

MINUTES, Board of Directors, PMI Honolulu Chapter, Inc.,

Meeting Date: Tuesday, 28 January 2003

Approved: Not-Approved:

Attending:

- | | | | |
|--|--|--|---|
| <input checked="" type="checkbox"/> Glenn Hamamura | <input checked="" type="checkbox"/> Anand Krishnaiah | <input checked="" type="checkbox"/> Roy Uemura | <input checked="" type="checkbox"/> Sheri Yoshida |
| <input type="checkbox"/> Lori Jansen | <input checked="" type="checkbox"/> Craig Naito | <input checked="" type="checkbox"/> Alan Yamashiro | <input checked="" type="checkbox"/> Carolyn Yoshihara |
| <input checked="" type="checkbox"/> Rick Kooker | <input checked="" type="checkbox"/> Teresa Newton-Terres | <input type="checkbox"/> Ku'uipo Soliai | |

Agenda		Board of Directors Meeting -- 2003	Action Date
Dec Minutes	Minutes Approved	<ul style="list-style-type: none"> Dec Minutes distributed, reviewed, and approved. 	
	Edit	<ul style="list-style-type: none"> Remove Larry & Robb from attendance list. 	
2003 Symposium Budget Approval	Overview Status	<p><i>Larry:</i></p> <ul style="list-style-type: none"> Target audience: New & Experienced PM/s/Members Goal: Enhance PM & all experts to share Intention: Highlight & Leverage local expert Topic options for the Frames: Future of PM; PM Professionalism (Certification, etc.). Our desire is to capture his perspective. Finance major milestones is the 1/2 food expense due 30 day's prior to the event to Ala Moana. 	
	Program Tracks	<p><i>Rick:</i></p> <ul style="list-style-type: none"> Developing appealing Track titles and descriptions. 12 Feb looking for programs being nailed down. 	
	Vendor Fair	<p><i>Beverly:</i></p> <ul style="list-style-type: none"> Theme: "The Road Warrior -- The Mobil Project Manager" Vendors Should Include: <ul style="list-style-type: none"> CTA: Training, Technical, & Staffing company Manpower: staffing projects around the world Comp USA – Providing software/hardware needs Wireless Vendors will have a formal introduction during the opening ceremony. Vendors are being informed that the target attendance is 200 project managers. Vendors will be located in the lobby to provide maximum visibility. Looking for Vendor-Sponsor partners and determining how to leverage the opportunity for both PDD & Sponsor: <ul style="list-style-type: none"> HP to assist with mailings, publicity, ticket sales, two projection devices for laptops. And my colleague, Jane, has radio contacts and intends to work with them to help get information out. An issue impacting vendor/sponsor contributions is the 200 anticipated attendance and no PMI local event track record. Vendors understand that it as a benefit that attendees are decision making managers/project managers. 	

	Volunteers	<p><i>Anand:</i></p> <ul style="list-style-type: none"> A Concern of Student Volunteers - Semester exams are the following week. 	
	Motion Passed	<p><i>Larry Rowland</i></p> <ul style="list-style-type: none"> Larry Rowland requested approval for a PDD financial commitment of \$2,500 (\$2,000 for Ala Moana deposit required 30 day prior to the event.) Rick seconded it, and the motion passed. 	
Membership Status	Status	<ul style="list-style-type: none"> Target 2003 ...End of December the Chapter Membership stood at 151; Goal is 2 members for the year. Intend to advertise. (e.g. Pacific Business News -- 1/8th page \$420/yr.). 	
Programs Status	Status	<ul style="list-style-type: none"> 3 Feb meeting of Joint Committee. 	
Education Status	Status	<ul style="list-style-type: none"> Held first Non-Profit class; very successful; Curt Rotula will have a T-t-T sessions next week. In the process of coordinating a PMP workshop. HU upcoming courses lacking enrollment. HPU – Service Learning Project’s Service-Outgrowth to community! 	
Communication Status	Status	<p><i>Progress</i></p> <ul style="list-style-type: none"> Website updated for 2003 information Chapter Renewal Application to be completed before Feb 1. Action Plan and Budget submitted for approval (BOD review/approval TBD in Feb.) <p><i>Upcoming</i></p> <ul style="list-style-type: none"> Chapter Survey. Results and quests from 2002 distributed for review. Anyone who wants specific information was requested to submit input/questions ASAP. <p><i>Lesson Learned:</i></p> <ul style="list-style-type: none"> Desirable to have the Chapter survey results prior to the BOD Strategic Planning Session (Useful for planning & help with Jan/Feb bottleneck with Communications). 	
Public Relations Status	Status	<ul style="list-style-type: none"> No Representation 	
Special Projects	Status	<ul style="list-style-type: none"> Working closely with Larry to ensure that he has everything he needs for PDD success. Working with joint committee: Programs, Education, and Special Projects. 	
Vice President	Status	<p><i>Represented by Kevin:</i></p> <ul style="list-style-type: none"> Distributed updated DRAFT bylaws for review and input. Kevin requested Directors to, please, send input to Ku’uipo before the next BOD Meeting. Chapter Awards documents distributed and Kevin requested Directors to, please, send input to Ku’uipo before the next BOD Meeting. 	<p>Submit input before Feb 2003 BOD to Ku’uipo.</p> <p>ASAP, before Feb 1, 2003</p>
Finance	Status	<ul style="list-style-type: none"> Distributed compiled Budget Estimates for 2003. This includes those Director’s budgets that were submitted. 	<p>Before March approval needed.</p>
Preparation for Feb BOD		<ul style="list-style-type: none"> Alan requested that Budget’s requiring approval be resubmitted for review prior to the next BOD meeting. 	<p>Prior to next BOD, Feb 24.</p>
2003 Strategic Planning Follow-up/Mission Statement	DEFERRED	<ul style="list-style-type: none"> DEFERRED 	