

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

**Meeting Date:** Monday, 28 April 2003

Approved:  Not-Approved:

**Attending:**

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|--|--|--|---|
| <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 checked="" 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
PMI HQ Visit to HI	Update	<p><i>Alan</i></p> <ul style="list-style-type: none"> <li>Updated BOD on the upcoming August 27-30 visit by, now four, PMI HQ that are attending the ASAE Conference. He informed BOD that they would enjoy leveraging their time and exposure by meeting with both the Chapter and the BOD.</li> </ul>	
	Discussion	<ul style="list-style-type: none"> <li>Suggested that we take PMI HQ up on their offer to meet with our membership.</li> <li>Offer to our membership both the monthly chapter luncheon and determined that a breakfast meeting would compliment.</li> <li>Roy agreed to take the lead to coordinate. Sheri Agreed to assist.</li> </ul>	Roy & Sheri
Special Projects - - 2003 PDD Re-view	Evaluation Forms	<p><i>Sheri</i></p> <p>Overview of handout:</p> <ul style="list-style-type: none"> <li>Room monitors collected 204 evaluation forms. Morning sessions accounted for 106 forms and afternoon sessions accounted for 98 forms. No forms were collected for the morning PMO, although people did attend.</li> <li>Project professional experience level was reported on the evaluation forms. Experience level was averaged for each session by category. The category breakdown for all those filling out forms is found in the note for table 2. Approximately 62% of those filling out forms had over 5 years project management experience. A typo in the form may affect the number of people reporting 3 to 5 years experience. See table 2 for details.</li> <li>Feedback items deal with (a) the topic of the session is pertinent to my job, (b) the content of the session was appropriate, (c) the presentation by the speaker(s) was well done, (d) the facility was good, (e) I would attend another Professional Development Day if it were offered in the future, and (f) I would recommend the Professional Development Day to others. The items were tracked on a five point scale, with five being the highest. Of the 204 surveys collected, 6% indicated they did not know if they would attend another development day and 2% indicated they would not attend another development day. This translates into a 92% acceptance rate. The purpose level indicator of success was set at a 90% acceptance rate. The feedback shows the PDD was successful at the purpose level.</li> <li>Qualitative comments were collected on the surveys. All comments are presented as given on the forms in order received. Spelling errors were corrected. The comments arranged by sessions.</li> </ul>	
Vice President -- Bylaws of the PMI Honolulu Chapter - Back- ground	Overview	<p><i>Ku'uipo</i></p> <ul style="list-style-type: none"> <li>Distributed copies of the DRAFT By-laws of the PMI Honolulu Chapter explaining that it is a compilation melding the PMI HQ "template" and the PMI Chapter's By-laws.</li> <li>Emphasized that PMI might disapprove of Chapter's with non-compliant By-laws.</li> </ul>	

	Review & Discussion	<ul style="list-style-type: none"> <li>Alan clarified that The membership must approve the By-laws once updated.</li> </ul>	
	Sub-committee	<ul style="list-style-type: none"> <li>Sub-committee formed: Ku'uipo, Alan, and all other's encouraged. Alan to collect your questions/concerns and will approach PMI HQ.</li> </ul>	Ku'uipo and Alan
	Article I	<ul style="list-style-type: none"> <li>No comments</li> </ul>	
	Article II	<p>Article II -- Purpose (edited to read as follows)</p> <ul style="list-style-type: none"> <li>The Hawaii Chapter supports the purpose of the PMI. The mission of the Hawaii Chapter is to improve project and program performance for individuals, companies and organizations in the State of Hawaii. The vision is to be recognized in the State of Hawaii region as the organization and resource of choice for Project Management professionalism. Chapter is to provide a forum for Project Managers in the State of Hawaii to promote the principles of the Project Management Institute through networking with other project managers, sharing of project experiences, training, education, and certification as a Project Management Professional.</li> <li>The Objectives kept as is and to include:</li> <li>Improve project and program performance for individuals, companies and organizations in the greater Hawaii Region (State of Hawaii and Pacific Basin.)</li> </ul>	
	Article III	<ul style="list-style-type: none"> <li>To remain as printed</li> </ul>	
	Article IV	<p>Article IV – Officers</p> <ul style="list-style-type: none"> <li>Discussion recommended “grouping” some of the officers description that are apparently not reflective of current practices, but compliant with the PMI HQ template.</li> </ul>	
	Articles V-XII to be reviewed at next meeting.	Please review and send questions and comments to Ku'uipo and Alan.	To be continued on May BOD Agenda.
Membership Status	Status	<p><i>Rick</i></p> <ul style="list-style-type: none"> <li>167 Members as of April.</li> <li>Distributed data is up-to-the minute information from PMI HQ.</li> <li>Informed BOD that a member requested a list of membership</li> </ul>	
	Motion	<ul style="list-style-type: none"> <li>Rick Kooker motioned that we not make the membership information accessible. Roy second and the motioned passed.</li> </ul>	
Programs Status	Status	<p><i>Roy</i></p> <ul style="list-style-type: none"> <li>Reviewed the upcoming program options. (Agreed to send the list to BOD.) June Six Sigma; Aug Lester; Sep “ “; Oct Project Scope Management; Nov TBD.</li> </ul>	
Education Status	Status	<ul style="list-style-type: none"> <li>Glenn</li> <li>PDU numbering isn't compliant with the PMI REP requirements</li> <li></li> </ul>	
Communication Status	Status	<p><i>Teresa</i></p> <ul style="list-style-type: none"> <li>Minutes from March distributed, reviewed, and approved.</li> <li>Informed the BOD that she will be relocating to the mainland and intends to continue working for PMI HI via telecommuting and with the assistance of Tom Ihsle.</li> </ul>	
	Motion	<p>Teresa proposed a motioned “Allow me to stay on as the PMI Honolulu Chapter Dir of Communication until the end of the 2003 Term.” Roy seconded it and the motioned passed.</p>	

Public Relations Status	Status	<ul style="list-style-type: none"><li>• Not present</li></ul>	
Finance	Status	<ul style="list-style-type: none"><li>• Ending balance as of 4/30/2003 \$12,424.59</li><li>• In short the Chapter is on budget.</li></ul>	

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