



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
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ASSOCIATION OF HAWAI'I ARCHIVISTS

Minutes of Board Meeting, July 20, 2020

Zoom Meeting

Present: Leilani Dawson, Mary Company, Ellie Seaton, Jennifer Magdaloyo, Stuart, Ching, Cynthia Engle (15 minutes after meeting called to order)

- I. **CALL TO ORDER.** The meeting was called to order at 5:05 p.m. by President Leilani Dawson

- II. **MINUTES.**
 - A. Minutes from the June 15, 2020 board meeting were approved as circulated.

- III. **COMMITTEE REPORTS.**
 - A. Annual Meeting/Conference
 1. We talked about different session formats
 2. Looked at schedule templates
 3. Next focus is to put out call for papers
 - B. Community Service
 1. Sent out call for volunteers end of June
 2. 17 members signed up to do transcription for 'Ulu'Ulu project
 - C. Education
 1. No Updates
 - D. Holiday Social
 1. No updates
 - E. Site Visits/Tours
 1. No updates
 - F. Website/Social Media
 1. No updates
 - G. Neighbor Island outreach
 1. None of the institutions replied to last months email; Stuart will follow-up with a phone call
 - H. Memberships
 1. 1 Membership renewal

IV. OLD BUSINESS.

- A. Paid GET taxes for 2019 & 2020; we can resubmit after we get our exemption in hopes to get money back; it will show up on next treasurer's report
- B. Need to reconcile between 2019 bank statements; it's off \$3.00

V. NEW BUSINESS.

- A. Voting on resolution documents; we will file and make these our new documents
- B. Board members need to vote on it (Leilani created form to fill out during the meeting)
- C. Should we extend definition of voting by proxy for members and definition
- D. Those in attendance Approved (Leilani Dawson, Stuart Ching, Jenny Leung, Ellie Seaton, Mary Campany, Jennifer Magdaloyo, Cynthia Engle)
- E. Need to call for Special membership meeting 30-60 days in advance for meeting; we can have meeting via Zoom....
 - 1. Should we send out doodle poll?
 - 2. Perhaps Select date and have members say whether or not they can attend
 - 3. What is quorum number?-- Its either majority or $\frac{2}{3}$ we have to look up more
 - 4. Need to research more on poll options via zooms when it comes to vote
 - 5. If meeting has to be in person- it will be awhile ; while making the Save the Date indicate we need a quorum; if not we can do it at the annual conference or waiting till we can do it in person
 - a) Don't want to wait too long because the filing and all the approval could take a year after we file our papers
 - 6. One our documents are accumulated and ready for submission as well as membership approval, we have to get the 1023 application together and submit to IRS

VI. ANNOUNCEMENTS.

VII. NEXT MEETING.

- A. August 17, 2020 5pm Zoom

VIII. ADJOURNMENT. The meeting was adjourned at 5:27p.m.

Respectfully submitted,
Jennifer Magdaloyo, Secretary