that the events should reach out to the wider public. HCH said they are working on a new memorandum to continue the partnership.

The AHA Board debriefed on the partnership with HCH. It was

recommended to inspect 2

the upcoming memorandum and see if it is a good fit with AHA's mission and goals.

V. SAA-Student Chapter. -- No report given.

VI. OLD BUSINESS. --
None

VII. NEW
BUSINESS.

A. Oral histories of AHA members that were part of LIS class assignment: Dr.

Andrew Wertheimer proposed that these oral histories should be included

in the AHA records. The Board voted “no” as the oral histories were not AHA generated/created and are not really about the association.

VIII.
ANNOUNCEMENTS.

A. Ju Sun reported on her experience with Heritage Emergency & Response

Training (HEART) run by the Smithsonian and FEMA in Washington D.C. She recommends and encourages others to apply as it provided both training and networking. B. Ju Sun also shared that the job announcement for an Archivist II at the State

Archives went out. C. Nicki attended the December 14 LIS Advisory Board Meeting and shared input

from AHA members. The LIS faculty will discuss all the suggestions from the attendees and will come up with proposals for the LIS Advisory Board to reconvene and review.

IX. NEXT MEETING. January 15, 2019 @ 4 p.m.

X. ADJOURNMENT. The meeting was adjourned at 5:27 p.m.

Respectfully
submitted,

Nicki Garces,
Secretary

ATTACHMENT A The following are reports by some of the committees that were shared via email in lieu of a November 2018 AHA Board meeting.

Annual Meeting/Conference 2019 (Gailyn) 1. Kapena Shim has agreed to serve as Keynote for our Annual Meeting . More details on his topic to come.

2. We have received 5 proposals for presentations at the upcoming Annual Meeting, and are still actively trying to recruit for more.

3. Mina is working hard to request and secure sponsorship for the Annual Meeting.

Community Service (Kīna'u) -- Nothing to report

Education (Nicki) The DAS webinars for this fall went well. Ten people attended the 10/27 "User Experience Design and Digital Archives webinar" and nine attended the 11/03 "Providing Access to Born-Digital Archives" webinar at Punahou School Cooke Library. It was a mixture of professionals working towards DAS certification, recertification and continued education. This group is eager to learning more about working with digital archival materials. Punahou School Archivist Kylee Mar is keen to hold more webinars starting in March 2019. I'll follow up with her in January. We'll also further discussions re: DAS workshops and having the DAS certification exam in Hawai'i. Per the group's request, I'll be looking for colleagues interested in leading a handling and care workshop on digital archives.

Holiday Social (Jenny, Gailyn, Storm and Ju Sun) Jenny donated 2-\$10 Morning Glass gift certificates for the prizes and is taking care of the gluten free dishes.

As for the Holiday Social, SAAsc will be handling the sign in table, with one of us supervising the receipt of any at-the-door payments. Gailyn and Kīna'u have 3 games to play all ready to go spread among food and mingle time. There will be an AHA Annual Meeting blurb given by Gailyn. SAAsc is planning to present the Lei Lau Kukui Award. Full program good to go. Food wonderfulness coordinated by Storm. Gailyn to take care of registration table decoration.

Ju Sun: only 15 people paid, so we should expect at least 30 or so to pay at

the event.