



Building professionalism in project management. ®

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

**MINUTES, Board of Directors**  
September 6, 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

Minutes Submitted by Richard Polendey

Agenda/Topic		Follow-Up / Action Date
<b>Minutes</b>	Approval of previous meeting minutes as modified for: <ul style="list-style-type: none"> <li>• Finance – Annual DCCA registration also paid for;</li> <li>• Communication – Follow-up item ...@PMI on before...</li> <li>• Prof. Dev. – Coordinator is Corey <b>Matsuoka</b>.</li> </ul>	
<b>President</b>	<ul style="list-style-type: none"> <li>• <u>2006 Nomination Committee Chartered:</u> With Alan Yamashiro chairing, Carolyn Yoshihara and Shun Ma also participating. Schedule: Close nominations by 9/21; Voting completed by 10/17; Installation on 11/17.</li> <li>• <u>Government Relations Task Force Proposal:</u> Approved with Clay Springer taking the lead role. A committee charter by January 2006 is reasonable since, if approved, the committee will take a year to get up to speed.</li> </ul>	<ul style="list-style-type: none"> <li>• Shun to request committee to draft and send email blast to members announcing committee, schedule and requesting nominees</li> </ul>
<b>Financial</b>	<ul style="list-style-type: none"> <li>• Budget reviewed.</li> <li>• <u>Reconciliation of Membership Revenues:</u> Request to reconcile at least last 3 months DEP report with actual dues received from PMI for membership registrations and renewals. Work with Rick or Curt as needed for DEP.</li> <li>• <u>Target Reserve:</u> In line with Linn Wheeling’s recommendation, Chapter at \$24K in reserve is moving towards goal of \$32K – 1 year’s expenditures.</li> </ul>	<ul style="list-style-type: none"> <li>• Craig to work on reconciliation</li> <li>• Craig to develop a P&amp;P for               <ul style="list-style-type: none"> <li>○ Internal Transaction Handling</li> <li>○ Financial Audit</li> </ul> </li> </ul>
<b>Membership</b>	No report	
<b>Communications</b>	<ul style="list-style-type: none"> <li>• <u>Reciprocity in promoting other organizations:</u> Triggered by AITP gesture and based on recommendations by Communications Director as modified, BOD approved policy to allow reciprocity provided events are PM related (as determined by President and Publicity Director) to be included in the Chapter newsletter as a passive link. No e-mail specific to the promotion would be made as this was deemed too intrusive. The Publicity Director will take the lead to field requests, review for content and include in newsletter.</li> <li>• <u>Share-point alternative:</u> BOD agrees with the need to find and budget for a replacement given the CTA situation; Would like to be more proactive, replacing the current support sooner as opposed to waiting until we are dropped. Would like to have costs and terms further researched and firmed up along with a specific proposal for an alternative.</li> <li>• <u>Membership Survey:</u> Proposed additional questions approved as modified. #33 ...inclined to do so <i>even if you have to pay the service fee</i>, instead...</li> </ul>	<ul style="list-style-type: none"> <li>• Valerie to prepare P&amp;P for Reciprocal promotion and “blurb” in next newsletter to announce the start of promotion.</li> <li>• Richard to further research and confirm cost and terms of alternative Share-point support; prepare a proposal for BOD review and approval.</li> </ul>



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<p><b>Programs</b></p> <ul style="list-style-type: none"> <li>• <u>Roundtable</u>: 3<sup>rd</sup> and final for year – still to be determined.</li> <li>• <u>Annual Banquet</u>: Reminder to BOD to promote event to achieve minimum guaranteed count of 50 and reminder to procure gifts for committee chairs and outgoing directors. Recommended and BOD approved getting an appreciation gift for Larry Rowland’s mother who sponsors our OCC reservation.</li> </ul>	<ul style="list-style-type: none"> <li>• Valerie to print 15 – 20 color copies of the current newsletter for distribution at 9/21/05 meeting to non-members attending.</li> <li>• Sally to research and procure gifts.</li> <li>• Curt to develop wording for Certificates of Appreciation appropriate for different categories of recipients. Also research and confirm PDUs earned by various participants in committees in different capacities.</li> </ul>
<p><b>Special Projects</b></p> <ul style="list-style-type: none"> <li>• <u>PDD Chair and Planning for PDD’06</u>: Held second meeting, but only some of participants available. Lost one member due to their new workload, gained back Mariam from last year, who brought with her a non-member.</li> </ul>	
<p><b>Publicity</b></p> <ul style="list-style-type: none"> <li>• Newsletter: Current version posted</li> </ul>	<p>Valerie to place a copy of the high-resolution graphic on the Share-point site. <i>(Completed)</i></p>
<p><b>Professional Development</b></p> <ul style="list-style-type: none"> <li>• <u>Non-Profit Training Classes</u>: <ul style="list-style-type: none"> <li>o Sept 1<sup>st</sup> class: 10 students participated and feedback was positive</li> <li>o Working with Corey Matsuoka to setup classes on the first Thursday of every month for the next six class through February 2006 to ensure a smooth transition into next year.</li> </ul> </li> <li>• <u>PMP Prep class update</u>: Additional participants have taken and passed the PMP exam. Total is up to 5 now. Successful outcome due largely to Ray Soucheck and John Galliano’s coordination and participation.</li> <li>• <u>REP course listings Policy (and Cheetah)”:</u> Open item, report still pending.</li> </ul>	<ul style="list-style-type: none"> <li>• Curt to prepare a recommendation by Nov. BOD meeting on how the chapter should address future PMP Prep classes.</li> <li>• Curt to coordinate with Valerie on developing a P&amp;P to address the advertising of PM courses for REP’s.</li> </ul>
<p><b>Past President</b></p> <ul style="list-style-type: none"> <li>• <u>2006 Board Elections</u>: See President’s report.</li> <li>• <u>Mentorship Program Update</u>: Still pending update on requested details.</li> </ul>	
<p><b>Next Meeting</b></p>	<p>October 3, 2005 (Monday)</p>