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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, April 17th, 2019

Bishop Museum

Present: Jennifer Leung, Nicolita Garces (president) and Charmaine Wong; Leilani Dawson, Allyson Ota (treasurer), and Elizabeth Seaton (secretary) via teleconference.

- I. **CALL TO ORDER.** The meeting was called to order at 5:06 p.m. by President Nicki Garces.
- II. **MINUTES.** Minutes from the March 20, 2019 board meeting were approved as amended and 2019 Annual Meeting were approved as circulated.
- III. **TREASURER'S REPORT & MEMBERSHIP.** For complete details consult *Treasurer's Report, March 21, 2019 - April 16, 2019.*
 - A. Beginning Balance: \$18,420.52
 - B. Income: \$20.00
 1. Memberships: 2019 new membership (+ \$20.00)
 - C. Expenses: (- \$512.44)
 1. Operational
 - a) Dept. of Commerce & Consumer Affairs: Officer Director Change Form and archiving fee (-\$11.00)
 - b) Dept. of Commerce & Consumer Affairs: X7 form Change of Registered Agent by entity and archiving fee (-\$26.00)
 - c) WordPress domain mapping annual fee (-\$13.00)
 2. Annual Meeting 2019: Hula Preservation Society (-\$50.00)
 3. Fees: Bank of Hawai'i service fee (-\$2.50); PayPal (-\$0.88)
 4. PARBICA and ICA Membership dues (-\$228.65)
 5. Miscellaneous: Correction via internal audit by treasurer (-\$180.41)
 - D. Ending Balance: \$17,928.08
- IV. **COMMITTEE REPORTS.** Reported by the chair of the respective committee.
 - A. *Annual Meeting/Conference.* (Nicki)
 1. Committee met on April 15, 2019. Will meet every two weeks. The next meeting is April 29th via Google Hangouts.



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2. Possible venues: A list of possible venues were drafted and will be contacted in the following month. Included on the list are : UHWO, WCC, LCC, KCC, Bishop Museum, and Hawaiiinuiakea.
 3. Possible themes:
 - a) 'Archives in the Real World' with the following panels: contracting; museum archives, archives users - collaborations between users and archivists; cultural practitioners and archivists; pioneers of archives in Hawai'i (long time experts, etc);
 - b) 'Love your Archives' - play on Valentine's day (project date of conference).
 4. Possible Holoholo day activities: workshops on how to conduct oral histories; service project /volunteer day; repository tours, structured networking - pechakucha, etc.
 5. Sponsorship for panels and conference are still being considered.
- B. *Community Service.* (Leilani)
1. The Community Service committee will continue to offer Handling and Care workshops. Keau George of Hula Preservation Society was contacted to do a digitization workshop but has declined due to scheduling conflicts.
 2. Other options for workshops are being considered including a session with one of the vendors such as Belfor for disaster preparedness, etc. Also being considered are crossover events with the education committee including a community workday.
- C. *Education.* (Nicki & Ellie)
1. DAS: Kylee Mar, Punahou School Archives, has volunteered to host DAS workshops for 2019. A list of required DAS courses and available DAS webinars was drafted. An email survey to gauge interest in DAS courses will be sent out before the end of May.
 2. Certified Archivist (CA) certification:
 - a) Interest for CA certification has been expressed by a few members. Certification may hold wider appeal to members, especially "accidental archivists" if advertised.
 - b) In the past, AHA has organized study groups. If there is interest in the exam, we will offer study groups.
 - c) CA timeline: Early bird registration ends in April. Test is in August. A certain number of members need to apply to make Hawai'i a CA test site.
- D. *Holiday Social.* (Jenny)
1. No updates at this time.
- E. *Site Visits.* (Jenny)



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1. Committee has yet to meet. However, Cynthia Engle, Washington Place, has offered to provide a tour to the membership.
- F. *Website/Social Media.* (Ellie)
 1. Minutes have been uploaded to the website.
 2. The committee will look into Hootsuite (a social media scheduling app) and AHA's YouTube channel. Also to be considered are ways to backup videos taken by the community service committee during 2018; and Allyson will try to get administrative access to the AHA FaceBook page.
- G. *Neighbor Island Outreach.* (Mina)
 1. A budget proposal for the neighbor island handling and care workshop was submitted and unanimously approved by the board.
 2. The proposed Handling and Care workshop will be held on Maui in June. The date of the workshop may be pushed back to the fall depending on the availability of the 'experts.' The committee is in contact with Shavonn Matsuda, UH Maui College librarian, who is organizing Maui logistics and colleagues. The two-day workshop will be led by preservation experts. Lianne (UHM), who specializes in paper formats, has been contacted. Last year's neighbor island events were funded by HCH.
- H. *Membership.* (Allyson)
 1. The committee is looking into ways to stream the membership process. One possibility is the use of scripting to automate parts of the process.
- I. *Scholarship.* (Leilani)
 1. The committee has written a report and timeline. This is the 2019 schedule for the committee:
 - a) April/May - look into the tax status for the scholarship.
 - b) June - Drafting application.
 - c) July- Comments/revisions on the application by the board.
 - d) August - Send out applications.
 - e) October - Applications due.
 - f) November - Application review.
 - g) December - Award at the Holiday social.
- V. **SAA-STUDENT CHAPTER.** No representative present. We encourage future participation and collaboration with the student chapter.
- VI. **OLD BUSINESS.**
 - A. PARBICA/ICA membership has been paid.
 - B. AHA special election. The election has been withdrawn.



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- C. Committee changes. Charmaine will now co-chair holiday social. She has also joined the annual conference; scholarship; community service committees.

VII. NEW BUSINESS.

A. Tax compliance and Form 990.

1. It was brought to the attention of the board, that AHA's tax status may not be in compliance. In the past, Form 990 hasn't been filed with the federal government. If Form 999 is not submitted for three consecutive years, we lose tax-exempt status.
2. According to a contacted accountant, it is not an uncommon problem among nonprofits. Other organizations often hire outside accountants to assist with filing proper documents and payments.
3. Jenny and Allyson have contacted several accountants to get quotes and advice for reapplying for non-profit status.

VIII. ANNOUNCEMENTS. No announcements.

IX. NEXT MEETING. Wednesday, May 15, 5 p.m. at Mānoa Heritage Center.

X. ADJOURNMENT. The meeting was adjourned at 6:00 p.m.

Respectfully submitted,

Elizabeth Seaton, Secretary