

**PMI Honolulu Chapter, Inc.**  
**MINUTES, Board of Directors**  
 May 24, 2004 5:30pm to 7:00pm  
 567 S. King Street #132 (KS PM Office)

**Attending:**

- |  |  |                                      |   |  |
|--|--|--------------------------------------|---|--|
| <input checked="" type="checkbox"/> Alan Yamashiro | <input checked="" type="checkbox"/> Kuu'ipo Laumatia | <input type="checkbox"/> Rick Kooker | <input checked="" type="checkbox"/> Curt Ruotola  | <input type="checkbox"/> Carolyn Yoshihara           |
| <input checked="" type="checkbox"/> Sally Campbell | <input type="checkbox"/> Craig Naito                 | <input type="checkbox"/> Roy Uemura  | <input checked="" type="checkbox"/> Sheri Yoshida | <input checked="" type="checkbox"/> Richard Polendey |

Minutes Submitted by Richard Polendey

Agenda	Board of Directors Meeting -- 2004		Action Date
<b>Minutes</b>		Minutes for April 26, 2004 BOD meeting approved.	
<b>President</b>	Status	<ul style="list-style-type: none"> <li>The board approved the “transfer” of the Maui County members when a PMI-Maui Chapter is chartered. PMI-Maui will include the islands of Maui, Lanai, Molokai</li> </ul>	
<b>Vice-President</b>		<ul style="list-style-type: none"> <li>No report</li> <li>The draft of the By-Laws was further reviewed with the recommended changes and for further clarification. Additional changes to be made and will be forwarded to the board for final approval.</li> </ul>	
<b>Finance</b>	Status	<ul style="list-style-type: none"> <li>No report.</li> </ul>	
<b>Membership</b>	Status	<ul style="list-style-type: none"> <li>In celebration of the 200<sup>th</sup> member milestone, Doug Forsell was announced as the winner for a free PDD '04 registration at the chapter meeting.</li> </ul>	
<b>Communication</b>	Status	<ul style="list-style-type: none"> <li>Created an “In the Know” info block on the web site for individuals to be added to, modify their email address, or be removed from the e-mail blast list. Info block to be used also in the newsletter.</li> <li>Met with Ryan Chun, CTA, who will be assisting enhancements to the web site to discuss the requirements.</li> <li>A discussion took place regarding “job advertisements”, either on the web site or e-mail blast....any advertisements should be first approved by the board.</li> <li>Will research into creating a “member’s only” e-mail list.</li> </ul>	
<b>Programs</b>	Status	<ul style="list-style-type: none"> <li>A speaker has been recruited for the July chapter meeting.</li> <li>Curt (Education) was designated as the official “keeper” of the chapter meeting attendance records.</li> </ul>	
<b>Special Programs</b>	Status	<ul style="list-style-type: none"> <li>PDD '04               <ul style="list-style-type: none"> <li>Linn Wheeling, (PMI Headquarters) has been identified as the keynote speaker. Speakers for the breakout sessions have also been identified.</li> <li>Several vendors have committed to setting up a booth.</li> <li>The PDD registration form is currently in draft.</li> <li>A special e-mail address has been created for the event. It will also be used on the marketing materials to answer questions related to the PDD.</li> </ul> </li> <li>It was suggested Linn could also conduct a “mini” Leadership Training session for the board during her stay in Hawaii...more details to follow.</li> </ul>	
<b>Publicity</b>	Status	<ul style="list-style-type: none"> <li>The board was reminded for their input for articles for the STATUS newsletter.</li> </ul>	
<b>Education</b>	Status	<ul style="list-style-type: none"> <li>R.E.P. change in reporting PDU's for the luncheon meetings. Starting with</li> </ul>	

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		<p>April, the chapter will be responsible for submission to PMI headquarters. Roy to modify the meeting sign-in forms for PMPs. Curt will follow-up with headquarters for further clarification.</p> <ul style="list-style-type: none"> <li>• PMP Prep Class: Still in planning stage for a class in fall.</li> <li>• Non-Profit Organization's Project Management Training Classes:               <ul style="list-style-type: none"> <li>○ Six classes have been tentatively scheduled.</li> <li>○ Planning to conduct one or more per month, with one on the island of Maui and Hawaii.</li> <li>○ Planning to recognize Gailene Wong with a Community Service Award.</li> </ul> </li> </ul>	
<b>Next Meeting</b>		Meeting adjourned at 7:00pm. Next meeting to be held on June 28, 2004.	