



Building professionalism in project management. ®

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

MINUTES, Board of Directors

March 30, 2005 5:30pm to 7:00pm

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

Via Phone: Valerie O'Keeffe-Short

Minutes Submitted by Richard Polendey

Agenda	Topic	Follow-Up / Action Date
Minutes	No minutes to approve.	
President	Discussed purpose of special meeting. Need to get back to "basics" and concentrate on a couple of projects this year. Board approved to extend meeting time from <u>5:30pm-6:30p to 5:30pm-7:00pm...starting with the next meeting on Monday, April 4th.</u>	
PDD2005	<ul style="list-style-type: none"> • Shun presented a status of the PDD planning. <ul style="list-style-type: none"> ○ Direct mailer program and advertising in progress. ○ Requesting BOD support to introduce speakers. ○ Understanding of cost for Keynote Speaker's stay. ○ Banner: Valerie mentioned she's still negotiating purchase of banner. ○ Richard suggested having a PowerPoint slide show to be shown during lunch 	<ul style="list-style-type: none"> • Shun: To confirm cost of hotel stay for speaker...may inquire with Keynote Speaker if available for other sessions; ex: Round-Table and/or Leadership Training. • Valerie: Have banner by end of April. • Richard: Send email to BOD for suggestions for info to include on "Pre-Keynote Speaker" slide show to be shown during lunch.
PMP Prep Class	<ul style="list-style-type: none"> • Discussion took place regarding commitment to doing a prep class immediately for the interested SAIC employees in May. Planning consideration: Cost, Date/Time, Location, Materials Requisitioning, Speakers, Marketing/Publicity/Communication. • Outsourcing of prep-class to another REP to be considered in future planning of classes. 	Curt to work with his sub-committee to develop and present a project plan to the BOD at the next board meeting on April 4 th .
Government Relations Committee	<p>Concerns and issues regarding the presentation at the last board meeting were discussed:</p> <ul style="list-style-type: none"> ○ What is the intent of the committee...purpose; vision; what to accomplish; benefits; scope; requirements? ○ What are other chapters doing? ○ What is PMI headquarters' intent? ○ Other related activities: Speaker's Bureau: Speaker(s) must support the goals/objectives of PMI. 	<ul style="list-style-type: none"> • Sally, Rick, Lester, Bill Short to present at the June's BOD meeting after doing some research their findings/recommendations. Committee to also contact Brad Kellaway, as suggested by Kuu'ipo to assist with the research. • Sally to draft a letter to Bill Short regarding his non-paying involvement with PMI Honolulu... due by the next board meeting on April 4th.
Next Meeting	Meeting adjourned at 7:20pm. Next regular board meeting to be held on April 4, 2005. (5:30pm-7:00pm)	