



I ulu no ka lālā i ke kumu.

The branches grow because of the trunk.

Without our ancestors we would not be here.*

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ASSOCIATION OF HAWAI'I ARCHIVISTS

Minutes of Board Meeting, March 20th, 2019

Mānoa Heritage Center

Present: Nicki Garces (president), Ellie Seaton (recorder), Gailyn Bopp, Jenny Leung, Allyson Ota, Charmaine Wong; Leilani Dawson, Mina Ellison, and Kīna'u McKeague via teleconference.

- I. **CALL TO ORDER.** The meeting was called to order at 5:13 p.m. by President Nicki Garces.
- II. **MINUTES.** Minutes from the January 15, 2019 board meeting were approved as circulated.
- III. **TREASURER'S REPORT & MEMBERSHIP.**
 - A. Income: \$4,100.00 (total)
 1. Memberships
 - a) 2019 Membership: 65 total (Renewals: 37 personal, 3 student; 6 institutional; New: 17 personal, 1 student; 1 institutional).
Amount: \$1,320.00
 - b) 2020 Membership: 1 personal membership, Amount: \$20.00
 - c) 2021 Membership: 1 personal membership, Amount: \$20.00
 2. 2019 Annual Conference
 - a) Registrations: 54 total (25 member, 5 student, 11 retiree, 3 non-member), Amount: \$1,995.00
 - b) Sponsorships: Belfor USA Group - \$500; Jenny Leung - \$100; Holoholo Add-on - \$130; Donation \$15
 - B. Expenses: \$4,207.90 (total)
 1. 2019 Annual Conference
 - a) Expenses: \$3,724.80
 - b) Refunds: \$75.00
 - c) BusyConf Fees: \$175.20
 - d) PayPal Fees: \$16.73
 - e) Brochures: \$26.18
 - f) Bank of Hawai'i Image Fees: \$5.00



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- g) Neighbor Island (budgeted expense for board member to attend conference) \$184.99
 - C. Balance as of March 20, 2019: \$18,420.52 (net decrease - \$107.90)

- IV. **2019 AHA ANNUAL MEETING FINAL REPORT.** Annual Conference Chair, Gailyn Bopp reported on the 2019 AHA Annual Meeting. Details are available in the *2019 Annual Meeting Report*; the following is a summary of comments from the chair and members of the committee.
 - A. REGISTRATION. Managing conference registrations were difficult because of members registration preferences. Both mail-in/paper and online registrations (Busy conference) should be made available to accommodate all members. It is suggested to future committee members to have a master registration list containing paper and online registrations in the shared G-Drive. It was also helpful to have an earlier deadline for mail-in registrations than the electronic submissions.
 - B. MEMBERSHIP. Recommendations were made to continue to offer membership options through online registration (Busy Conference site) when members sign up for the Annual Meeting. 37 renewals were made through the website.
 - C. BUDGET. Venue was sponsored which greatly reduced total expenditures. Food for 80 was budgeted, but there were a lot left over. We over budgeted; be sure to get a sense of portion size. We purchased materials that we can reuse in other events.

Actual cost of the conference was below budget. Revenue was more than we anticipated. Be sure to create multiple budgets using different budget scales. For example budgets that take into consideration different membership levels: non-members, students, and retirees. A good place to start is by creating a budget based on this year's attendance.
 - D. FEEDBACK. Out of the 70 attendees, we received 58 responses (79.3% response rate). Verbal comments, not listed in the written feedback, include the consideration of a 'larger format' conference/longer sessions with breakout sessions. Several participants observed that 15 minutes are not enough for discussion. A summary of the written feedback is available in the shared G-Drive.



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- E. **JOINT-CONFERENCE.** HLA asking to co-sponsor/collaborate on a 2020 Spring conference. HLA conducts two conferences in the Spring and Fall. Fall is larger. Details on logistics, expenses, etc, are not known.
- F. **SUGGESTIONS FOR NEXT YEAR.** Need to actively pursue speakers earlier. Must have a clear sense of theme that matches the venue.

- V. **COMMITTEES.** Volunteers for Committees and Committee Chairs.
 - A. Annual Meeting/Conference: Nicki (chair), Mina, Jenny, Ellie
 - B. Community Service: KTna'u (chair), Leilani
 - C. Education: Nicki (co-chair), Ellie (co-chair), Leilani, Jenny Leung
 - D. Holiday Social: Jenny (chair), KTna'u
 - E. Site Visits/Tours: Jenny (co-chair), KTna'u (co-chair), Ellie
 - F. Website/Social Media: Ellie (chair), Allyson
 - G. Neighbor Island outreach: Mina (chair), Nicki Garces
 - H. Scholarship - Leilani (chair)
 - 1. Will send applications to all directors for review.
 - I. Membership - Allyson (chair), Ellie, Nicki

- VI. **SAA-STUDENT CHAPTER.** No representative present, but we encourage future participation and collaboration with the student chapter.

- VII. **OLD BUSINESS.**
 - A. PARBICA/ICA - membership approved but not paid for. Finalization is needed after bank signatory transfer.

- VIII. **NEW BUSINESS.**
 - A. Review of 2019 Annual Meeting Minutes were circulated.
 - B. Special election - An online special election will be held to fill a vacancy by a board member who recently resigned. The Nominations and Elections Committee will send out a call for nominations this evening.

- IX. **ANNOUNCEMENTS.**



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- A. **Volunteer Opportunity.** Friends of I'olani Palace looking for an archivist to be part of a panel for Junior League Files digital collection presentation. Nicki will respond to the inquiry with the names and contact info provided by the Board.
 - B. **List-Serv.** Allyson, Nicki, Ellie, and Leilani will serve as editors to the list-serv. Leilani will email Stu, current list-serv administrator, to grant permissions.
 - C. **Director Updates.** Allyson Ota will be attending Rare Book School and a NOAA conference in Canada. Nicki Garces' proposal was accepted for Ford Foundation's *Advancing Foundation Archives Conference* in New York City this June.
 - D. **Committee Work.** Google Calendar will be created to facilitate scheduling and communication. Events and deadlines will be recorded.
- X. **NEXT MEETING.** Tuesday, April 17, 2019 at the Paki Room, Bishop Museum.
- XI. **ADJOURNMENT.** The meeting was adjourned at 6:19 p.m by President Nicki Garces.

Respectfully submitted,

Elizabeth Seaton, Secretary