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ASSOCIATION OF HAWAI'I ARCHIVISTS

Minutes of Board Meeting, August 21st, 2019

Bishop Museum

Present: Leilani Dawson, Mina Elison, Nicolita Garces, Jenny Leung, Allyson Ota, Elizabeth Seaton, Charmaine Wong

- I. **CALL TO ORDER.** The meeting was called to order at 5:02 p.m. by President Nicki Garces.
- II. **MINUTES.** Minutes from the July 17, 2019 board meeting were approved as amended.
- III. **TREASURER'S REPORT & MEMBERSHIP.** For complete details consult *Treasurer's Report*, July 16 - August 19, 2019.
 - A. Beginning Balance: \$18,198.54
 - B. Income: \$60.88
 1. Membership:
 - a) New 2019 Memberships: (+\$20.00)
 - b) Renewed 2019 Memberships: (+\$40.00)
 2. Other income: (+\$0.88)
 3. Expenses total (-\$279.83): PayPal refunds for DAS Webinar (-\$30.00); Impact Hub - space rental for CA exam informational session (-\$136.13); Bank statements order (-\$75.00); DCCA filing (-\$3.50); Web domain registration renewal (-\$32.56), PayPal fees (-\$2.64).
 4. Ending Balance: \$17979.59
- IV. **COMMITTEE REPORTS.**
 - A. Annual Conference Meeting (Leilani & Ellie)
 1. The committee is currently discussing the conference theme and will send out a 'save the date' and 'call for speakers' email by the end of September.
 - B. Community Service (Leilani)



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1. 'Train the Trainer' genealogy workshop will be held at Bishop Museum, Paki 1 on September 28th from 10-12pm led by Helen Wong Smith. The workshop will host 30-40 people and be presented in a lecture format.
- C. Education (Nicki & Ellie)
1. DAS: To help defray the cost of DAS workshops, Georgina Tom is pursuing certification to become a DAS instructor.
 2. CA: On July 27th, we held the Certified Archivist Exam Info Session at the Impact Hub Kaka'ako. Helen Wong Smith and Ju Sun Yi presented on their experience as certified archivists. Three people attended the session, which was taped, edited, and uploaded to the AHA YouTube channel.
 3. Mauna Kea Archiving Workshop: During the annual meeting committee, it was proposed to have a one-day workshop on archiving Mauna Kea social media content. The workshop would consist of two parts. The first part will challenge archivists to think about their role and responsibility to documenting all stories of Hawai'i. It will also have a session to historicize the relationship between archives and protest in Hawai'i by contextual native Hawaiian resistance starting with the kū'e petitions. The second part of the session will be a technical workshop showing archivists tools and best practices to document social media. Proposed speakers include Joy Enomoto, Noenoe Silva, Koa Luke, and others.
- D. Holiday Social (Charmaine)
1. The committee can no longer get ahold of anyone at *Kupu* despite calling every week.
 2. Suggestions for other venues include Hale Kealoha in Kailua near Pali Lanes. The Kailua Civic Club meets there and they would likely work with our budget. They serve Hawaiian food.
 3. Date of social is to be decided. Current options include week after Thanksgiving or mid November.
- E. Site Visits/Tours (Jenny)
1. Nothing to report.
- F. Website/Social Media (Ellie)
1. The CA video was created and uploaded to the AHA YouTube channel.
- G. Neighbor Island Outreach (Mina)



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1. Handling and Care Workshop, October 26th, will be taught by Keau George and Liane Na'auao. A revised budget has been created and uploaded to the drive. The prior budget was for a two day workshop, but now workshops will be held on one day. Some costs were offset by the hosting institution. The workshop venue has space for 40 people. The format of the workshop is as follows:
 - a) Session 1 (9:30-12pm): Collection assessment including inventorying collection and incorporating more indigenous ways of thinking.
 - b) Session 2 (12:30-3pm): Collections care and preservation.
2. It was suggested that the workshop be filmed. Permissions will be sent out to trainers, hosts, and participants.

H. Membership. (Allyson)

1. August Memberships: 2 renewals and 1 new member.

V. SAA-Student Chapter. No representation.

VI. **OLD BUSINESS.**

A. Obtaining 501(c)(3) status (formally Tax compliance and Form 990)

1. Discussion:
 - a) Board members have spoken with a CPA and bookkeeper, Hawai'i-based nonprofits, previous board members, board presidents about obtaining 501(c)(3) status as well. The CPA and bookkeeper both stated that the application process could take a year or more. The CPA & bookkeeper recommended that we reorganize as a new organization with a new name. Keeping the name and choosing not to reorganize, would require us to backfile taxes in order to be compliant, and attempting to backfile missing taxes may incur large penalties and tax form preparation fees. To reorganize, we will need to apply as a new organization by submitting Form 1023 to the IRS, and dissolving the existing name with DCCA once approval is received. Other Hawai'i-based nonprofits have worked through similar situations in a little over two years.



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- b) As part of reorganization, we should also look through our operation manuals and create a detailed section on workflows for passing on institutional knowledge during board transitions. We also need to adopt a code of ethics and conflict of Interest documents to be submitted with the IRS Form 1023 application to the IRS to become a 501(c)(3), which would enable us to accept donations and seek external funding e.g. grants.
 - c) Allyson will work on Form 1023. To fill out Form 1023, actual reports/bank receipts were purchased to help with -year 3projections that need to be submitted. Nicki will work on operating documents including the conflict of interest policy.
 - d) Gross receipts test: We have done a gross receipts test (this only includes additions and ignores deductions) to see if we should apply for 501(c)(3) status. If we made less than \$5000 in each of the last 3 years or if within the past 3 years we made less than \$15000 combined, we would not need to apply for 501c3; . If we made more than \$15000 in the past 3 years, we'd need to incorporate into 501(c)(3). We did not pass the gross receipts test and will need to incorporate.
2. Approval of the [Board resolution to reorganize and apply for 501\(c\)\(3\) status](#)
 - a) Board reviewed and unanimously approved the resolution to reorganize. Board members will sign the resolution digitally.
 3. Selecting date and venue for special membership meeting.
 - a) Date conflicts: Several board members requested to not have the meeting in September as many academic librarians and archivists are busy preparing for the new school year. Another board member requested to not have the meeting on October 26th.
 - b) Possible date: Saturday, October 5th. Bylaws state that we need to send a notice 30 days in advance.
 - c) Possible Venues: Mānoa Library (free in the evening after 6pm)
- B. October as Archives Month resolution
1. Kīna'ū is working on draft of resolution and will send out the draft by the end of the week.



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VII. **NEW BUSINESS.** No new business.

VIII. **ANNOUNCEMENTS.**

- A. Jenny will be in Pullman, Washington in November.
- B. Leilani's tenure dossier is due October 4th.
- C. Allyson will begin the LTEC program this fall at UH.

IX. **NEXT MEETING.** Wednesday, Sept. 18, 2019 at 5 p.m.; Mānoa Heritage Center

X. **ADJOURNMENT.** The meeting was adjourned at 6:07 p.m.

Respectfully submitted,

Elizabeth Seaton, Secretary