



I ulu no ka lālā i ke kumu.

The branches grow because of the trunk.

Without our ancestors we would not be here.\*

\*Selection no. 1261 from Mary Kawena Pukui's 'Ōlelo No'eau: Hawaiian Proverbs and Poetical Sayings  
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**Association of Hawai'i Archivists  
Mānoa Heritage Center  
Minutes  
May 15, 2019 @ 5:00 p.m.**

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

- I. **CALL TO ORDER.** The meeting was called to order at 5:03 p.m. by President Nicki Garces.
- II. **MINUTES.** Minutes from the April 17, 2019 board meeting were approved as circulated.
- III. **TREASURER'S REPORT & MEMBERSHIP.** For complete details consult *Treasurer's Report, April 17, 2019 – May 14, 2019.*
  - A. Beginning Balance: \$17,928.08
  - B. Income: \$80.00
    1. Membership:
      - a) New 2019 Memberships: (+\$40.00)
      - b) Renewed 2019 Membership: (+\$40.00)
  - C. Expenses: PayPal service fee (-\$3.52)
  - D. Ending Balance: \$18,004.56
- IV. **COMMITTEE REPORTS.** Reported by the chair of the respective committee.
  - A. *Annual Conference Meeting.* (Nicki)
    1. The conference committee met twice since the last BOD meeting.
    2. Venue update: Of the venues contacted, the committee has a preference for UHWO. 'Ulu'ulu Moving Image Archives, which is based at UHWO, has agreed to sponsor, but there hasn't been a response from the event planners on campus. We will also contact UH and KCC.
    3. Theme update: 'Archives in the Real World' is the most promising theme of those suggested.
    4. Agnes Conrad Award: last given in 2016 to Susan Shaner. Contacted Gina Bautista, the president of the last board which awarded it, to learn more about the process of selecting a recipient for the award. It appears that the board selects an archivist who has demonstrated outstanding contributions to archives field in Hawai'i.



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- B. *Community Service.* (KTna'ū)
  - 1. No updates to report.
- C. *Education.* (Nicki & Ellie)
  - 1. 2019 Educational Survey sent out to membership. Deadline for the completion of the survey is May 31st.
- D. *Holiday Social.* (Charmaine)
  - 1. No updates to report.
  - 2. Venue suggestions: Waioli Tea Room (recently reopened), Cafe Julia, and Natsunoya.
  - 3. Requirements for the buffet include a semi-private space for about 40 people.
- E. *Site Visits.* (Jenny)
  - 1. KTna'ū has organized a site visit at Washington Place on May 31st. Deadline to reserve a space is on May 24th.
- F. *Website/Social Media.* (Ellie)
  - 1. Jill Somner/Rachael Bussert have been contacted to gain access to the Facebook page.
  - 2. A twitter has been established for the Association with username HI\_archivists
  - 3. Files have been uploaded to the website.
- G. *Neighbor Island Outreach.* (Mina)
  - 1. Linda Hee will be asked to do a Maui workshop in July. Another workshop that might be scheduled is a collections preservation and care program.
  - 2. Grants: Stacey Hoshino suggested Hawaii Community Foundation, IMLS, and Atherton Foundation to help defray costs with neighbor island workshops. It was decided not to pursue the grants as it will be time consuming.
  - 3. Will start planning events/activities for October, Archives month.
- H. *Membership.* (Allyson)
  - 1. The committee met on May 28th. The meeting covered the different processes of editing the List-serv and updating the membership roster.
- I. *Scholarship.* (Leilani)
  - 1. Need permission from the IRS to award a scholarship. Paperwork regarding criteria for awardee and other forms are needed.
  - 2. Through research, it was discovered that the scholarship is taxable to the recipient. AHA will also need to report it in our accounting.
  - 3. The next step the scholarship committee will need to do is draft the criteria for choosing an awardee and the rules to apply. All of this



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paperwork will be submitted to board and IRS for approval. Need to apply at least 45 days in advance.

- V. **SAA-STUDENT CHAPTER.** No representative present. We encourage future participation and collaboration with the student chapter.
- VI. **OLD BUSINESS.**
  - A. Tax compliance and Form 990
    - 1. After comparing quotes for various accountants, Nicki and Allyson will meet with tax consultant, May Tomita, who specializes in nonprofits, to assist AHA with our tax compliance and various tax forms including Form 990. May is also researching our current tax status. We may need to apply for tax-exempt status.
    - 2. Allyson, Ellie, and Nicki will visit the Hawai'i State Archives to look through AHA's records.
    - 3. It has been suggested that the filing of tax forms and other procedures should be written into an updated handbook and policies for the board.
- VII. **NEW BUSINESS.**
  - A. No new business.
- VIII. **ANNOUNCEMENTS.**
  - A. Charmaine will be off island June through July for the SPNCH conference in Chicago.
- IX. **NEXT MEETING.** Wednesday, June 19, 2019 at 5 p.m.; Bishop Museum
- X. **ADJOURNMENT.** The meeting was adjourned at 5:54 p.m.

Respectfully submitted,

Elizabeth Seaton, Secretary