



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.

AHA

ASSOCIATION OF HAWAI'I ARCHIVISTS

Minutes of Board Meeting, April 19, 2021

Zoom Meeting

Present: Gailyn Bopp, Mary Company, Leilani Dawson, Stuart Ching, Cynthia Engle, Nicolita Garces, Kelsey Karsin, Carol Kellett, Jennifer Magdaloyo, Tonia Sutherland

- I. CALL TO ORDER
 - A. The meeting was called to order at 5:32 p.m. by President Gailyn Bopp.
- II. MINUTES
 - A. Minutes from the [March 15, 2021 board meeting](#) were approved with minor changes.
- III. TREASURER'S REPORT & MEMBERSHIP
 - A. Gailyn and Carol are now on the AHA bank account
 - B. Gailyn is now the registered agent with the Department of Commerce and Consumer Affairs
- IV. COMMITTEE REPORTS
 - A. 501c3 Ad Hoc Committee
 - a. AHA membership needs to approve revised bylaws and articles of incorporation during a special membership meeting that will be held during the summer so Brian Ezuka can file. This meeting will probably be in July.
 - b. AHA Board needs to submit financial documents to Brian Ezuka and confirm gross receipts for the past 5 years.
 - B. Membership Committee
 - a. Stripe
 - i. After some research the membership committee learned that Stripe offers automatic subscription renewals but not automatic reminders. This means that members will be automatically charged when they may have intended to let their membership lapse. The Membership Committee recommends getting a new paypal

account and cleaning up membership spreadsheet instead of getting a Stripe account.

- b. Upcoming membership expiration
 - i. When memberships expire in June, does it make sense for memberships renewed in July to expire in December 2021?
 - 1. Offer option to renew for 6 months (until December 2021) or renew for 18 months (until December 2022). 18 month renewal comes with a discount if members renew before July.

C. Socials Committee

- a. The Socials Committee called Ho'omaluhia Visitor Center and learned that visits are limited to 10 people.
 - i. Board members will think of places to gather in-person while socially distanced. Board members will email suggestions to Carol.

D. Site Visits Committee

- a. Live Zoom tours of repositories.
 - i. Live tours will transition to in-person tours as restrictions ease.
 - ii. Suggested bringing back "Repository Highlights", which were posts on the AHA website featuring different Hawaii archives. The site visits committee will supply questions for repositories to answer and will use the answers to write a "Repository Highlight" to publish on the website..
 - iii. The Site Visits Committee plans to create a tour or repository highlight every 2-3 months.
 - iv. First zoom tour will be Hawaii Mission Houses.

E. Community Service Committee

- a. Revision of Archives Directory.
 - i. The working group is Barbara Dunn, Janel Quirante, and Mary Louise Haraguchi. This project is on hold because of the Covid-19 pandemic, but will resume in August or September. The Board will assist with updates.

F. Education Committee

- a. SAA-sc is holding a virtual tour of the Hawaiian collection at the University of Hawaii, Hilo's Mookini Library on Tuesday, May 11.

G. Website / Social Media Committee

- a. The website committee plans to focus more on content creation

- i. The committee will post on Fridays with fun facts (tentatively called “Fun Fact Friday”). The committee is also considering reposting content from local archivists (with permission).
 - ii. The committee will make an AHA Instagram account.
 - b. The website committee plans to redesign the website so that recent posts are no longer the top item on the AHA homepage. The committee will meet in May to discuss and work out tentative designs.

H. Annual Meeting Committee

- a. The annual meeting will be on Oahu this year due to travel restrictions and health/safety concerns. It will be a hybrid format with breakout sessions on President’s Day weekend. There also may be a student poster session.
- b. The committee plans to send out a call for proposals at the end of summer, rather than in November.

V. SAA-Student Chapter

- A. SAA-sc is holding a virtual tour of the Hawaiian collection at the University of Hawaii, Hilo’s Mookini Library on Tuesday, May 11.

VI. OLD BUSINESS

- A. No old business.

VII. NEW BUSINESS

A. Independent researchers for hire list

- i. An AHA member has put together a list of independent researchers to refer patrons to when they are unable to visit an archive or conduct research themselves. The Board determined that the “Resources” page on the AHA website would be a suitable place to host this list.

B. AHA Board – Planning Calendar

- i. The Board will create a calendar that tracks reminders (ex. Membership expirations) and acts as a shared event scheduling space

ADJOURNMENT. The meeting was adjourned at 6:49 p.m. The next meeting will be held on May 17th, 2021 at 5:30.

Respectfully submitted,

Mary Company, Secretary