



Building professionalism in project management. ®

**Project Management Institute  
Honolulu Chapter, Inc.**

**MINUTES, Board of Directors**

June 28, 2004 5:30pm to 7:00pm  
567 S. King Street #132 (KS PM Office)

**Attending:**

- |  |   |   |   |  |
|--|---|---|---|--|
| <input checked="" type="checkbox"/> Alan Yamashiro | <input type="checkbox"/> Kuu'ipo Laumatia | <input checked="" 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 checked="" type="checkbox"/> Roy Uemura  | <input checked="" type="checkbox"/> Sheri Yoshida | <input checked="" type="checkbox"/> Richard Polendey |

Minutes Submitted by Richard Polendey

Agenda	Topic		Action Date
<b>Minutes</b>	Minutes for May 24, 2004 BOD meeting approved.		
<b>President</b>	Status	<ul style="list-style-type: none"> <li>Suggestions for additional events:               <ul style="list-style-type: none"> <li>Reinstate the Breakfast Round Table sessions.</li> <li>A Quarterly Happy Hour networking mixer...cash bar...chapter to supply/pay for food.</li> </ul> </li> <li>Nominations for 2005 Board:               <ul style="list-style-type: none"> <li>Carolyn will be heading up the Nominating Committee. Requests that current board members send an e-mail to her regarding whether they plan to remain on the board or not for 2005.</li> </ul> </li> </ul>	
<b>Vice-President</b>		<ul style="list-style-type: none"> <li>The final draft of the By-Laws was distributed. BOD asked to review for final approval at next meeting.</li> </ul>	
<b>Finance</b>	Status	<ul style="list-style-type: none"> <li>Letters have been sent to the individuals informing them of the non-processing of their credit card payments for last year's PDD. Craig to contact the individuals seeking approval to process the payments.</li> </ul>	
<b>Membership</b>	Status	<ul style="list-style-type: none"> <li>Membership at 208</li> <li>PMI headquarters experiencing delays in processing of membership renewals.</li> <li>A discussion took place regarding the mentioning of other sources for project management training to our members to consider if the chapter will not be conducting a prep class.</li> </ul>	
<b>Communication</b>	Status	<ul style="list-style-type: none"> <li>Will research into creating a "member's only" e-mail list with the current hosting firm: <a href="http://www.hostway.com">www.hostway.com</a> and the cost implications. Member's only list will be used for e-blast notification to members only, i.e.: board elections, job announcements, other "board-approved" announcements.</li> </ul>	
<b>Programs</b>	Status	<ul style="list-style-type: none"> <li>Speakers for the rest of the year including the Annual meetings have been recruited as follows: (subject to change)               <ul style="list-style-type: none"> <li>August 18<sup>th</sup> -Terry Green</li> <li>September 15<sup>th</sup> - Stephen Kane</li> <li>October 20<sup>th</sup> - Angie Groves</li> <li>November 17<sup>th</sup> – Anton Krucky</li> <li>January 2005 – Connie Lau</li> </ul> </li> <li>"A Safe Place" (a non-profit agency) approached Roy if the chapter would</li> </ul>	



[www.pmi-honoluluchapter.org](http://www.pmi-honoluluchapter.org)

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		provide some form of "Skills Training for Leaders". After a brief discussion, Roy will get more details/expectations before the board makes a commitment.	
<b>Special Programs</b>	Status	<ul style="list-style-type: none"> <li>• PDD '04               <ul style="list-style-type: none"> <li>○ A draft of the speaker's bios and vendor's information were presented, as well as a draft of the PDD registration form was presented...Information, when finalized will be placed on the web site.</li> </ul> </li> <li>• Linn has committed to conducting a Leadership Training session for the board on Thursday June 30, from 07:30a-09:30a. More details to follow.</li> </ul>	
<b>Publicity</b>	Status	<ul style="list-style-type: none"> <li>• Materials for a Speaker's Bureau to be developed by the publicity committee.</li> <li>• Reminded the Board to submit articles as previously scheduled regarding their area for the upcoming STATUS newsletters.</li> <li>• Will be considering an article/info block to request from the membership on what services/events/etc. they would like to see the chapter consider.</li> </ul>	
<b>Education</b>	Status	<ul style="list-style-type: none"> <li>• PMP Prep Class:               <ul style="list-style-type: none"> <li>○ Still in planning stage... Interest from 6 students received...A facility / location to be determined.</li> </ul> </li> <li>• Non-Profit Organization's Project Management Training Classes:               <ul style="list-style-type: none"> <li>○ Brochure was revised reflecting the 5 classes scheduled for the rest of the year. The Hawaii Community Foundation will be publicizing the classes via email and on their website:  <a href="http://www.hawaiicomunityfoundation.org">http://www.hawaiicomunityfoundation.org</a></li> </ul> </li> <li>• Update: Gailene Wong planning to attend the August meeting to be awarded with a Community Service Award.</li> </ul>	
<b>Next Meeting</b>	Meeting adjourned at 7:00pm. <b>Next meeting to be held on July 26, 2004.</b>		