

Board Meeting Minutes February 22.2002

Minutes taken by: Lori Jansen
Compiled by: Larry Rowland

Carolyn distributed PMI membership applications to board for distribution.

January minutes approved.

Communication – Larry

Email

Email is becoming unreliable. Getting error messages

Option is to go on PMI HQ server, but is restricted and will be discontinued in 2 years.

Recommend:

PMI chapter location . org

PMI-HonoluluChapter.org

\$30/yr, additional \$\$30-50 to get email, same address, total proposed cost \$60-80 per year through Network Solutions.

Linking to external storage still an issue. Recommend going as low cost as possible

Most chapters use .org

Motion: Rob adopt, Lori second, approved

Probably fully operational in April. Will run in parallel for awhile.

Chapter Renewal and Award application

Sent & received at PMI HQ before deadline

Should the charter on web site be updated? Annually?

Roy – keep generic

Decision – will excerpt and update

Publicity is recommended for awards recognition. Awards and gifts at annual dinner

Rob motion – approve com/publicity annual gift budget, second Kuuipo.

Discussion – electronic ballot for elections. Teresa leadership session on this – more later

Finance – Robb

\$4748.01 current balance

last meeting lost \$82

Last years budget report needs to be revised. Actually have more money due to automatic deposit for membership

Sent amended financial report to update chapter renewal

Budget update – revised spreadsheet

March expense – letterhead electronic version Robb to share

Carolyn has samples of business cards – will give to Lori – Lori to generate sample cards – cards used at leadership & symposium

Carolyn's \$300 gift budget for closing celebration changed to \$250 – changed to program expenses other

Program – Roy

Committee meeting next week
Next general meeting 3/27 – have a speaker
Name tags – committee – plastic holders returned after meeting - \$200

Membership – Rick

Net 3 per month on average
Fairly ambitious
Look back at folks we are losing to determine what we can do differently
Follow up via email – if no response, snail mail – no responses to date on 2 from last January 122, 7 renew, 5 new, 1 non-renew, total 126
Looking at membership is revealing – 2 people from Rick's shop – members – not active
Goal this month – revise membership page
PMI – growth 60%, loss 30%, net 30%
Kuuipo – all BO'D should take some initiative to save and grow membership
The PMI list is updateable by members
ASQ – only internal
Rick can check to see if he can email the upcoming renewals to BOD – decision – non-renewals
Chapter roster – awards item – suggested that on sign up sheet “May we put your name on a Chapter Roster?”
Welcome letters with information used to be sent – could now be electronic
Name of member, name of company – Rick to send to BOD
Kuuipo would like monthly attendance list
Carolyn – use evening activity as barometer – mixed feelings
U-shape, cramped, no place to mingle
Advance notice is important
Survey every meeting was suggested
Teresa will provide sample

Special Projects – Teresa

Risk SIG Symposium 2002 co-chair
PMI Leadership – Teresa will be going in March
Survey
Should have results in 1 week, same response rate, about 30%, no big issues surfaced, no speaker volunteers, liked Honolulu, status quo on email and contact, few volunteers on education
Passed out action plan – reviewed
No committee yet
Complement Best Practices
Lead up to Symposium, probably 2003

Publicity – Lori

30 for education next week at luncheon meetings
Run of 50 at a time
Leadership – take some
Carolyn has stuff for silent auction

Education – Kuuipo

Train trainer nonprofit next week – good response, may need more than 4 classes
PMP training prep – 36 hours meets education requirement, 12 week course, 3 hours, \$350 -
\$20/session, pay facilitators \$50, want to be better organized, prepared
If > \$600 per person need 1099, record form 990
Estimate \$2,000 profit
7,200 LFA and PMP Exam prep
2,200 cost
5,200 net
Discussion of PM training for everyone, not just non-profits eventually

Alan

Defer voting on budget until education figures are incorporated, if need to happen before next meeting , then approve via email

HPU PM student club – 1st general membership meeting Saturday at 2pm this weekend
Exciting things with students going on. Restructured officers board to parallel PMI. Elections in March.

Next week more about LFA

Need

Policy about “sales” pitches in meetings, newsletters – Alan and Kuuipo
Annual PM – could set venue appropriate for that