



Building professionalism in project management. ®

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

www.pmi-honoluluchapter.org

MINUTES, Board of Directors

February 7, 2005 5:30pm to 6:30pm

567 S. King Street (KS PM Office)

Attending:

- | | | | | |
|--|--|--|---|--|
| <input checked="" type="checkbox"/> Alan Yamashiro | <input checked="" type="checkbox"/> Kuu'ipo Laumatia | <input type="checkbox"/> Rick Kooker | <input type="checkbox"/> Curt Ruotola | <input type="checkbox"/> Valerie O'Keeffe-Short |
| <input checked="" type="checkbox"/> Sally Campbell | <input checked="" type="checkbox"/> Craig Naito | <input checked="" type="checkbox"/> Lester Muraoka | <input checked="" type="checkbox"/> Shun Ma | <input checked="" type="checkbox"/> Richard Polendey |

Via Phone: Rick Kooker, Curt Ruotola, Valerie O'Keeffe-Short

Minutes Submitted by Richard Polendey

Agenda	Topic		Action Date
Minutes	Minutes for January BOD meeting was approved.		
President	Status	No formal report	
Vice-President	Status	<u>Component Awards</u> : Reviewing the "Component Awards" guidelines.	
Finance	Status	<u>Budget</u> : Budget for 2005 were reviewed and approved for each director's scope of responsibility.	
Membership	Status	<ul style="list-style-type: none"> • Membership count at 227 members • Planning continues in setting up a "LIG - "Local Interest Group" 	
Communications	Status	<u>"Member's Only" e-mail list</u> : Purchasing of another mail list for "Members Only" communication to be deferred.	
Programs	Status	<ul style="list-style-type: none"> • <u>January Meeting: "no shows"</u>: A discussion took place regarding the number of no shows...will monitor situation. • <u>Speakers Gifts</u>: BOD approved gifts for speakers that are non-members/out of state. • <u>Round Table</u>: Membership surveyed for planning purposes. Results to follow. • <u>Upcoming Speaker's Schedule</u>: Projected schedule distributed; 2 months available...suggestions for speakers requested. • <u>Name Tags</u>: Proposing change in name tags...suggesting printing them as needed based on the meeting RSVP list. Proposed designs were reviewed. BOD suggested keeping it simple; use the design on the website. 	
Special Projects	Status	<ul style="list-style-type: none"> • <u>Professional Development Day 2005</u>: <ul style="list-style-type: none"> o Confirmed 6 speakers, 5 vendors o 6 registrations to date o Sponsorship: Discussed potential sponsors request for "exclusivity rights". At this time, "exclusivity rights" to not be considered as a policy. Will consider developing policy guidelines and sponsor levels for future Professional Development Days. 	
Publicity	Status	<u>Speaker's Bureau</u> : Planning continues on the development of a "Speaker's Bureau"	
Professional Development	Status	<ul style="list-style-type: none"> • PMP Prep Class: Planning continues, has received inquiries from 12 students. • Non-Profit Classes: 10 classes planned for this year. 	



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		<ul style="list-style-type: none"> Chapter Library: An inquiry was raised regarding having a chapter library established. It was mentioned that Hawaii Pacific University has a section in their library for Project Management resources with materials from the chapter. 	
Past-President	Status	<u>Government Relations Committee</u> : Still in early stages...building the groundwork for positioning in the community. No budget has been established.	
Student Section	Status	No report	
Next Meeting	Meeting adjourned at 6:30pm. Next meeting to be held on March 7, 2005.		