



Building professionalism in project management. ®

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

**Agenda, Board of Directors**

April 28, 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 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>	Welcome...Kudos to the Roundtable Committee	
<b>Financial Director</b>	Financial Report sent via email	Inservice: "How to read the financial report" to be on June 6 <sup>th</sup> 's agenda.
<b>Membership Director</b>	No report	
<b>Communications Director</b>	<u>Policies and procedures:</u> Draft of two Policies and Procedures presented for review: Job Opportunities and REP announcements. (See Vice-President report for other details)	
<b>Programs Director</b>	<ul style="list-style-type: none"> <li>• <u>April Program Report:</u> Reconciliations of the attendees fee indicated 1 individual did not pay. Change in location of check-in table and room arrangement may have allowed individual to attend without paying.</li> <li>• <u>Round Table:</u> Good turnout planned for Linn's Session.</li> <li>• <u>Badges:</u> BOD agreed to retain own badges.</li> <li>• <u>On-line Discussion/Chat Room.</u> Bill Sweeney and Ray Soucheck is exploring options/concerns regarding establishing a site and are also working with the Communications Director.</li> <li>• <u>November Annual Dinner:</u> Still searching for a speaker for the November banquet.</li> </ul>	
<b>Special Projects Director</b>	<ul style="list-style-type: none"> <li>• <u>Professional Development Day Status</u> <ul style="list-style-type: none"> <li>o Final Preparation being done by committee.</li> <li>o BOD assignments confirmed for those attending.</li> </ul> </li> <li>• <u>Leadership Training:</u> Reminder to BOD to attend session with Linn Wheeling on May 2<sup>nd</sup>.</li> </ul>	



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<p><b>Publicity Director</b></p>	<ul style="list-style-type: none"> <li>• <u>“STATUS” Newsletter</u></li> <li>• <u>Banner/Logo</u>: The banner created for the PDD raised some questions regarding what is the “official logo” for the chapter. It was also noted that the original creation of the chapter logo by a student was not designed in high resolution.</li> <li>• <u>Advertising</u>: An inquiry was received regarding advertising of a product/service in the Status Newsletter. The chapter currently has no policy and/or guideline with respect to advertising another company’s product/service in any form: newsletter, email, website, etc. It was suggested that that more analysis be made regarding the various options. Another suggestion was made to have a form of sponsorship for the monthly luncheons; ie: having a “monthly luncheon sponsored by “ABC Company” by projecting/displaying an announcement during the networking/luncheon portion of the meeting.</li> </ul>	<ul style="list-style-type: none"> <li>• Valerie to have newsletter ready for distribution by the end of the 1<sup>st</sup> week of May.</li> <li>• Valerie to draft a proposal for review by the BOD outlining advertising of products/services; ie; the “luncheon sponsored by” suggestion.</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>○ 11-12 speakers responded to “Call for Speakers”.</li> <li>○ Format: Tues. Evening &amp; Sat. mornings: 14 classes.</li> <li>○ Starting on May 17th, ending July 2nd.</li> <li>○ Will be conducting a “Train the Trainer’s” session.</li> <li>○ Will be utilizing Rita Mulcahy’s book.</li> </ul> </li> <li>• <u>REP class offerings</u>: Discussion took place regarding having the REP class announcements listed in the newsletter.</li> <li>• <u>PDU’s submission by Chapter</u>: A discussion took place regarding the submission of PDU’s for the monthly luncheon attendees. It is unclear of the procedure for non-chapter members, since we do not necessarily know the non-chapter member attendee’s PMI number. It was noted that submission for PDU’s for those attending the luncheon is intended as a service to our own chapter members.</li> <li>• <u>Non-Profit Classes</u>: Held on 1<sup>st</sup> Thursday of each month: June thru December.</li> </ul>	<ul style="list-style-type: none"> <li>• Ray Soucek to forward final Prep Class Announcement info to Richard to have it sent to the e-blast list...no later than May 1<sup>st</sup>.</li> <li>• Curt to forward REP class offerings to Valerie by the end of each month in order to be listed in the newsletter.</li> <li>• Curt to check with headquarters regarding the submission of PDU’s for non-chapter members attending the monthly luncheons.</li> </ul>



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<p><b>Vice President</b></p>	<ul style="list-style-type: none"> <li>• <u>Chapter Activity Report/Component Award</u>: Sally discussed the need to report to headquarters the activities/functions of the chapter. This would help provide the basis of for submitting an application for the Component of the Year Award.</li> <li>• <u>Operations Manual</u>: Discussed the need to develop policies and procedures to provide guidelines in conducting the chapter's activities/operations. Richard presented drafts of couple of "communication" P&amp;P's for review. More discussion to follow at future BOD meetings.</li> <li>• <u>Government Relations Update</u>: A draft of letter to Bill Short regarding the chapter's opportunities with the City and State were reviewed. Letter approved with modifications.               <ul style="list-style-type: none"> <li>o Other:                   <ul style="list-style-type: none"> <li>▪ Clay Springer expressed interest in participating with committee.</li> <li>▪ DAG/DOE in reorganization, given timeframe... won't be efficient.</li> <li>▪ Roy Uemura to continue as individual on the State's Repair Maintenance Committee.</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• All BOD: Submit chapter activities associated with your area...starting with 2<sup>nd</sup> quarter activities.</li> <li>• Richard to forward template to BOD to start developing P&amp;P's for their respective area..</li> <li>• Sally to finalize letter with approved modifications.</li> </ul>
<p><b>Past President</b></p>	<p><u>Mentoring Program with DOE (for Teachers)</u>: Alan discussed an opportunity for the chapter to participate in a mentoring program for teachers to develop educational programs in partnership with the DOE. A concept paper "Community Education X-Change was presented. The BOD expressed interest in the program. The approach will be to pilot with a couple of schools in the Honolulu District.</p>	<ul style="list-style-type: none"> <li>• Alan to discuss further with the Senator's regarding the chapter's interest in participating in the Community Education X-Change program and to also find out more information.</li> </ul>
<p><b>Next Meeting</b></p>	<p>Meeting adjourned at 7:00pm. <b>Next meeting to be held on June 6, 2005.</b></p>	