



Building professionalism in project management. ®

Project Management Institute Honolulu Chapter, Inc.

MINUTES, Board of Directors
January 9, 2006 5:30pm to 7:30pm
567 S. King Street (KS PM Office)

Attending:

- | | | | | |
|---|---|---|--|--|
| <input checked="" type="checkbox"/> Sally Ewing | <input checked="" type="checkbox"/> Lester Muraoka | <input type="checkbox"/> Roy Uemura | <input checked="" type="checkbox"/> Richard Polendey | <input checked="" type="checkbox"/> Alan Yamashiro |
| <input checked="" type="checkbox"/> Rick Kooker | <input checked="" type="checkbox"/> Beverly Langley | <input checked="" type="checkbox"/> Melinda Francis | <input checked="" type="checkbox"/> Valerie O’Keeffe-Short | <input checked="" type="checkbox"/> Larry Rowland |
| <input checked="" type="checkbox"/> Stephanie Lum | | | | |

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>Strategic Planning Meeting:</u> <ul style="list-style-type: none"> ○ Date: January 28, 2006 (Saturday) Time: 9:00 am – 2:00pm Location: Sally’s home. • <u>Government Relations Task Force:</u> A discussion took place regarding the task force findings that were presented by Valerie. A high level summary indicates that it will take 2-3 years to see results, based on envisioned activities that were brainstormed by the task force. It was noted that task force has completed its task and a motion was passed that the chapter should proceed with establishing a “Government Relations Committee”. Valerie has also volunteered to chair the committee that will develop/implement a 2-3 year plan. • <u>Component Renewal:</u> Due February 1, 2006 • <u>DEP:</u> Sally had forward the new BOD info to PMI headquarters and to include DEP access. Suggested to BOD to login to the PMI site and check that they were given the DEP function. 	<ul style="list-style-type: none"> • Sally to meet on Jan 23rd with Alan, Carolyn, and Lester in preparation of the agenda for the Strategic Planning Meeting. • Sally to send an email with the address and/or directions to her home. • Valerie to begin the recruitment for the Government Relations Committee.
<p><u>Vice-President</u></p> <ul style="list-style-type: none"> • Distributed a Quarterly Report (dated December 19, 2005) • Distributed an “action plan” template...suggest that all directors development a similar plan for their respective area. 	
<p><u>Financial</u></p> <ul style="list-style-type: none"> • Budget reviewed as of Dec ’05. 	<ul style="list-style-type: none"> • Melinda to work with Sally to update/”cleanup” the list of authorized signers. • Melinda to research options for an “interest-bearing” checking account. • Melinda to develop a formal “expense” reporting form. • Melinda to send a letter to the PMP member regarding the “returned” check.
<p><u>Membership</u></p> <ul style="list-style-type: none"> • <u>Membership:</u> As of Jan 9th, there were 260 member, 53% are PMP’s. It was noted that the decrease in membership may be attributed to members moving to the mainland. • <u>Operations Guidelines:</u> No activity reported...Reminded BOD to complete/develop P&P’s as necessary. • Received inquiry from SAIC if the chapter will be offering another PMP Prep Class. 	<ul style="list-style-type: none"> • Rick to forward the URL for another chapter’s sample of Operations Guidelines P&P’s. • Rick to inform Roy of SAIC’s interest in a PMP prep class offering.



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<p>Publicity</p> <ul style="list-style-type: none"> • Draft of Status Report newsletter distributed via e-mail. • Deadline for info/articles submission: Last Friday of each month. 	<ul style="list-style-type: none"> • Status Report to be distributed after noted corrections/additions are made. (completed 1/12)
<p>Special Projects</p> <ul style="list-style-type: none"> • <u>PDD'06 Planning:</u> <ul style="list-style-type: none"> ○ <u>PDD Budget:</u> A revised budget was presented to the board for approval. The increase in the budget reflected the expenses for several “mainland” speakers mainland. A discussion followed regarding mainland speakers. Stephanie informed that the mainland speakers and their topic may help in “drawing” of attendees. A motion was passed to approve the revised budget presented.. ○ <u>Keynote Speaker:</u> The committee is still awaiting confirmation of Mayor Hanneman as a keynote speaker. It was suggested that Clay Springer be contacted to send a letter to the Mayor. It was additionally suggested that Sally also send a letter to the Mayor on behalf of the Chapter. 	<ul style="list-style-type: none"> • Stephanie to develop a set of go/no dates / milestones. • Stephanie to inform Shun to contact Clay to assist in writing a letter to the Mayor. • Sally to forward Chapter’s Mailbox key to Stephanie, in advance for picking up the PDD registrations via mail.
<p>Programs</p> <ul style="list-style-type: none"> • <u>2005 Programs Report:</u> Lester distributed a Year-End Recap (via email) • <u>Programs Committee:</u> Bev noted that she is still seeking volunteers for her programs committee, requesting BOD to refer individuals that may have an interest in volunteering for the committee. 	<ul style="list-style-type: none"> • Beverly to send to the BOD a projected list of speakers and topic to be presented for the 2006 Luncheon Meetings.
<p>Communications</p> <ul style="list-style-type: none"> • Distributed updated BOD meetings Calendar, Contact List • <u>SharePoint:</u> The SharePoint site that was part of CTA is no longer accessible. Richard will be looking options. It was mentioned that Martin Van du Schouw had mentioned a venture/project that would give PMI chapter’s SharePoint capability. • <u>HPU /PMI-Honolulu Chapter Library Privileges:</u> A discussion took place regarding the donation of Project Management Related books by the membership and the privilege of borrowing those books. Larry Rowland had mentioned that a process was developed and to his understanding, it is still a valid process with the HPU library. • <u>Communications Committee:</u> 4 members volunteered to be on the CommCommittee: Bill Sweezy, Jim Steele, Neal Miyake & John Higuchi. The 1st meeting is scheduled for January 21st. Bill will serve as a liaison between the CommCommittee and the Programs Committee with respect to the gathering of monthly meetings information. The other committee members will assist with updating/gathering content on the chapter’s website. They will be contacting the BODs to assist with updating specific web pages. 	<ul style="list-style-type: none"> • Richard to contact Martin for more info and/or look into options via Hostway. • Larry Rowland to follow-up with the HPU library and to develop a process/procedure that will be made available to the membership.
<p>- Professional Development - Past President</p> <ul style="list-style-type: none"> • No report 	
<p>College Relations</p> <ul style="list-style-type: none"> • HPU/PMI-Honolulu Chapter Library Privileges (See Communications Report) 	
<p>Next Meeting</p>	<p>February 6, 2005</p>