



Building professionalism in project management. ®

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

**MINUTES, Board of Directors**

March 7, 2005 5:30pm to 6:30pm  
567 S. King Street (KS PM Office)

**Attending:**

- Kuui'po Laumatia     Sally Ewing     Rick Kooker     Curt Ruotola     Valerie O'Keeffe-Short  
 Craig Naito     Lester Muraoka     Shun Ma     Richard Polendey     Alan Yamashiro  
 Guest: Bill Short

Minutes Submitted by Richard Polendey

Agenda	Topic	Follow-Up / Action Date
<b>Minutes</b>	Minutes for February BOD meeting was approved.	
<b>President</b>	No report	
<b>Vice-President</b>	No formal report	
<b>Finance</b>	<u>Budget:</u> Budget to date was reviewed. Inquiry was raised regarding amount of an expense for Programs Committee.	Line item expense for Programs committee to be verified and/or corrected...due by 3/4/05
<b>Membership</b>	Membership count at 230 members	
<b>Communications</b>	No formal report	
<b>Programs</b>	<ul style="list-style-type: none"> <li><u>February Meeting:</u> Reviewed number of no shows versus confirmed RSVP's.</li> <li><u>Round Table:</u> Results reviewed and planning for 1<sup>st</sup> forum in April.</li> <li><u>Upcoming Speaker's Schedule:</u> Speaker's all lined up for the year.</li> <li><u>Name Tags:</u> discussion took place regarding "member" status...BOD suggested that an "M" be placed to identify attendee is a member.</li> </ul>	<u>Monthly Luncheon Meeting Statistics:</u> Include year to date statistics of monthly meeting luncheons, ongoing...report at next mtg 4/4/05.
<b>Special Projects</b>	<ul style="list-style-type: none"> <li><u>Professional Development Day 2005:</u> <ul style="list-style-type: none"> <li>o 4 sponsors confirmed</li> <li>o Registrations are starting to be received</li> <li>o Advertising 2 periodicals: "The Honolulu Weekly" and "The Honolulu Advertiser"</li> <li>o Planning to send direct mail to targeted businesses using the PBN's "book of lists".</li> </ul> </li> </ul>	
<b>Publicity</b>	<u>Speaker's Bureau:</u> Planning continues on the development of a "Speaker's Bureau"	
<b>Professional Development</b>	<ul style="list-style-type: none"> <li><u>PMP Prep Class:</u> 4 students from SAIC confirmed, planning for April/May dates.</li> <li><u>Non-Profit Classes:</u> 10 classes planned for this year.</li> </ul>	<ul style="list-style-type: none"> <li><u>Prep Class:</u> <i>due asap</i> <ul style="list-style-type: none"> <li>o Curt to confirm with Rick/SAIC regarding room and other needs.</li> <li>o Need to determine format, dates</li> <li>o Send notice for "call for speakers"</li> </ul> </li> </ul>



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

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<b>Past-President</b>	<u>Government Relations Committee</u> : Bill Short presented an outline of potential activities the chapter could be involved with.	A sub-committee to be formed; initial members include Alan, Sally, Curt.
<b>Student Section</b>	No report	
<b>Next Meeting</b>	Meeting adjourned at 6:30pm. <b>Next regular board meeting to be held on April 4, 2005.</b>	