



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, May 18, 2020

Association of Hawai'i Archivists Board Meeting Agenda

May 18, 2020, 5pm

Guests: The other members of the Ad hoc 501c3 Committee (and Past AHA Presidents), Nicki Garces & Ju Sun Yi,

Present: Jennifer Magdaloyo, Leilani Dawson, Jenny Leung, Cynthia Engle, Gailynn Bopp, Stuart Ching, Mary Campany, Ellie Seaton

- I. This meeting was called to order at 5:08 P.M. by President Leilani Dawson
- II. MINUTES
 - A. Approval of the [March](#) and [April](#) 2020 AHA Board minutes (Jenn M.)
 - B. Need to Add Stuart to March notes -- Approved as amended
- III. Committee Updates (also see [signup document](#))
 - A. Annual Conference Meeting (Leilani).
 1. From first meeting, group decided Kauai would be best option
 2. Re-open conversation: should we look into making it virtual or some other venue
 3. A virtual meeting could also be a way to encourage membership; perhaps to have free over head for annual meeting if you become a member (based on Art after Dark model)
 4. 2 weeks after memorial day will be next annual conference planning meeting (June 9, 2020)
 - B. Community Service (Jenn M.)
 1. E-mailing various institutions to see what need there is and what institutions to work with
 2. Committee wanted to focus on projects that could be virtual such as transcription/transcribing work
 3. Jenn M e-mailed 'Ulu'Ulu,
 4. Ellie Seaton reached out to Keau from Hula Preservation Society

C. Education (Ellie)

1. See Site Visit Committee

D. Holiday Social (Cynthia)

1. Committee will re-convene in June
2. Need to talk about what to do if there is a second bout of Covid

E. Site Visits (Ellie)

1. Contacting groups of people and institutions such as Iolani Palace to see if they would be willing to host behind-the-scenes tour
2. Another option is to look into private/personal or family archive to see those collections
3. First lone arrangers support meeting (May 29 last Friday.) Start with a round table asking what's going on at your institutions, giving people support and then breaking off into smaller discussions.

F. Website/Social Media (Mary)

1. Want to create a directory for resources during COVID 19. Start by making a tab on the header bar; will hopefully start this month

G. Neighbor Island Outreach (Stuart)

1. Committee wants to change name of the committee to Islands Outreach or Islands initiative; current name too Oahu-Centric and we want to create a more neutral term
2. Need to write to others and other institutions to see how to be of service to them and what AHA can do; what makes sense for them
3. Stuart noted there's been a lot of personnel changes and need to update the current directory

H. Membership (Jenny L.)

1. Met with Allyson
2. Need to create a workflow on how to get rid of old documents
3. Discuss getting a platform for membership management to assist with renewals, extending membership, creating renewal reminders; currently spending too much time backtracking; need better organization
4. Spoke with (Nicholas) HMA) about different platforms such as Strip vs. PayPal, Shopify (20 dollars a month)- perhaps we could raise membership by a few dollars to help pay for the platform
5. Gailynn- do any of those handling payments online or conference registration- yes they can be configured or should be able to; should find a platform that needs the least configuration and fits our needs

I. 501(c)3 ad hoc committee (Leilani)

1. Went through the first and second set of documents

2. Getting GET from state (multi-step process)

IV. New Business

- A. Going over 501c3 [Document Package](#) 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
- B. Start with Letter of explanation- Explains what we have to do as a board and officially approve them, then how to get membership to approve everything and adopt documents as organization
- C. Commenced going through questions the committee had for Brian [Questions for Brian](#)
 - 1. Questions on 2.2 how to address static personal info as committee changes
 - 2. 3.2.1 what is reasonable compensation; what is included... more guidance on lobbying and how to not get in trouble with law or Irs
 - 3. 3.2.2 What falls under “substantial activities... to influence legislation?” Stuart mentioned/advocated the importance for the organization to be able to address important issues as they see fit
 - 4. Section 7.3. good to have indemnification insurance and how to explain it to members
- D. Document Retention Policy
 - 1. We don't have employees ;Should we delete that paragraph?-- perhaps we should leave in because we don't know the future and perhaps there can be employees as the organization continues
- E. Wanted to focus on bylaws and articles of incorporation/ is there feedback?
 - 1. All agreed that questions were well thought through and represented board
 - 2. Ellie- For the duties are we stating who is responsible for certain things or certain positions; is that something in the by-laws-- Yes they are included in the bylaws and written
- F. Future steps
 - 1. How to proceed? Do we Want Brian to answer the questions an then approve, or approve as long as we get clarification

2. Stuart mentions that we should get clarification; make sure we know what we're approving- Board approves of asking answers and then approving
3. Go through current bylaws to determine whether we have to meet in person to vote or if voting online is possible under either of the following circumstances: a) voting at an online meeting (e.g. Zoom video conference), b) voting via online form or poll
4. Vote whether we as a board approve the documents
5. Presuming we approve): Draft board resolution for AHA membership & send resolution and documents out to membership so they can review in advance of them voting on the documents.

G. Statement on AHA

1. Narrative doesn't sound like the AHA voice and doesn't feel like our organization
2. It's copy from Kings College should we re-write or do something about it.
3. We shouldn't leave it need to re-work it; neighbor island outreach is not reflective in this narrative; perhaps building on brochure created from Ju Sun to see if there is a better text; looking at proclamations for Archives month also more unique to Hawai'i.

V. Old Business

- A. [Email request from HLA / Michael Aldrich](#) on COVID 19 documentation / support efforts: Can we join the effort or is it too much right now? (Carried over from April 2020 meeting)

1. Gailyn- we are doing a lot right now; he might be able to carry it on Board does not feel it is the right time or needed to support these efforts

B. Do we extend membership - Jenny

1. It would be nice to figure out the platform and then go forward

C. When it is safe to gather; how do we want the new AHA to look, strategic planning meeting goes

VI. Announcements:

None

VII. Next meeting June 15 same time; same place(ZOOM)

Thanks to Nicki and Ju Sun for being present

VIII. Adjourn at 6:05 pm.

Respectfully Submitted,

Jennifer Magdaloyo (Secretary)