



Building professionalism in project management. ®

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

**Minutes, Board of Directors**

April 4, 2005 5:30pm to 7:00pm  
567 S. King Street (KS PM Office)

**Attending:**

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

Minutes Submitted by Richard Polendey

Agenda	Topic	Follow-Up / Action Date
<b>Minutes</b>	Approval of previous meeting minutes.	
<b>President</b>	<ul style="list-style-type: none"> <li>• Welcome, Kudos</li> <li>• <u>Charter renewal</u>: submitted and accepted by Headquarters in March 2005,</li> <li>• <u>PMI Maui Chapter</u>: Kuuipo mentioned she met with several members of the PMI Maui chapter in February. They expressed their appreciation for PMI Honolulu's support. The Maui chapter has submitted their by-laws and Articles of Incorporation to headquarters. The chapter faces the challenge of acquiring speakers for their monthly meetings, and the concern for education and getting "PMI" out to the community.</li> <li>• <u>HPU Website</u>: Kuuipo mentioned the Hawaii Pacific University's Graduate Division Website, seeks approval to place a link to chapter's website. The board approved a link on the HPU's website.</li> </ul>	
<b>Financial Director</b>	Report submitted via email for BOD review.	Craig requested to provide BOD with a short in-service in how to read the financial report at the next BOD meeting.
<b>Membership Director</b>	No Report...no data available from PMI-DEP headquarters.	
<b>Communications Director</b>	No report...participating in other areas as needed. (See other Directors reports)	
<b>Programs Director</b>	<ul style="list-style-type: none"> <li>• <u>Monthly Programs reconciliation</u>: Lester mentioned that it's be short \$3 the past several meetings. It could be attributed to a PMP who's not a member of the chapter or another chapter.</li> <li>• <u>Round Table</u>: The April 7<sup>th</sup> event has a fair number of registrants.</li> <li>• <u>Badges</u> (name submission to PMI)...challenge of matching names from the monthly attendee's list to the DEP list. Will be determining the best method to make the process more seamless.</li> <li>• <u>On-line Discussion / Chat Room</u>: Researching into a tool for PMI members to chat and share comments, ideas and network.</li> </ul>	Ray Soucek/Bill Sweeney to contact Richard to discuss in further detail the topic of the on-line discussion / chat room; its benefit, technical setup; moderation requirements, etc.



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<p><b>Special Projects Director</b></p>	<ul style="list-style-type: none"> <li>• <u>Professional Development Day</u> <ul style="list-style-type: none"> <li>○ Registrations continue to be received</li> <li>○ It was clarified with Linn Wheeling that the chapter will be responsible for 4 days of stay...It was also suggested if Linn would be available to participate in another event, i.e.: Roundtable or Leadership Training.</li> <li>○ Microsoft will not be participating as a vendor, however, since the vendor fee was already received, they graciously contributed the fee as a donation.</li> <li>○ A slide show to be shown during lunch and before the keynote is being developed by Richard.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Shun inquiring with Linn if she would participate in another event and inform BOD as necessary...due ASAP. <u>Note:</u> If a Leadership Training is planned for the BOD, it was suggested to have it on Monday, May 2<sup>nd</sup>. The regularly scheduled board meeting would then be moved earlier to Thursday, 4/28.,</li> <li>• BOD to submit suggestion to Richard for additional information to be included as part of the slide show...deadline May 29<sup>th</sup>.</li> </ul>
<p><b>Publicity Director</b></p>	<ul style="list-style-type: none"> <li>• <u>“STATUS” Newsletter:</u> discussed the need to have a regularly scheduled newsletter that would keep the membership informed.</li> <li>• <u>Speaker’s Bureau:</u> Valerie briefly mentioned an opportunity for PMI Honolulu Board representatives participate in a radio show to discuss project management and its discipline.</li> </ul>	<ul style="list-style-type: none"> <li>• Valerie to complete and forward the current STATUS newsletter to Richard for distribution this week.</li> <li>• Valerie to provide additional information regarding the radio show, as necessary.</li> </ul>
<p><b>Professional Development Director</b></p>	<ul style="list-style-type: none"> <li>• <u>PMP Exam Prep:</u> <ul style="list-style-type: none"> <li>○ Curt presented a project plan...Discussion took place regarding the details and final plans for the prep class. Concerns were brought to table regarding the limited enrollment, need to have a commitment from instructors before any formal announcement is made to the membership regarding the class dates, Textbooks availability, etc.</li> </ul> </li> <li>• <u>REP class offerings on Website:</u> It was suggested that information regarding project management classes by the REP’s be posted on the chapter’s website.</li> </ul>	<ul style="list-style-type: none"> <li>• Curt to send out a call for instructor’s notice, before publicizing the course...due ASAP.</li> <li>• Curt to provide Richard with current class information for the REPs to be posted on the chapter’s web site: CTA Solutions, UHMOC, PPLC, and others...due May 29<sup>th</sup>.</li> </ul>
<p><b>Vice President/Past President</b></p>	<p><u>Government Relations:</u> Alan provided a background regarding the purpose of the committee and clarified its efforts over past two months...meeting with Senator Sakamoto and Bill Short’s role in identifying opportunities for the chapter’s involvement.</p> <p>Reviewed proposed letter drafted by Sally, from PMI BOD to Bill Short...which basically states Bill is not receiving any compensation and is acting as a liaison for PMI Honolulu.</p>	<p>Committee consisting of: Sally, Alan, Curt, Roy, Lester, Kuuipo, and Bill Short to meet on Monday, 4/11/05 to discuss the definition of roles/responsibilities, goals, objectives; setting framework and other applicable topics.</p>
<p><b>Next Meeting</b></p>	<p><b>Meeting adjourned at 07:30pm.</b>  <b>Next regular board meeting to be held on May 2, 2005. (5:30pm-7:00pm)...Note: meeting may be changed to Thursday, April 28<sup>th</sup>, if Linn Wheeling will be doing a leadership training on May 2<sup>nd</sup>.</b></p>	