



I ulu no ka lālā i ke kumu.

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, December 16th, 2019

Mānoa Heritage Center

Present: Leilani Dawson, Nicki Garces, Jenny Leung, Allyson Ota, Ellie Seaton, Charmaine Wong; Kīna'u McKeague via teleconference.

I. CALL TO ORDER. The meeting was called to order at 5:10 p.m. by President Nicki Garces.

II. MINUTES.

A. Minutes from the November 16, 2019 board meeting were approved as amended.

III. TREASURER'S REPORT & MEMBERSHIP. November 17 - December 15, 2019.

A. Income: \$60.00

B. Expenses: \$237.89

C. Ending Balance: \$17,418.77

1. Income includes 3 membership renewals.

2. Expenses include fees for Bank of Hawai'i and Paypal; travel expenses and an honorarium for the Maui Handling and Care Workshop.

IV. COMMITTEE REPORTS.

A. Annual Meeting/Conference (Leilani, Ellie)

1. Conference budget: Projected budget is \$3,718. (consult Jenny's budget)

a) Board approved of venue payment to HPU. The invoice includes:

(1) License Fee per Section 1.1 (f) of Agreement, \$2,000.00

(2) Wireless Microphone, \$135.00

(3) Portable Podium w/ built in sound, \$155.00

(4) Wifi, \$200.00

(5) Total: \$2188.48

b) Certificate of Insurance will be obtained through HPU. Waiting on invoice.



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- c) Proposed price of conference tickets: \$55 members, \$65 for non members, \$35 for students.
2. Holoholo Day:
 - a) Holoholo Day will be free.
 - b) Future Holoholo Day events should be coordinated by Site Visit Committee.
3. Registration: Registration subcommittee currently looking into Busyconf, Paypal, and Eventbrite.
4. Speakers and Panels: Emails were sent out to speakers requesting bios and presentation descriptions.
5. Publicity: "Save the Date" was sent out.
- B. Community Service (KTna'u)
 1. Nothing to report.
- C. Education (Nicki, Ellie)
 1. Nothing to report.
- D. Holiday Social (Charmaine)
 1. 21 people attended the Holiday Social at Maple Garden. Receipts will be given to the treasurer (Longs, Party City, and Foodland). People who didn't attend the social will be contacted to see if they want a reimbursement.
- E. Site Visits/Tours (Jenny)
 1. Nothing to report.
- F. Website/Social Media (Ellie)
 1. Nothing to report.
- G. Neighbor Island Outreach (Mina)
 1. Nothing to report.
- H. Membership (Allyson)
 1. Draft a reminder membership email, send before the Annual Meeting registration email comes out.
- V. **SAA-Student Chapter.** Nothing to report.
- VI. **OLD BUSINESS.**



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A. Informational session on 501c3.

1. An informational session on AHA becoming a 501c3 will be held.
2. Nicki will draft an email.
3. Background from meeting with Brian Ezuka, Non-Profit Attorney:
 - a) Brian recommends getting current with taxes. To become current, we will work with Ronelle Matsunami to get taxes in order. We follow the calendar year.
 - b) It was also recommended that we obtain a state GET number and fill out tax form 990-N.
 - c) We will also update our bylaws, draft a whistle blowers form, conflict of interest form, and budget.
 - d) Update resolution.
4. An Ad Hoc committee on AHA 501c3 status will be formed. Nicki will select members.

B. Copyright workshop with Barron Oda

1. No reply from Barron. Schedule his workshop during the Spring.

VII. NEW BUSINESS.

A. AHA Budget 2020

1. Ask Brian Ezuka if we will need to create a budget for 2020. Base budget off of past budgets.

VIII. ANNOUNCEMENTS.

- A. Ami Mulligan and Sarah Tamashiro will lead “‘Ike Aku, ‘Ike Mai – Engaging with our Histories,” a series of three genealogy workshops at the Waiwai Collective in January 2020.

IX. NEXT MEETING. Monday, January 13, 2020, 5 p.m. at Mānoa Heritage Center.

X. ADJOURNMENT. The meeting was adjourned at 6:08 p.m.

Respectfully submitted,
Elizabeth Seaton, Secretary



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