



Building professionalism in project management. ®

Project Management Institute Honolulu Chapter, Inc.

MINUTES, Board of Directors
August 1, 2005 5:30pm to 7:00pm
567 S. King Street (KS PM Office)

Attending:

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

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 Leadership Mtg in Toronto, Canada:</u> <ul style="list-style-type: none"> ○ <u>Leadership Meeting Attendance:</u> Richard Polendey is the only Director planning to attend this year...also attending Global Congress. • <u>Government Relations Task Force:</u> Clay Springer has volunteered in taking the lead role. The task force deliverables/mission includes creating a charter, determine the areas of focus, formalize a contract and provide guidance, etc. 		
<p><u>Financial</u></p> <ul style="list-style-type: none"> • Budget reviewed. • <u>Internal Transactions Handling:</u> A discussion took place regarding the pro’s/con’s of how to account for financial transactions transfers between director’s budget area. • <u>Insurance Policy Renewal</u>...It was noted that the insurance policy was paid (\$200). • Department of Commerce & Consumer Affairs (DCCA) – It was noted that the annual registration was paid (\$2.50). 		<ul style="list-style-type: none"> • Craig to develop a P&P.
<p><u>Membership</u></p> <ul style="list-style-type: none"> • <u>Membership:</u> As of August 1st: 246 members of which 21 are new members. • <u>DEP Anomalies:</u> An email to Drew Ihlenfeld @ PMI is being drafted regarding the identification and separation of the Maui Chapter Members. • <u>Operations Guidelines:</u> PMI was contacted regarding a list of baseline policies/procedures that the chapters should be considering in the guidelines...awaiting response. Also received sample operations documents from other chapters for review. 		<ul style="list-style-type: none"> • Reminder to BOD: September 15th deadline for P&P’s. • Sample operations documents from other chapters to be placed on the PMI BOD sharepoint site...done.
<p><u>Communications</u></p> <ul style="list-style-type: none"> • Component Flyer for 2005 N.A. Congress: BOD approved draft with changes. • Website: Member’s Only section currently in “build” status. In order to assist in maintaining list of current members in database that will access the member’s only section, discussed using member’s PMI ID and last name as possible login/password combination. Also have been planning a redesign/“new look” to the website. Will provide more details later. • <u>Chat room/ forum:</u> Had brief discussion with Bill Sweeney regarding the management of a forum. He shared same concerns regarding the management of content, as well as, maintaining enthusiasm that will prolong the use of forum tool. 		<ul style="list-style-type: none"> • Component flyer was forwarded to Drew Ihlenfeld @ PMI on August 8th.
<p><u>Programs</u></p> <ul style="list-style-type: none"> • <u>Roundtable:</u> 3rd and final for year – to be determined. • <u>Annual Banquet:</u> Gordon Bruce, City & County, ITD Director will be the speaker at the banquet on Thursday, 11/17/05 at Oahu Country Club. 		



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<p>Special Projects</p> <ul style="list-style-type: none"> • <u>PDD Chair and Planning for PDD'06</u>: Held an initial meeting with several individuals that are interested in volunteering on the PDD planning committee. 	
<p>Publicity</p> <ul style="list-style-type: none"> • Newsletter: Current version in final draft. Curt to forward REP listing to be included in newsletter. • Chapter Logo: A high resolution version of the graphic has been created. 	<ul style="list-style-type: none"> • <i>Status Report</i> Newsletter to be forwarded to Richard by end of week...(Done) • Valerie to place a copy of the high-resolution graphic on the sharepoint site.
<p>Professional Development</p> <ul style="list-style-type: none"> • <u>Non-Profit Training Classes</u>: <ul style="list-style-type: none"> ○ July 7th class: 12 students enrolled ○ Coordinator: Corey Matsuoka will be taking over as coordinator of the NP training class starting with the September 1st class. ○ The Weinberg Foundation will be publicizing the NP classes. • <u>LFA Class</u>: Checked with Larry Rowland and Glenn Hamamura regarding conducting an LFT class this year. They had noted due to lack of interest/demand, an LFA class has not been scheduled for the remainder of this year. • <u>REP course listings Policy (and Cheetah)</u>": A discussion took place regarding the listing of REP courses in the newsletters as well as promoting course information from other non-Hawaii based REP's such as "Cheetah". • <u>PMI Education Foundation</u>: Curt has volunteered as a liaison for the chapter. Through donations, the Foundation (501-C organization) promotes economic, educational, cultural, and social advancement through the application, development, and promotion of project management concepts, theories, and life skills. The foundation also awards grants, scholarships, and financial assistance to students/practitioners studying/advancing the application of project management. 	<ul style="list-style-type: none"> • Curt to work with Larry/Glenn to consider scheduling an LFA class during planning process for next year. Richard also suggested that the LFA class could be considered as a 1-day pre-PDD class...to be considered in the PDD planning. • Curt to coordinate with Valerie on developing a P&P to address the advertising of PM courses for REP's.
<p>Past President</p> <ul style="list-style-type: none"> • <u>2006 Board Elections</u>: Will be forming a nominating committee for the planning of BOD elections. Planned schedule/activities are as follows: <ul style="list-style-type: none"> ▪ Committee formed and Call for nominations (September) ▪ BOD elections via on-line voting (October) ▪ 2006 BOD announcement at annual dinner Mtg (November 17th) • <u>Mentorship Program Update</u>: Moanalua High School is being considered as a pilot school for the mentorship program. More details to follow. 	<ul style="list-style-type: none"> • Sally to contact Alan regarding the Board Elections process.
<p>Next Meeting</p>	<p>September 6, 2005 (Tuesday) Note: Shun Ma to be recording secretary due to Richard attending Leadership/Congress in Toronto.</p>