



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
© Bishop Museum, 1983.

ASSOCIATION OF HAWAI'I ARCHIVISTS

Minutes of Board Meeting, April 27, 2020

Zoom Meeting (Virtual Meeting)

Present: Leilani Dawson, Cynthia Engle, Gailyn Bopp, Jenny Leung, Elizabeth Seaton, Jennifer Magdaloyo, Mary Company, Stuart Ching

- I. This meeting was called to order at 7:05 P.M. by President Leilani Dawson
- II. MINUTES
 - A. Approval of the March 2020 AHA Board minutes (Jenn M. will be done later); approval by email is okay
 - B. Jenn M. will Work with Ellie for proper formatting and send out next week
- III. COMMITTEE REPORTS (also see [signup document](#))
 - A. Annual Conference Meeting Committee (Leilani)
 1. Figuring out weekend; usually meeting is during President's weekend
 2. Need to decide on which neighbor island to host meeting
 3. Will have Annual Meeting cmte meeting on Thursday (April 30, 2020)
 - B. Community Service Committee (Jenn M)

No news to report
 - C. Education Committee (Ellie)
 1. This committee seeks to create a online learning series revolving around the theme: Archives in the Time of COVID 19 which could include; resource guide for jobs, information guides, support group
 2. Committee wants to do an initial survey or informal poll with members and others to see where the need is or create other ideas for online learning series
 3. Gailyn is running DAS Focus group- Reaching out to Georgina
 - D. Holiday Social (Cynthia)
 1. Will meet in Mid May

2. Cynthia has been emailing with Jenny regarding information on how past greetings were held
 3. The general consensus for the Social is to create a more casual gathering that is focused on being low cost because of current times and to include as many members as possible
 4. Ideas included having a potluck event or catering just pupus or a combination. Also want to find a low/no cost venue
 5. Ideal cost is \$20-\$25
- E. Site Visits (Ellie)
No news to Report
- F. Website/Social Media (Mary)
1. Will touch base with Ellie to access FaceBook
 2. Ellie does not have access to Facebook will have to connect with Mina or Allyson Ota
- G. Neighbor Island Outreach (Stuart)
1. Access to Online Files - Trying to figure out who outer island members are; maybe pull them out on roster
- H. Membership Committee (Jenny)
1. Still working on what is most current
 2. Sent emails to Nicki and Allyson
 3. Haven't been able to get to the bank to switch over names
 4. Will meet with Allyson after May 11 to figure out Treasurer role and Membership Roster
 5. Needs access to bank account access hopefully get there by June
 6. One new member and one renewal since Feb 2020
- I. 501(c)3 ad hoc committee (Leilani)
1. Need Follow up on [Board member information](#) to give to Brian Ezuka for use in our 501c3 application documents
 2. Board needs to look at revised compliance and bylaw document for next month
 3. Ju Sun, Nicki and committee going through the documents

IV. New Business

- A. Heads up for May meeting: [Document Package](#) (new link, to proper set of documents) from Brian Ezuka including Letter of Explanation and revised (or new) required documents for 501c3 application: Articles of Incorporation, Bylaws, Conflict of Interest Policy, Whistleblower Policy, etc. (If the link doesn't work go to: \\Current AHA Folder\501c3\Brian Ezuka 501c3First Set 2020-04-15\ in the AHA Google Drive.)
- B. Board to go through documents
- C. Need to go through bylaws in regards to voting or if online is possible
- D. [Email request from HLA / Michael Aldrich](#) on COVID 19 documentation / support efforts: Can we join the effort or is it too much right now?

1. Put together a database what institutions are doing during COVID 19
2. Start off as a list of links; may discuss or email if board wants to discuss through email

V. Announcements
No announcements

VI. Next Meeting: Monday, May 18th at 5 p.m.; Online

VII. Adjournment @ 7:30pm

Respectfully submitted,

Jennifer Magdaloyo, Secretary