



Building professionalism in project management. ®

Project Management Institute Honolulu Chapter, Inc.

MINUTES, Board of Directors
July 5, 2005 5:30pm to 7:00pm
567 S. King Street (KS PM Office)

Attending:

- Sally Ewing Curt Ruotola Rick Kooker Richard Polendey Alan Yamashiro
 Craig Naito Lester Muraoka Shun Ma Valerie O’Keeffe-Short

Guest: Sheri Iha (for Lester Muraoka)

Minutes Submitted by Richard Polendey

Agenda/Topic		Follow-Up / Action Date
Minutes	Approval of previous meeting minutes.	
<p><u>President</u></p> <ul style="list-style-type: none"> • <u>2005 Global Conference and Leadership Mtg in Toronto, Canada:</u> <ul style="list-style-type: none"> ○ <u>Leadership Meeting Attendance:</u> Lester Muraoka (tentative), Richard Polendey (confirmed). Sally requesting that other BOD inform her if planning to attend. Note: Leadership registration deadline is 8/18/05 ○ <u>Component Flyer:</u> Sally mentioned that the chapter should submit a component flyer for Congress. A template is available and submission deadline is August 19, 2005. • <u>Insurance Policy Renewal:</u> Premium payment due to PMI 11/1/05 		<ul style="list-style-type: none"> • Sally to also check with Drew Ihlenfeld for the special code that allows one component member to attend free of charge. Due ASAP. • Richard to download template and complete a draft for the Chapter’s component flyer. • Sally to forward necessary information or materials to Craig for processing.
<p><u>Financial</u></p> <ul style="list-style-type: none"> • Budget reviewed. <ul style="list-style-type: none"> ○ <u>PDD “prizes”:</u> Craig is recommending that the cost for 3 “lunches” for the PDD referrals promotion to be tracked within the on the Programs committee budget. • <u>Component Dues Changes:</u> No changes to the component dues to be made at this time. 		
<p><u>Membership</u></p> <ul style="list-style-type: none"> • <u>Membership:</u> As of July 6th: 246 members • <u>DEP Anomalies:</u> Has been in communication with Drew Ihlenfeld regarding correcting the zip code problem where members with “967xx” are being included as part of the Maui chapter’s demographics. • <u>Operations Guidelines:</u> <ul style="list-style-type: none"> ○ Sally announced that Rick to oversee the process of compiling the chapter’s Operations Manual. ○ An updated list of the Operations Guidelines Draft Development was distributed via email, should be used as a guide for developing the P&P’s for each director’s area. ○ A draft of the Membership Renew/Expiration Follow-up” policy/procedure was distributed. 		<ul style="list-style-type: none"> • All directors to submit a “draft” of P&Ps for their respective areas by September 15, 2005.
<p><u>Communications</u></p> <ul style="list-style-type: none"> • <u>Spam e-mail:</u> Sally mentioned that she has received an email regarding needing to “renew her e-bay account” and questioned Craig about it since it was sent to the “president@pmi-honoluluchapter.org email address. Richard mentioned that it is Spam mail, and should be ignored. Recommended using and/or setting a spam filter on personal/business 		



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<p>email account. PMI headquarters in a recent <i>Friday Facts</i> issue had also mentioned about the spam emails being sent out.</p> <ul style="list-style-type: none"> • Chat room/ forum: Approx. 2 weeks ago, had sent an e-mail to the “Voy” website for information regarding the forum account that was established several years ago. Will plan remove the hyperlink to the Voy forum and continue researching the other options with Ray Soucek and Bill Sweeney. • Job Postings: A discussion took place regarding a request to send an email to the membership regarding a job posting at KSBE that may not meet the criteria for distribution by the chapter. Since it was not explicitly for a Project Manager’s position, but a QA analyst, the BOD agreed to not inform the membership of the job posting at this time. Further discussion included to further clarify/develop a “Job Posting Notification” P&P, as well as again addressing placing such information on a “member’s only” area on the website. 	<ul style="list-style-type: none"> • Richard to remove the hyperlink to the “Voy” forum on the chapter’s website. (Completed, 7/16) • BOD’s to review draft of “job posting” P&P. • Richard to revisit creating a “Member’s only” web page. (update 7/16: Had created a “sub-web” that will require a logon... can be converted to be the “member’s only” area on the web page. Still in testing/development. Will be included in a WBS as part of an overall Website update.)
<p>Programs</p> <ul style="list-style-type: none"> • Name Badges: Able to accommodate preferred names. • The Plaza Club: Could not rearrange the meeting rooms and a larger room not available for the rest of 2005. May look into a new room in 2006 at The Plaza Club. • January 2006 speaker: John Galliano, PMP • Roundtable: 3rd and final for year – to be determined. 	
<p>Special Projects</p> <ul style="list-style-type: none"> • PDD Chair and Planning for PDD’06: Discussion took place regarding planning for next year’s PDD now in the current BOD year versus waiting for the next term. Suggestion was to create a committee under the Special Project Director to oversee the planning activities. • PDD event PDU’s: The course number for the PDD 2005 has been established and is available on the PMI PDU on-line claim submission page. Course number is C166-S55030. Curt also created a procedure to claim PDD’05 PDU’s on line. 	<ul style="list-style-type: none"> • Shun to draft an email notice “calling for committing members/volunteers by end of week and will forward to Richard for distribution. (Completed, emailed on 7/9) • Richard to send an email to the PDD’05 attendees informing them of the course number, and also, update the website, including a link to the procedure to claim PDD’05 PDU’s on-line. (Completed, emailed on 7/7)
<p>Publicity</p> <ul style="list-style-type: none"> • No report 	<ul style="list-style-type: none"> • Awaiting current issue of <i>Status Report</i> Newsletter to be finalized for distribution.
<p>Professional Development</p> <ul style="list-style-type: none"> • PDU Course Numbering Scheme: It was noted that the chapter’s website and PMI PDU online reporting site had different numbering schemes for a number of past courses. Curt mentioned that the change was made to accommodate PMI’s change. 	<ul style="list-style-type: none"> • Richard to modify the chapter’s “Meeting” web page to reflect the correct course numbers. The course numbers were changed on events going back to October 2004, matching what is on the PMI website. (Completed on 7/7)



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<ul style="list-style-type: none"> • <u>PMP Exam Prep Training Report:</u> <ul style="list-style-type: none"> ○ Curt recognized Ray Soucek, workshop coordinator and instructors on the completion of the workshop. ○ There were 11 participants. ○ Post-workshop lessons learned and feedback is being compiled and will be shared at the next board meeting. • <u>Non-Profit Training:</u> <ul style="list-style-type: none"> ○ The Weinberg foundation has begun taking reservations for the chapter's "Intro to Project Planning for Non-Profit Organizations" Class. <ul style="list-style-type: none"> ▪ 11 Students enrolled in July 7th class. <ul style="list-style-type: none"> • Weinberg may offer the 12th slot to a Boy Scouts of America, Aloha council, representative, since they are so generous with their facility. ▪ Only one (1) Student enrolled in the August 4th class. <ul style="list-style-type: none"> • A discussion took place regarding the feasibility of conducting a class for 1 student. ○ The committee is working with the Weinberg Foundation to publicize the class to its Weinberg Fellows and through the Hawai'i community Server council (HCSC) and Hawai'i Community Foundation (HCF). • <u>REP course offerings:</u> A discussion took place regarding a recent email to the email blast announcing course offerings by an REP. Sally had received an email from someone on the distribution list inquiring if the chapter had "sold" his email address to another firm. Sally responded to the sender that the chapter does not "sell" any email address to any company and that it announcement was part of a service to our members and "friends" on the chapter's e-blast list. Additional discussion took place regarding the criteria for announcing course offerings by the chapters, since there has been comments regarding "free advertising" and how can other REPs announce their courses. 	<ul style="list-style-type: none"> • Curt to discuss with Gailene Wong at the foundation regarding conducting a class with a minimum number of students and to draft a policy regarding conducting a class with a minimum number of students. • Curt to review initial draft of "REP Course Offerings" P&P and further develop/clarify the guidelines.
<p>Past President</p> <ul style="list-style-type: none"> • <u>Mentorship Program Update:</u> The committee continues to meet and communicate with the senator. 	
<p>Next Meeting</p>	<p>Meeting adjourned at 7:00pm. Next meeting to be held on Monday, August 1, 2005.</p>