



Building professionalism in project management. ®

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

MINUTES, Board of Directors

July 26, 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 checked="" 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
Minutes	Minutes for July 26, 2004 BOD meeting approved.		
President	Status	<ul style="list-style-type: none"> <u>Bylaws update:</u> By-Laws have been approved and will be sent to PMI headquarters for review. <u>Nominations for 2005 Board:</u> Carolyn still waiting to hear from several board members if they will continue to remain on the board. Several positions are open and will be seeking nominations to fill the positions. Planning to have ballot information ready in time for elections during September/October. Will coordinate with Richard to send out the ballot to the membership. 	
Vice-President	Status	No report	
Finance	Status	<ul style="list-style-type: none"> <u>PDD03 Credit Card collection update:</u> continuing with contacting individuals via phone to confirm/authorize payment. <u>Net assets @ \$16K</u> 	
Membership	Status	<ul style="list-style-type: none"> <u>Membership Count:</u> 208 <u>Membership Drive:</u> Rick mentioned that he plans to place an ad in the Pacific Business News to promote the chapter's membership drive and PDD'04. A brief discussion took place regarding the cost and size of the ad. Sheri mentioned also that she has it in the PDD budget for advertising the event. Rick and Sheri to coordinate the timing of the ad, as well as content. Richard to forward to Rick the chapter's logo to be placed in the advertisement. 	
Communications	Status	<ul style="list-style-type: none"> <u>"Member's Only" e-mail list:</u> Richard mentioned there would be an additional monthly cost for creating a new "Member's Only" list. A discussion took place with a possible no-cost solution of just sending out using the Hostway's e-mail "TO" list...the impact means breaking up the entire list into manageable size, resulting in creating multiple e-mails (4-6) to send to the entire membership list. <u>Website:</u> PDD'04 web pages created and posted. 	
Programs	Status	<ul style="list-style-type: none"> <u>Program Schedule Update</u> <ul style="list-style-type: none"> No September Chapter Meeting...Due to speaker conflicts. It was agreed that no monthly chapter meeting will be scheduled since the PDD is also held later in the month. Stephen Kane will now speak on the October 29th chapter meeting. The November 17th annual dinner meeting will be a buffet. <u>Roundtable:</u> A discussion took place regarding having a roundtable. None scheduled for the year Call for facilitators? 	



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Special Projects	Status	<u>Leadership Training:</u> Linn has committed to conducting a Leadership Training session for the board on Thursday, September 30th, from 07:00a-09:00a. More details to follow.	
Publicity	Status	<u>Speakers Bureau:</u> Karen Wolfe will be developing the Materials for a Speaker's Bureau. Curt to provide Karen with the presentation for the speaker's bureau.	
Professional Development	Status	<ul style="list-style-type: none"> • <u>Non-Profit Organization's Project Management Training Classes:</u> Locations confirmed for the 5 classes scheduled for the rest of the year. • <u>PMP prep course:</u> still researching on format, location, etc. 	
College Relations	Status	No report	
Next Meeting	Meeting adjourned at 7:00pm. Next meeting to be held on August 30, 2004.		