



Building professionalism in project management. ®

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

Minutes Board of Directors

June 6, 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 type="checkbox"/> Valerie O'Keefe-Short |
| <input checked="" type="checkbox"/> Craig Naito | <input checked="" type="checkbox"/> Lester Muraoka | <input checked="" type="checkbox"/> Shun Ma | <input checked="" type="checkbox"/> Richard Polendey | <input type="checkbox"/> Alan Yamashiro |

Minutes Submitted by Richard Polendey

Agenda/Topic		Follow-Up / Action Date
Minutes	Approval of previous meeting minutes.	
President		
<ul style="list-style-type: none"> Welcome...Kuuiipo announces her resignation as Chapter President, effective immediately, due to relocating to Nevada. Sally Ewing steps-up into the position as President. The Vice-President position will remain vacant for the rest of the term until the next BOD elections. 		
Vice President		
<ul style="list-style-type: none"> Sally reminded BOD of upcoming Leadership Conference preceding the PMI-Congress in Toronto to be held in September. <u>Operations Manual</u>: Presented a "work in progress" draft of suggested/recommended policies & procedure topics to be developed by the respective BOD. <u>Government Relations Update</u>: Per Kuuiipo, the letter to Bill Short regarding the chapter's opportunities with the City and State was mailed. 		
Financial Director		
<ul style="list-style-type: none"> Reviewed the Financial Report. 		
Membership Director		
<ul style="list-style-type: none"> As of the June 6, no stats were available for May '05 from the DEP. Membership has been stable at approx. 230 members...currently at 233 members. Because of the PMP prep class, several students are potential members of PMI. Developing a strategy to recruit individuals beyond the I.T. /I.S. discipline. 		
Communications Director		
<ul style="list-style-type: none"> <u>On-line Discussion/Chat Room</u>: Exploring options and concerns in establishing a site. <u>Operations Manual</u>: Policies & Procedures template had been copied to the chapter's share-point site. Created a shared folder titled Policies and Procedures with a subfolder entitled "communications" which includes the two draft P&P's, discussed at the previous BOD meeting. 		
Programs Director		
<ul style="list-style-type: none"> <u>May Program Report</u>: No May meeting held due to PDD. <u>Round Table</u>: Event on May 2nd w/Linn Wheeling attracted 17 attendees. <u>Luncheon Nametags</u>: Will be accommodating a "Preferred Name". <u>November Annual Dinner</u>: Mr. Ed Hirata has been slated as guest speaker...event date to be finalized pending availability of speaker. 		



Building professionalism in project management. ®

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

Minutes Board of Directors

June 6, 2005 5:30pm to 7:00pm
567 S. King Street (KS PM Office)

Agenda/Topic	Follow-Up / Action Date
<p><i>Special Projects Director</i></p> <ul style="list-style-type: none"> • Professional Development Day “Final Status” <ul style="list-style-type: none"> ○ 135 participants, which included 124 paid registration ○ Sponsor’s monetary contribution and other in-kind support helped in off-setting some of the cost ○ Reviewed a few of the “lessons learned” findings / suggestions. <ul style="list-style-type: none"> ▪ If you do not ask, you do not get; we can and should solicit for more sponsorship. ▪ Continue the direct mail promotions; Print ad promotion is not cost justified – effort and dollars should be invested into other promotion strategies. ▪ Transition from the prior year’s committee to current year’s really benefited from having continuing members (Sheri and Richard) ▪ Consider alternatives to enable planning of PDD to start before the next BOD term, as it requires a long lead-time to arrange for speakers and facilities. ▪ Consider having pre-conference classes. ▪ Provide note cards for non-members to submit or send in for more membership information. 	
<p><i>Publicity Director</i></p> <ul style="list-style-type: none"> • Draft proposal of “Luncheon Sponsorship” emailed to BOD for review. 	
<p><i>Professional Development Director</i></p> <ul style="list-style-type: none"> • <u>PMP Exam Prep Class:</u> Prep class is going well with nine students registered. Some of the materials were revised, otherwise, utilized materials developed for previous Prep course. The ESI and Rita Mulcahy’s publications are used. <ul style="list-style-type: none"> ○ Two PMP’s present for each class. Instructors are completing a lessons learned after each class. ○ Next PMP Exam Prep course to be held will need to have the curriculum updated to address the new PMBOK information • <u>PDU’s submission by Chapter:</u> <ul style="list-style-type: none"> ○ Jim Steele has been instrumental in verifying the monthly meeting attendance sheet for PMPs PDU submission to headquarters. ○ Number format for course #'s: Richard mentioned that Jim had emailed him regarding a proposal to change the course-numbering scheme. BOD to review proposal. • <u>Non-Profit PM Classes:</u> <ul style="list-style-type: none"> ○ Email sent to members of The Association for Fund Raiser’s informing them of project management classes. ○ Classes scheduled from July ‘05 thru Feb ‘06 on the 1st Thursday’s of each month. ○ <u>REP Courses:</u> Developing a WBS regarding the publicity of REP courses. Will keep Valerie and Richard in the loop. ○ <u>Other:</u> Robb Gries volunteered to write and submit an article to “PM Network” magazine regarding the chapter’s Non-Profit classes. 	
<p>Past President</p>	No report
<p>Next Meeting</p>	Meeting adjourned at 7:00pm. Next meeting to be held on Tuesday, July 5, 2005.