

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

Meeting Date: Monday, 24 February 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 type="checkbox"/> Carolyn Yoshihara |
| <input checked="" type="checkbox"/> Rick Kooker | <input checked="" type="checkbox"/> Teresa Newton-Terres | <input checked="" type="checkbox"/> Ku'uipo Soliai | |

Agenda		Board of Directors Meeting -- 2003	Action Date
Jan Minutes	Minutes Approved	<ul style="list-style-type: none"> Jan Minutes distributed reviewed, and approved. 	
	Edit	<ul style="list-style-type: none"> Edit requested to spell out TtT to Train the Trainer 	
Special Projects 2003 PDD Status	Overview of Status	<p><i>Sheri</i></p> <ul style="list-style-type: none"> Beverly has coordinated 6 targeted vendors: Manpower, CTA, Tech Systems, Sprint, Comp USA, Oeanic Cable, and PMI Honolulu Chapter. Cost \$100 provides 1 person access and 1 table (Additional people \$30.00) PDD Committee intends to distribute an Evaluation Form. PDD Committee intends to conduct a Risk Plan and Assumptions assessment. Publicity on track to reach Press, Members, Non-Members, and community via email, website, hard copy, phone calls, etc. Target registration/participation is 200 people. 	
	Project Plan w/ Budget	<p><i>Sheri</i></p> <ul style="list-style-type: none"> Distributed updated Project Plan including timeline of tasks and budget outline and request: <ul style="list-style-type: none"> Projected Revenue @200: \$20,600.00 Projected Expense @200: \$12,709.00 Projected Net Revenue: \$7,890.00 Plan and budget reviewed for a 125 low end estimate. 	
	Motion Passed	<ul style="list-style-type: none"> Sheri posed a motion to approve of the PR Letter, Flyer, and Registration Form, in addition to funding the PDD for \$2,500: <ul style="list-style-type: none"> Public Relations form Registration form \$2,000 deposit for Ala Moana - required 30 days prior to the event.) Rick seconded it, all approved, and the motion passed. 	
Membership Status	Status	<ul style="list-style-type: none"> On track recruiting new members. Determining advertising in Pacific Business News 	
Programs Status	Status	<ul style="list-style-type: none"> Receiving final acceptances and will have the years Chapter programs nailed down. 	
Communication Status	Status	<p><i>Teresa</i></p> <ul style="list-style-type: none"> Communications Action Plan 2003 distributed for review including: charter renewal, membership questionnaire, email distribution, website redesign, and chapter archives. Website 80% redesign completed. 	
	Budget request	<ul style="list-style-type: none"> \$522.00 total budget requested: <ul style="list-style-type: none"> \$10.00 charter renewal \$ 50.00 membership questionnaire, \$317.00 total for email distribution & website redesign & server \$35.00 chapter archives. 	

	Motion Passed	Teresa posed a motion to approve the Communication budget as listed in Action Plan. Rick Kooker second it, all approved, and the motion passed.	
Education Status	Status Report	<i>Glenn:</i> <ul style="list-style-type: none"> • Report distributed and review. 	
	Overview	<ul style="list-style-type: none"> • Expenses and budget to remain the same as last year. Committee determined that last years successful PMP workshop design wasn't sustainable. • The 2003 Education strategy includes reformatting the PMP into a more sustainable design to possibly include features like "virtual teams". 	
Public Relations Status	Status	<ul style="list-style-type: none"> • Not present 	
Vice President	Status	<ul style="list-style-type: none"> • DEFERRED 	
		<ul style="list-style-type: none"> • 	
Finance	Status	<i>Craig</i> <ul style="list-style-type: none"> • Distributed and reviewed the detailed Annual Budget that projected the 2003 budget broken down by month, income, expenses, and program areas. 	
	Motion Passed	<ul style="list-style-type: none"> • Craig posed the motion to accept the budget as listed. Roy second it, all approved, and the motion passed. 	
Bylaws Update 2003 Strategic Planning Meeting Follow-up / Mission Statement	DEFERRED	<ul style="list-style-type: none"> • DEFERRED 	
