



Building professionalism in project management. ®

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

**MINUTES, Board of Directors**  
August 30., 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 type="checkbox"/> Curt Ruotola             | <input checked="" 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
<b>Minutes</b>	Minutes for July 26, 2004 BOD meeting approved.		
<b>President</b>	Status	<ul style="list-style-type: none"> <li><u>Maui Chapter</u> <ul style="list-style-type: none"> <li>PMI-Honolulu Chapter will be extending invitation to the Maui Chapter board to attend the Leadership Meeting at no charge. PMI-Honolulu Chapter will absorb cost of breakfast.</li> <li>Sheri to check with Ala Moana Hotel if there are special rates available if the Maui Board members decide to attend the Leadership meeting.</li> </ul> </li> </ul>	
<b>Vice-President</b>	Status	No report	
<b>Finance</b>	Status	<ul style="list-style-type: none"> <li><u>PDD03 Credit Card collection update</u>: Approximately 30% of individuals authorized payment to be processed for PDD03. Continuing with contacting the other individuals.</li> <li>Net assets and Budget reviewed.</li> </ul>	
<b>Membership</b>	Status	<ul style="list-style-type: none"> <li><u>Membership Count</u>: 214</li> <li><u>Membership Growth</u>: Rick reported that the chapter has been growing, as compared to last year; we have a 22% net increase. The STATUS newsletter will feature an article "spotlighting" membership in the upcoming issue.</li> </ul>	
<b>Communications</b>	Status	<ul style="list-style-type: none"> <li><u>Member's Only Mail List</u>: Richard reported that by using Hostway's email service and dividing the membership list into several "address groups", we'll address the need for another mail list for member's only and also without incurring additional cost for a new list.</li> <li><u>CTA/Member's Only Web Section</u>: Reported meeting with Ryan Chun to discuss the Member's Only Web section to the PMI-Honolulu web site. <ul style="list-style-type: none"> <li>CTA is currently developing "modules" that will make up the various members' only sections; job Posting, Resume' Posting, chapter info, etc.</li> <li>Authentication: Initial plan is to use the member's name and PMI-ID number to authenticate the user to the Member's Only Web section. It was suggested to query legal on any considerations on using the PMI membership number as an ID, that will also be part of a database that will be part of CTA's server. Alan to check with PMI-Headquarters.</li> <li>Reported discussing with Ryan/CTA on developing a service level agreement...outlining the management of the member's only web section between CTA and PMI-Honolulu.</li> <li>Ryan/CTA will be providing a timeline for the website development.</li> </ul> </li> </ul>	



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

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<b>Programs</b>	Status	<ul style="list-style-type: none"> <li>• <u>Roundtable</u>: No Roundtables scheduled for the remainder of the year. The Committee to address as part of next year’s program scheduling.</li> <li>• <u>Future Programs</u>: Roy had suggested to send out a chapter survey to the list, asking for topics they would like to see presented at the chapter meetings. Carolyn to forward last year’s survey to Richard for sending out to the chapter e-mail list.</li> </ul>	
<b>Special Projects</b>	Status	<ul style="list-style-type: none"> <li>• <u>Professional Development Day 2004</u> <ul style="list-style-type: none"> <li>○ PDD registrations are slowing coming in. Board asked to help in mentioning the PDD to peers and other interested individuals.</li> <li>○ Oceanic Cable will not be a vendor for the PDD.</li> </ul> </li> <li>• <u>Leadership meeting</u>: Sheri will forward the following topics to Linn Wheeling to discuss/present on September 30<sup>th</sup> at the Leadership Meeting..           <ul style="list-style-type: none"> <li>○ Policy Development</li> <li>○ Volunteering for the Board</li> <li>○ Strategic Planning</li> <li>○ Planning Issues for Membership</li> </ul> </li> </ul>	
<b>Publicity</b>	Status	<ul style="list-style-type: none"> <li>• <u>Speakers Bureau</u> <ul style="list-style-type: none"> <li>○ Will be planning to develop a “generic” model.</li> <li>○ Considering putting together a Project Management Toolkit: May include the following: Forms, Description of Processes, and Interests outside of IT environment, etc.</li> <li>○ Speakers will be representatives on behalf of the chapter.</li> </ul> </li> <li>• An article spotlighting “Membership” to be featured in the upcoming STATUS newsletter.</li> <li>• Will be updating the 2004 Board Listing the PMI-Honolulu Chapter brochure, which will be distributed at the PDD.</li> </ul>	
<b>Professional Development</b>	Status	<ul style="list-style-type: none"> <li>• <u>Non-Profit Organization’s Project Management Training Classes</u>: All 5 upcoming scheduled classes are reported to be “filled”.</li> <li>• <u>Project Management / PMP prep courses</u>: A discussion took place regarding the “announcing” of PM classes on the web or newsletter. The Board agreed to allow without formal approval the following organizations:           <ul style="list-style-type: none"> <li>○ UHMOC: University of Hawaii @ Manoa Outreach College</li> <li>○ Any R.E.P. (where the Chapter Member holds an office)</li> </ul> </li> </ul>	
<b>Past-President</b>	Status	<ul style="list-style-type: none"> <li>• <u>2005 Board Elections</u>: The nominating committee is in final preparation for the Board elections and will be forwarding the final list of nominees to the Richard to distribute the ballots to the members when completed.</li> </ul>	
<b>College Relations</b>	Status	No report	
<b>Next Meeting</b>	Meeting adjourned at 7:00pm. <b>Next meeting to be held on September 27, 2004.</b>		