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*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

Minutes of Board Meeting, October 16th, 2019

Bishop Museum

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

Guests: Georgina Tom

- I. **CALL TO ORDER.** The meeting was called to order at 5:35 p.m. by President Nicki Garces.
- II. **MINUTES.**
  - A. Minutes from the August 21, 2019 and September 18, 2019 board meeting were approved as circulated.
- III. **TREASURER'S REPORT & MEMBERSHIP.** For complete details consult *Treasurer's Report, September 17, 2019 - October 15, 2019.*
  - A. Beginning Balance: \$17,998.71
  - B. Income: \$0
  - C. Expenses: \$0
  - D. Ending Balance: \$17,998.71
- IV. **SPECIAL ITEM - DAS Instruction**
  - A. Background - the Society of American Archivists offers a paid, digital archives certification program known as DAS. This program is organized by core competencies. Those completing the certification need to take a certain number of courses in each of the core competencies and a final exam.
    1. Two DAS courses must be taken in-person within a 24 month time frame. An additional 5 months is given to take the comprehensive exam.
    2. DAS certification is valid for 5 years.
  - B. To serve the Hawai'i archivists, who often have difficulty obtaining DAS certification due to the in-person course requirement, Georgina Tom went through the SAA vetting process to become a DAS instructor. This process



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included submitting a teaching statement, resume, and curriculum. Georgina also went to Maryland and shadowed the courses.

- C. Georgina is cleared to teach the following courses:
  - 1. Appraisal of Digital Records
  - 2. Preserving Digital Archives
  - 3. Providing Access to Digital Archives
- D. Hosting sites/institutions and class information. Information is available on the SAA website. A host site will need to sign a contract and host agreement with SAA and loop in Georgina.
  - 1. SAA has agreed to drop the number of in-class registrants from 15 to 7 people. The classes are \$200 per person and there are no student rates.
- E. Recertification. Four courses are needed to recertify. Only course can be foundational. There is no in-person class requirement, however the same course cannot be taken twice.
- F. Education committee will send out a form to gauge interest for in-class DAS instruction and announce the classes that are available to take. This form will also give the committee an idea of how many have started the 24 month certification timeline.
  - 1. DAS workshops could be offered during the AHA annual meeting. Georgina is doing this 'off-the-clock' which means there is limited weekdays and weekend availability.

## V. COMMITTEE REPORTS.

- A. *Annual Conference Meeting* (Leilani & Ellie)
  - 1. Call for proposals were sent out.
  - 2. Pilina conference logo of lashing was created.
  - 3. A tentative budget based on 75 attendees has been created.
- B. *Community Service* (Kīna'u)
  - 1. Genealogy Workshop III was offered on September 28th, 2019.
    - a) The workshop covered new genealogical resources and was led by Helen Wong Smith.
    - b) The workshop was attended by 9 people, the majority were retirees.



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- c) A follow-up survey was sent out and 5 responses were received.
- d) The board decided to give Helen an AHA membership for 2020 year.

C. *Education* (Nicki & Ellie)

- 1. In-person DAS certification course taught by Georgina Tom (see Special Item).

D. *Holiday Social* (Jenny)

- 1. The committee is still looking for a venue.
- 2. The following restaurants were contacted:
  - a) MW was too expensive. There was a \$1500 minimum for lunch in December. This does not include 18% gratuity and tax.
  - b) Natsunoya hasn't responded
- 3. The following restaurants will be considered:
  - a) Makana Ranch House, 12th Avenue Grill, Key Project, Aloha Stadium, Bishop Museum, The Alley

E. *Site Visits* (Jenny)

- 1. No updates at this time.

F. *Website/Social Media* (Ellie)

- 1. Events have been posted to the website and social media.

G. *Neighbor Island Outreach* (Mina)

- 1. The Handling & Care Workshop with Keau George & Liane Na'auao will be held October 26th.
  - a) 6 people have RSVPed.
  - b) Messages will be sent to the AHA list-serv and HLA list-serv.

H. *Membership* (Allyson)

- 1. AHA Member Directory should be worked on after the Annual Meeting since members will have renewed/joined.

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

VII. **OLD BUSINESS.**

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



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1. No updates at this time.
  - B. October as Archives Month resolution
    1. Kīna'u picked up the resolution.
    2. It will be scanned and posted to social media and the website. The original resolution will be put in the archives.
  - C. [PARBICA Report](#)
    1. The report was submitted on October 03, 2019 by Nicki Garces and Eleanor Kleiber.
    2. The report consisted of statistics and questions about records management including digital archiving resources.
    3. Nicki received confirmation that it was received.
- VIII. **NEW BUSINESS.**
- A. Update of [Directory of Historical Repositories in Hawai'i](#)
    1. Mary Louise Haraguchi (UH Hilo), Janel Quirante (Ulu'ulu) and Barbara Dunn (retired), who created the 5th edition of the directory, volunteered to update it. The Board unanimously approved via email. Allyson will be the AHA contact person for the group as she is the membership chair.
- IX. **ANNOUNCEMENTS.**
- A. AHA brochures will be given to Maui participants.
- X. **NEXT MEETING.** Wednesday, November 20, 2019, 5 p.m. at Bishop Museum.
- XI. **ADJOURNMENT.** The meeting was adjourned at 6:40 p.m.