

Board Meeting Minutes January 28, 2002

Attendees: Alan, Kuuipo, Robb, Lori, Teresa, Roy, Rick, Larry, Guest: Sally

Minutes for November and December were approved with Roy's changes (November). Roy will submit the revised minutes for distribution. Motioned by Rob, second by Rick, all approved.

Sally Campbell was introduced. Sally represents a student organization at HPU as interim president. The student organization is focussing on expanding their knowledge of project management. Elections are scheduled for May for the following academic year. Objectives for the organization's activities are scheduled to be completed on 2/23. If the group is self-sustaining, they may ultimately develop into a student chapter, but that is not the immediate goal.

Larry will add the members (19 confirmed in MS-IS alone) to the PMI distribution list, either as non-members, or under a new category called students.

Finance - Robb

Official finance report for chap. renewal

Report on Jan 17 Plaza club mtg.

Am Savings converting to business account , no interest, fees waived

2002 Projected cash flow presented based on 2001

Directors asked to present monthly or quarterly budget projections for 2002. Due by Feb. 15.

Membership - Rick

DEP recipient.

Is there a need for more info from membership?

Board needs abbreviated DEP update via email. Summary report at board meeting.

Committee member in membership now helping Rick.

Loss of members is area of proposed concentration for membership. Are we meeting needs of current members?

Currently sending off an info packet with each inquiry on membership.

Will develop quantifiable objectives for attrition.

Programs - Roy

Cannot get consistent 3rd wed

Feb meeting is evening heavy pupu at Plaza club. Board members are volunteering to speak. Still trying to resolve PDU credit for meetings. Kuuipo will handle PDU which is delegated to Kerstan.

Need to work on a cancellation policy with Robb will do the initial draft.

Special projects - Teresa

Proposed calendar distributed.

New SP initiatives:

Survey of best practices of Hawaii PM's

PMI roundtable discussion PPM best practices

Publication via newsletter

Publicity - Radio blurb

Speaking - Oct chap meeting and/or HPU. This may be part of a PM week promotion.

Do we initiate or ride on some national initiative? Teresa currently a speaker angel for symposium. Allan suggests the committee looks into PM week options. Roy would like to get national to designate a PM week. Then backup with a local program. Develop a

chapter infrastructure to support special events. Awards are also a type of involvement.

Alan volunteered to help with developing an awards program.

Rick noted stretching thin the board on more activities.

Education - Kuuipo

5 committee members

Goals 1. promote pm awareness 2. provide pm opportunities 3. promote a sponsorship of PM

Kerstan working with nonprofit

PMP exam prep Lori K. , see calendar, brochure put together and distributed at meeting.

Propose \$325 price for PMP prep includes materials. Pay instructors (Robb says IRS issues and will join committee)

Thomas is PDU tracker web form. Will work with Larry and Robb

C is working on advertising any ed. Committee activities. Will advertise LFA.

Sally exec education program, networking with business community

Committee members are empowered and will be contacting board members directly.

Pubilcity - Lori

Newsletter out

Monthly distribution projected before monthly meeting

Martin column got will use as needed.

Brochure , what is the use? Old brochure to be mailed out.

Media lead time requires meeting program. Advertiser sent meeting notice.

Communication - Larry

Email - need for an info policy

post one time on web page and send email to highlight link

Other

Rick - can we create a repository of best practices?

Robb - Form 990 filled out but not filed, held in finance account and/or posted on web page. Will be held in treasurer's files.

Meeting ended.