



Building professionalism in project management. ®

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

**MINUTES, Board of Directors**

September 27, 2004 5:30pm to 7:00pm  
567 S. King Street #132 (PH 601)

**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 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 September 27, 2004 BOD meeting were approved.		
<b>President</b>	Status	<ul style="list-style-type: none"> <li>Alan introduced a guest visitor from PMI-Portland: Scott Tanaka, VP of Operations. Scott distributed information about the Portland chapter and shared other insights.</li> <li>By laws: No formal word received regarding the By-Laws review by headquarters</li> </ul>	
<b>Vice-President</b>	Status	<u>By-Laws</u> : PMI Headquarters is still reviewing the changes to the by-laws.	
<b>Finance</b>	Status	No report	
<b>Membership</b>	Status	<ul style="list-style-type: none"> <li><u>Membership Count</u>: 219</li> <li>Students taking courses at Computer Training Academy (CTA) is a great venue to encourage students to apply for membership to PMI and the Honolulu Chapter.</li> </ul>	
<b>Communications</b>	Status	<ul style="list-style-type: none"> <li><u>2004 Board elections</u>: A discussion took place regarding the board elections announcement. Richard to contact Carolyn regarding the final ballot info and plan on having the announcement sent to the members by Oct 1<sup>st</sup>. Deadline for voting to be Oct 15<sup>th</sup>. At the Oct 20<sup>th</sup> meeting, final nominations will be accepted and final voting to be made at the meeting. Installation of the 2005 Board to be done at the November meeting.</li> <li><u>Survey</u>: Richard distributed the questions that were used for the Chapter's 2003 survey. It was agreed that the board would review the questions pertaining to their area and modify the questions as well as add questions to be included in the upcoming survey. Updated to be forwarded to Richard by October 3<sup>rd</sup> to compile the survey questions</li> </ul>	
<b>Programs</b>	Status	No Report	
<b>Special Projects</b>	Status	<u>Professional Development Day 2004</u> : A "lessons learned" document for discussion. Sheri to discuss with the incoming special projects director about the board's plan to consider having the event earlier in the year and it's planning implications.	
<b>Publicity</b>	Status	Distributed the updated chapter brochure, which was specially printed for the PDD.	
<b>Professional Development</b>	Status	<ul style="list-style-type: none"> <li><u>PMP Prep Course</u>: Nine individuals have expressed interest in taking a PMP prep course. The board agreed that the chapter will not conduct a prep course this year, and will consider planning for a course to be offered in early spring.</li> <li><u>Non-Profit Organization's Project Management Training</u> <ul style="list-style-type: none"> <li>All upcoming scheduled classes are reported to be "filled"...may plan on adding another class on Oahu.</li> <li>Andy Grainger, Maui had expressed interest in using the Non-Profit</li> </ul> </li> </ul>	



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

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		Organization training materials on Maui. Curt will review the options and other considerations regarding the use of the Honolulu Chapter's materials. <ul style="list-style-type: none"> <li>○ Curt to plan to present Gailene Wong with the Chapter's Community Service Award at one of the upcoming training classes.</li> </ul>	
<b>Past-President</b>	Status	No report	
<b>College Relations</b>	Status	No report	
<b>Next Meeting</b>	Meeting adjourned at 7:00pm. <b>Next meeting to be held on October 20, 2004.</b>		