

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

Meeting Date: Tuesday, 27 May 2003

Approved: Not-Approved:

Attending:

- | | | | |
|---|--|--|---|
| <input 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 type="checkbox"/> Rick Kooker | <input type="checkbox"/> Teresa Newton-Terres | <input checked="" type="checkbox"/> Ku'uipo Soliai | <input checked="" type="checkbox"/> Tom Ihsle (Communication Committee) |

Agenda		Board of Directors Meeting -- 2003	Action Date
PMI Honolulu Logo	Update	<ul style="list-style-type: none"> PMI Honolulu chapter logo going through approval process from PMI HQ. 	
Budget	Status	<ul style="list-style-type: none"> Craig Naito presented actual vs. budgeted totals for the annual budget. Current total expenses reported at \$11,459.61 (with some pending items) Budgeted total expenses are \$29,382.24 for 2003 annual budget. 	
PMI HQ Visit to HI	Status	<ul style="list-style-type: none"> Sheri to confirm if PMI staff will pay own costs for visit to Hawaii. 	Sheri
Communication	Status	<ul style="list-style-type: none"> Charter renewal – Secured renewed chapter status with PMI HQ. Completed. Membership questionnaire – identify member’s needs and interests. Delayed to October. Redesign website and email system. <ul style="list-style-type: none"> <i>Phase I - Completed</i> <ol style="list-style-type: none"> Assess Chapter needs using the 2002 web survey. Assess other PMI websites for best features. Using 90% current content, give Chapter website a face lift to include color, graphics, design enhancements. <i>Phase II - Completed</i> <ol style="list-style-type: none"> Assess website hosting options. Gain BOD concept & budget approval to secure a new website host. Secure host. Upload website to new host. Transfer email to new vendor. <i>Phase III - In progress</i> <ol style="list-style-type: none"> Design website structure & design Develop structure & design Test & Assess Re-develop and design. Test & Assess <i>Phase IV - Delayed to possibly 2004</i> <ol style="list-style-type: none"> Re-Design website to include Members Only access Chapter Archives – In Progress <ol style="list-style-type: none"> Assess needs, expectations, and requirements. Determine at least 2 options including a paperless option. Select best practice. Obtain supplies. Compile files into the Archive Create Archive Table of Context. 	
Public Relations	Status	<ul style="list-style-type: none"> Richard sent out press releases to several publications (i.e. Advertiser) Lori needs information for Pacific Business News advertisements from Teresa (with possible transfer of this task). Lori to send out June newsletter soon. 	

Operating Guidelines	Update	<ul style="list-style-type: none"> • Discussion website to be setup for discussion/collaboration. • Alan to forward instructions for setup of Yahoo discussion group to Anand. 	Anand
Chapter Bylines	Update	<ul style="list-style-type: none"> • Roy sent out comments/questions for Chapter Bylines to BOD. • Lori investigated bylines from other PMI groups. • Alan to research Region 7 bylines template. 	Alan/Lori
Projector	Discussion	<ul style="list-style-type: none"> • Currently, presenter projector is being provided by HECO. • Backup projector can be obtained through BOH. • Carolyn to ask American Savings for additional backup projector. 	Carolyn
April Minutes	Status	<ul style="list-style-type: none"> • Minutes for April 28th BOD meeting approved. 	
