

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

**Meeting Date:** Monday, 31 March 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 checked="" 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"> <li>Feb Minutes distributed reviewed. Alan motioned to approve Minutes, Rick seconded, and Min approved.</li> </ul>	
	Clarification	<ul style="list-style-type: none"> <li>\$2,000 PDD Ala Moana deposit</li> </ul>	
Opening Remarks	Misc. Discussion	<p><i>Alan</i></p> <ul style="list-style-type: none"> <li>Brought to our attention the PMI HQ new web-based services: "Component Leadership Community" at <a href="http://componentleadership.pmi.org">http://componentleadership.pmi.org</a></li> <li>Facilitated a brief discussion on our Chapter general guideline for handling resume and career/job requests. The BOD determined that when the Chapter website has the "members-only" space that it would be a perfect posting/access area. And TNT agreed to link to PMI HQ Job posting area on web re-design</li> <li>Requested Programs to contact Brantlee Jacobs <a href="mailto:Brantlee.Jacobs@pmi.org">Brantlee.Jacobs@pmi.org</a> to set up an "open" BOD Meeting during the 23-26 August 2003 ASAE conventions Brantlee's attending in HI.</li> </ul>	<p>* TNT web link at web re-design</p> <p>* Roy agreed to contact Brantlee and establish plan.</p>
Finance	Status	<p><i>Craig</i></p> <ul style="list-style-type: none"> <li>Distributed spreadsheet of accounts and balance to date.</li> <li>Distributed a DRAFT Tax 990-EZ form for 2002 (EZ form available as the Chapter grossed under the required \$25,000.)</li> </ul>	
Special Projects 2003 PDD Status	Status Overview	<p><i>Sheri</i></p> <ul style="list-style-type: none"> <li>Distributed a PDD Status Report.</li> <li>"Catch...to date only 17 registrations."</li> <li>Vendors have to incur costs (Cabling for displays, ordering handouts, staffing) and if we don't have the numbers they can't justify the expense.</li> </ul>	
	Project Plan w/ Budget	<p><i>Sheri</i></p> <ul style="list-style-type: none"> <li>Reviewed the Risk of a potential negative bottom attendance of 50 heads at (-\$1,200.00) and for 75 attending (-\$575.00).</li> </ul>	
	Motion Passed	<ul style="list-style-type: none"> <li>Sheri motioned that the Risk of a potential negative bottom line be accepted/absorbed by the Chapter. Roy seconded it and the motion passed.</li> </ul>	
Membership	Status	<p><i>Rick</i></p> <ul style="list-style-type: none"> <li>"Back on track!"</li> <li>I've checked with those that don't re-new and no real issues: usually members leave the chapter because of job re-assignments.</li> </ul>	
	Observation	<ul style="list-style-type: none"> <li>Expressed concern that there was unfinished business/discussion in our Chapter Strategy 2003 regarding desired goal of pursuing promoting/marketing on other islands.</li> </ul>	
Programs	Update	<ul style="list-style-type: none"> <li>May 21 - Cookie Six Sigma:</li> <li>June 18 - Program Management Panel:</li> </ul>	

		<ul style="list-style-type: none"> <li>• July 16 - Change Integrated Control, with “_____”</li> <li>• Aug - TBD</li> <li>• Sep - TBD</li> <li>• Oct - Richard Polendey</li> </ul>	
Education	Summary (See Handout)	<p><i>Glenn:</i></p> <ul style="list-style-type: none"> <li>• The education committee is forming, and has conducted one preliminary meeting reviewing the PMP prep class, and assessing how to proceed with this activity.</li> <li>• The non-profit class is operating effectively under the direction of Curt Rutola.</li> </ul>	
	Assessment of PMP Prep Class for 2003 (See Handout)	<p><i>Glenn:</i> Steve Pang and Glenn Hamamura reviewed the PMP prep class conducted last year and discussed the format and activities with C Pang, one of the 2002 coordinators.</p> <ol style="list-style-type: none"> <li>1. Both C and Andy Fisher cannot continue in primary roles in the PMP prep class. C has volunteered to assist as his availability permits. <ol style="list-style-type: none"> <li>a. Additional resources have been identified to assist in this committee, but we have not formally met at this point to discuss commitment levels.</li> </ol> </li> <li>2. Glenn also discussed the class format and effectiveness with a participant in the class. This informal discussion provided a perspective that: <ol style="list-style-type: none"> <li>a. The class was effective in preparing students for the exam</li> <li>b. The format of the class required a significant commitment over a multiple month timeframe (this is constrained by the required contact hours)</li> <li>c. Training quality, while effective, varied based on the instructor</li> </ol> </li> <li>3. After these discussions, we have come to the following conclusions: <ol style="list-style-type: none"> <li>a. The existing format and method of instruction, while effective, require ‘heroic’ efforts on the part of coordinators and instructors.</li> <li>b. This format is not sustainable in the long term with volunteer resources.</li> <li>c. The process cannot also effectively continuously improve, if instructors provide their own material.</li> </ol> </li> <li>4. Here are the proposed actions of the committee regarding PMP prep <ol style="list-style-type: none"> <li>a. We will not conduct two classes this year, only one, which will be held in the fall of 2003 (similar to last year’s class) <ol style="list-style-type: none"> <li>i. It is doubtful with the current April activity, whether the chapter volunteer resources can sustain two major educational development efforts.</li> </ol> </li> <li>b. The committee will evaluate the following strategy <ol style="list-style-type: none"> <li>i. Using chapter resources, develop the training material for the PMP course, and then recruit PMP’s to teach specific modules. This is the same strategy that we are deploying on the non-profit class. Although not perfect, it allows interchangeability of resources, and opportunities for a consistent product.</li> <li>ii. This strategy is the one I have seen other chapters use (based on informal discussions)</li> </ol> </li> <li>c. If it is possible to assemble a virtual team to author this, we will pilot this method in the fall class. <ol style="list-style-type: none"> <li>i. If we cannot finish this in time, we can go back to the existing method for those modules that are not complete.</li> <li>ii. The material will then be the property of the chapter, and can be used repetitively for this training.</li> </ol> </li> </ol> </li> </ol>	

Communication Status	Status	<i>Teresa</i> <ul style="list-style-type: none"> <li>• Web &amp; Email List-distribution redesign 80% complete</li> <li>• Facilitated a discussion to clarify for all what emails are distributed to MEMBERS only and those to any and all: <ul style="list-style-type: none"> <li>○ MEMBERS-only: Ballots and Job/Career Opportunities</li> <li>○ ALL: Practically everything else</li> </ul> </li> <li>• Clarified that once the website has a Members only area, then we can determine what is available to members only: target date Jan 2004.</li> </ul>	
Public Relations Status	Status	<i>Lori</i> <ul style="list-style-type: none"> <li>• Clarified that there were plenty of brochures to go around when anyone needed.</li> <li>• Agreed to draft up a special issue of the Chapter STATUS News to promote PDD.</li> </ul>	* Lori will draft a Special Status Newsletter. * TNT will “try” to distribute using untested NEW List Distribution.
Vice President	Status	<i>Ku’uipo</i> <ul style="list-style-type: none"> <li>• In process of updating the By-Laws</li> </ul>	
	Deferred	<ul style="list-style-type: none"> <li>• BOD decided to again delay focusing on the Bylaws</li> </ul>	