



I ulu no ka lālā i ke kumu.

*The branches grow because of the trunk.*

Without our ancestors we would not be here.\*

AHA

\*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

Minutes of Board Meeting, June 19th, 2019

Bishop Museum

Present: Nicki Garces (president), Allyson Ota (treasurer), Ellie Seaton (secretary), KĪna'ū McKeague; Leilani Dawson and Mina Alison via teleconference.

1. **CALL TO ORDER.** The meeting was called to order at 5:05 p.m. by President Nicki Garces.
2. **MINUTES.** Minutes from the May 15, 2019 board meeting and May 29, 2019 special AHA Board meeting minutes were approved.
3. **TREASURER'S REPORT & MEMBERSHIP.** For complete details consult *Treasurer's Report, May 15, 2019 – June 18, 2019.*
  - a. Beginning Balance: \$18,004.56
  - b. Income: \$90.00
    - i. Membership:
      1. New 2019 Memberships: (+\$20.00)
      2. Renewed 2019 Membership: (+\$70.00)
  - c. Expenses total (-\$11.61): PayPal service fee (-\$4.11) and DCCA renewal (-\$7.50)
  - d. Ending Balance: \$18,082.95
4. **COMMITTEE REPORTS.**
  - a. Annual Conference Meeting (Leilani & Ellie)
    - i. Venue update: Due to lack of response from UHWO, the committee expanded their venue search to UH Mānoa, Kapi'olani Community College, Impact Hub, and Hawai'i Pacific University. The committee plans to secure a space by the end of July.
  - b. Community Service (KĪna'ū)
    - i. The committee is considering the following workshop, 'Train the Trainer on Genealogy.' This workshop will provide resources for archivists to better assist patrons with genealogy.
  - c. Education (Nicki & Ellie)
    - i. Educational survey. There were 19 responses to the survey. The results of the educational survey are as followed:



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1. DAS certification: 9 members (not pursuing DAS), 5 members (actively pursuing DAS), 4 members (have already obtained certification), 3 members (are considering certification).
  2. DAS Courses: The most requested course is the 'Digital Preservation of Audio and Video.'
  3. CA exam: 6 members are interested in taking the exam.
- ii. DAS. The first DAS workshop, 'Fundamentals of Data Curation,' is scheduled for June 27th at Punahou School hosted by Kylee Mar.
  - iii. Certified Archivist Examination. An informational session for membership who are interested in attaining archivist certification will be arranged. Certified archivists have been contacted to give thoughts and impressions on taking the CA exam.
- d. Holiday Social (Jenny)
    - i. Waioli Tea Kitchen was contacted. Accommodates around 30 people.
  - e. Site Visits (Kinau)
    - i. Site visit to Washington Place on May 31st was attended by 14 members. Cynthia Engle, Washington Place curator, was gifted a membership.
  - f. Website/Social Media (Ellie)
    - i. Previous board minutes was uploaded to the website.
  - g. Neighbor Island Outreach (Mina)
    - i. Keau George is available to conduct a program on Maui during the last week of October from 10-2pm. The brown bag workshop will cover assessing collections, starting repositories, and environmental conditions for the archives. Shavonn Matsuda of Maui College is hosting the event and will be taking the lead on transportation. Mina will not be joining.
    - ii. Liane Naauao is also available in October to do a workshop on photographs and paper. She will contact Linda Hee about to include textile preservation in her workshop.
    - iii. Budget. Airfare and honorarium are the main cost factors. Supplies might be needed. A budget will be submitted to the board.
  - h. Membership (Allyson)
    - i. The committee met on May 28. Membership workflows were explained to the committee including the distribution list and list-serv. It is recommended that future treasurers also be part of the membership committee because the two processes are intertwined. The president will



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send welcome emails to new members and update the membership spreadsheet.

- ii. Every five years the list-serv is reevaluated and lapsed members are removed. 2020 is the next date for the reevaluation.
- iii. Researching member management system was tabled for a later date.
- iv. Membership.
  1. New members - 2 new members
  2. Renewed - 4 renewed members
  3. Incomplete - 1 person

#### 5. OLD BUSINESS.

- a. Obtaining 501(c)(3) status (formally Tax compliance and Form 990)
  - i. Discovery update: AHA Records at Hawai'i State Archives
    1. Inventory of the records were created.
    2. Records related to tax status, bylaws, and other pertinent documents were scanned and OCR'd. They are now available in the shared folder.
    3. The collection at the state archives is incomplete and is missing files.
  - ii. Looking into second opinion.
    1. Alliance of American Museums will be contacted. They may have gone through something similar.
  - iii. Hold off on signing [Resolution to Reorganize and Obtain 501\(c\)\(3\) Status](#), until further investigation.

#### 6. NEW BUSINESS.

- a. DCCA filing for the period of July is coming up.
- b. AHA Archives Collection. Tabled for future meeting.

#### 7. ANNOUNCEMENTS.

- a. Nicki returned from *Advancing Foundation Archives Conference* held in New York City. Presented on information management in non-profit settings. Board members encourage Nicki to present this at the annual meeting.





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8. **NEXT MEETING.** Wednesday, July 17, 2019 at 5 p.m.; Mānoa Heritage Center

9. **ADJOURNMENT.** The meeting was adjourned at 5:59 p.m.

Respectfully submitted,

Elizabeth Seaton, Secretary