



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

MINUTES, Board of Directors
February 6, 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 checked="" type="checkbox"/> Roy Uemura | <input checked="" type="checkbox"/> Richard Polendey | <input type="checkbox"/> Alan Yamashiro |
| <input checked="" type="checkbox"/> Rick Kooker | <input checked="" type="checkbox"/> Beverly Langley | <input checked="" type="checkbox"/> Melinda Francis | <input type="checkbox"/> Valerie O'Keeffe-Short | <input type="checkbox"/> Larry Rowland |
| <input type="checkbox"/> Stephanie Lum | <input checked="" type="checkbox"/> Shun Ma* (guest) | | | |

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> • <u>Region 7 Leadership Meeting:</u> Sally sent out an email regarding the Region 7 Leadership Meeting to be held in Las Vegas. Informed the BOD that the chapter has not budgeted to send someone, and if interested, will need to pay own expenses. • <u>Chapter Renewal:</u> Accepted by PMI headquarters. • <u>Board Activities Calendar:</u> A draft Calendar of the Board activities for 2006 was distributed. 		
<p><u>Vice-President</u></p> <ul style="list-style-type: none"> • Action plans for each board area to be compiled. 		<ul style="list-style-type: none"> • Lester to consolidate profiles presented at the board transition meeting.
<p><u>Financial</u></p> <ul style="list-style-type: none"> • <u>Budget reports:</u> Recap of Dec '05 were distributed and to be used as a guide in establishing the budget for 2006. Each BOD to submit budgetary information. • <u>Returned Check:</u> Draft letter approved by BOD and will be mailed to the member regarding the returned check for the luncheon meeting and to submit a money order soon. • <u>Authorized signatures cards</u> for bank accounts were updated. • <u>Chapter's Reserves:</u> A discussion took places regarding disclosing the amount in the chapter's bank account at the monthly chapter meeting. The board agreed that it would be more appropriate to mention to the membership that the chapter's reserves required as per PMI are maintained. • <u>Audit Review:</u> A discussion took place regarding having an audit performed by an external party...i.e. accountant. The board agreed it should be done on a periodic basis. 		<ul style="list-style-type: none"> • Melinda to send budget template via email to BOD. (completed) Budget worksheets due to Melinda by Feb 20th for compilation. • Melinda to research as to the cost for an external review and to have it budgeted.
<p><u>Membership</u></p> <ul style="list-style-type: none"> • <u>Membership:</u> As of Feb 6th, there were 265 members, approx 53% are PMP's. 		
<p><u>Professional Development</u></p> <ul style="list-style-type: none"> • <u>Non-Profit Classes</u> <ul style="list-style-type: none"> o 8 Attendees for February's class. o Sharon Rundell has volunteered to be the Project Manager for the Non-Profit Classes. • <u>PDU's</u> submitted for January. • <u>REP:</u> A discussion took place regarding the usage of the REP logo. It appears there is some confusion whether the chapter can use the REP logo or not, although the chapter is considered a Registered Education Provider. 		<ul style="list-style-type: none"> • Roy to follow up with PMI and obtain clarity/policy regarding the usage of the REP logo by the chapter.



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<p>Special Projects</p> <ul style="list-style-type: none"> • <u>PDD'06 Committee Report:</u> <ul style="list-style-type: none"> ○ <u>Review of go/no-go recommendation & venue.</u> The Board has recommended that the event is a “go” and has approved having it at the Neal S. Blaisdell Center. ○ <u>PDD Budget Revision:</u> Another revised budget was presented to the board for approval. A motion was passed to approve the revised budget presented. ○ <u>Keynote Speaker:</u> Mayor Hanneman has been confirmed as the keynote speaker. ○ <u>Report of Theme/Tracks & Speaker Reference checks:</u> Shun presented to the BOD the list of selected speakers and presentation topics. A letter of intent will be sent to the speakers. The committee is currently in the planning stage scheduling of the concurrent tracks, identifying “backup” speakers, and if necessary, having “repeat” sessions. ○ <u>Other:</u> PDD brochure/program is being drafted, as well as finalization of a “sponsorship” policy. Mailbox key received for purpose of picking the mail-in registrations. 	<ul style="list-style-type: none"> • Melinda to review the tax code regarding the tax implication for in-kind sponsorship and “revenues” not directly related to being a non-profit entity.
<p>Programs</p> <ul style="list-style-type: none"> • <u>January Report Distributed</u> • <u>No Shows:</u> A discussion took place regarding the number of no shows at the monthly meetings. Before charging the member(s) for not attending after RSVP'ng, it was determined that we should look at the past sign-in sheets to see if there are members that are “habitually” not showing up at the meetings. • An updated list of Speakers/Presentations for 2006 was distributed. 	<ul style="list-style-type: none"> • Beverly to draft a policy regarding “No Shows”. • Richard to update ‘meetings’ page on the chapter’s website.
<p>Communications</p> <ul style="list-style-type: none"> • <u>SharePoint:</u> No action taken yet. 	<ul style="list-style-type: none"> • Richard to contact Martin for more info and/or look into options via Hostway.
<p>- Publicity - Past President - College Relations</p> <ul style="list-style-type: none"> • No reports submitted 	
<p>Next Meeting</p>	<p>March 6, 2006</p>