

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

**Meeting Date:** Monday, 30 June 2003

Approved:  Not-Approved:

**Attending:**

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

Agenda		Board of Directors Meeting -- 2003	Action Date
Proxy Vote for Tom Ihsle	Status	<ul style="list-style-type: none"> <li>Tom Ihsle was approved to cast Teresa's vote for Board of Directors (BOD) voting.</li> </ul>	6/30/2003
Budget	Status	<ul style="list-style-type: none"> <li>Craig Naito presented actual vs. budgeted totals for the annual budget.</li> <li>Current total expenses reported at \$11,387.29 (with some pending items).</li> </ul>	
Membership	Status	<ul style="list-style-type: none"> <li>Current membership at 170 members, ahead of 2 new members/month goal.</li> <li>Membership information is now available through DEP files provided from PMI HQ. Available only to BOD members.</li> </ul>	
Communication	Status	<ul style="list-style-type: none"> <li>Membership questionnaire – identify member's needs and interests. Delayed to October.</li> <li>General Membership Communication                             <ul style="list-style-type: none"> <li>Website updates                                     <ul style="list-style-type: none"> <li>CCR Handbook link added to Resource page</li> <li>Discussion forum link added to Members page.</li> <li>Slides from June Chapter meeting added to Meeting page.</li> <li>BOD minutes updated on Operations page.</li> </ul> </li> </ul> </li> <li>Redesign website and email system.                             <ul style="list-style-type: none"> <li>Phase I - Completed Access needs.</li> <li>Phase II - Completed Gain budget approval. Establish website on new hosting system.</li> <li>Phase III - In progress                                     <ol style="list-style-type: none"> <li>Design website structure &amp; design</li> <li>Develop structure &amp; design</li> <li>Test &amp; Assess</li> <li>Re-develop and design.</li> <li>Test &amp; Assess</li> </ol> </li> <li>Phase IV - Delayed to possibly 2004                                     <ol style="list-style-type: none"> <li>Re-Design website to include Members Only access</li> </ol> </li> </ul> </li> <li>Chapter Archives – In Progress                             <ol style="list-style-type: none"> <li>Assess needs, expectations, and requirements.</li> <li>Determine at least 2 options including a paperless option.</li> <li>Select best practice.</li> <li>Obtain supplies.</li> <li>Compile files into the Archive</li> <li>Create Archive Table of Context.</li> </ol> </li> </ul>	
Programs	Status	<ul style="list-style-type: none"> <li>August 27<sup>th</sup> – Special Breakfast (7:30 – 9:00 am) with PMI HQ members.</li> <li>Additional meeting with PMI HQ members to discuss PMI directions.</li> </ul>	
May Minutes	Status	<ul style="list-style-type: none"> <li>Minutes for May 27<sup>th</sup> BOD meeting approved.</li> </ul>	
Publicity	Update	<ul style="list-style-type: none"> <li>Newsletter for July will be available soon.</li> </ul>	

		<ul style="list-style-type: none"><li>• PMI Honolulu Calendar events sent out to newspapers.</li></ul>	
General Meeting signup	Discussion	<ul style="list-style-type: none"><li>• Problem in planning for number of people attending general meetings.</li><li>• Better RSVP response for meeting announcements discussed.</li></ul>	
Education	Status	<ul style="list-style-type: none"><li>• PM Prep Course in development, additional modules will be developed in July.<ul style="list-style-type: none"><li>○ 10 – 12 weeks of instruction.</li><li>○ Looking for site to host PM Prep course.</li></ul></li><li>• LFA Workshop to be scheduled, possibly in Fall.</li></ul>	

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