



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

MINUTES, Board of Directors
 March 6, 2006 5:30pm to 7:30pm
 567 S. King Street (KS PM Office)

Attending:

- Sally Ewing Lester Muraoka Roy Uemura Richard Polendey Alan Yamashiro
- Rick Kooker Beverly Langley Melinda Francis Valerie O’Keeffe-Short Larry Rowland
- Stephanie Lum

Minutes Submitted by Richard Polendey

	Agenda/Topic	Follow-Up / Action Date
Minutes	Approval of previous meeting minutes.	
<u>President</u>	<ul style="list-style-type: none"> Quarterly Report: (January-March 2006) Legal Counsel: Discussion took place regarding activities and/or tax implications. 	<ul style="list-style-type: none"> Quarterly Report to be submitted to PMI by 3/12. Sally to contact Drew Ihlenfeld/PMI and/or Ray Frohnhoefer/Region7 regarding Legal Counsel Support for the components.
<u>Vice-President</u>	<ul style="list-style-type: none"> Action plans: Lester distributed a sample of his action plan aligned with the chapters’ goals and objectives. By-Laws: With the recent strategic planning session, a review of the by-laws will be necessary. 	<ul style="list-style-type: none"> Lester to forward a softcopy of the actions plan to BOD to serve as a template for each director’s plan. (by 3/12)
<u>Financial</u>	<ul style="list-style-type: none"> <u>Budget reports</u>: The budgetary information submitted by the directors were reviewed. 	<ul style="list-style-type: none"> Melinda to contact Roy for his budget information and Rick for details regarding his budgeted expenses. Melinda to research as to the cost for an independent review and to have it budgeted as well as preparing an RFP and collecting Bids. Melinda to send letter to member regarding the returned check. Melinda to research the tax laws regarding the chapter’s 501-C6 status and the tax implications regarding: <ul style="list-style-type: none"> Interest earned on CDs In-kind sponsorship Revenues not directly related to being a non-profit entity. Prizes/Give-aways



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	offered by a vendor
<p>Professional Development (report submitted via email)</p> <ul style="list-style-type: none"> • <u>Non-Profit Classes</u> <ul style="list-style-type: none"> ○ 8 Attendees for February's class. ○ Sharon Rundell has volunteered to be the Project Manager for the Non-Profit Classes. • <u>PDU's</u> for January submitted to PMI Headquarters. • <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.
<p>Publicity</p> <ul style="list-style-type: none"> • <u>Newsletter</u>: Seeking submission of articles to be contributed by the BOD. It was suggested that an editorial submission schedule be included in the newsletter. • <u>Government Relations</u>...no update 	<ul style="list-style-type: none"> • Valerie to add an editorial submission schedule in the newsletters.
<p>Special Projects</p> <ul style="list-style-type: none"> • <u>PDD'06 Committee Report</u>: The PDD committee is currently on track with the planning. "Letter of Intent" to speakers has been sent, the Website has been update, On-Line registration has been setup; and the publicity committee has been meeting with other professional associations. 	
<p>Programs</p> <ul style="list-style-type: none"> • <u>February Report Distributed</u> • <u>No Shows</u>: A discussion took place regarding the number of "no shows" at the monthly luncheon meetings. Before charging the member(s) for not attending after RSVP'ng, it was agreed 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. • <u>Monthly Luncheon Price Increase</u>: It was noted that the cost of the luncheon has not been raised for a number of years, despite the increase in price by Pioneer Plaza. In light of the number of "no shows", it was determined that the chapter has been losing revenue. The BOD agreed that effective with the June 21, 2006 luncheon meeting, the price will be as follows: Members: \$23 and Non-Members: \$28. • <u>Webinars</u>: Bev mentioned that the FSG (Financial Services Group) SIG was offering to components an opportunity to participate in program that provides the component's membership to participate in webinars. There would be an initial setup cost, as well as a per member cost. Another prerequisite is that the component's website has a "member only" area. A discussion took place regarding the feasibility of cost, as well as, other SIG's that would offer webinars at no cost to SIG members. This offering should be researched further by the Professional Development section. • <u>Vendor Prizes/Give-Aways</u>: Sally received an email regarding a non-member winning the prize that was given away by the vendor at the recent luncheon meeting. Further research will be made regarding such activities and the tax implications it may have on the chapter's non-profit status. 	<ul style="list-style-type: none"> • Beverly to draft a policy regarding "No Shows". • Bev to resubmit an adjusted budget reflecting the price increase. • Richard/Valerie to assure price increase is reflected in Luncheon Meeting announcement and/or newsletter for the June mtg. • Webinar offering by FSG to be deferred to Roy for research. • 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.



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<p>Communications</p> <ul style="list-style-type: none"> • <u>Business Cards</u>: Sally had inquired if the BOD would benefit from having a chapter business card. Richard had mentioned that he had created a business card template and will create one for each director. • <u>SharePoint</u>: SharePoint can be an added service on the Hostway (website hosting company) at a nominal cost. 		<ul style="list-style-type: none"> • Richard to setup a template and bring to next meeting for proofing. • Richard to contact Hostway to determine the additional cost to add the SharePoint service. Note: Projected additional cost had been included in submission of '06 budget.
<p>College Relations</p> <ul style="list-style-type: none"> • <u>HPU Library</u>: In lieu of submitting a budget to purchase books for the PMI Honolulu Chapter Section at the library, it was suggested and agreed that initially, the section get stocked by books donated by members. At this time only books to be accepted. Donations of periodicals will be evaluated. 		<p>Larry to coordinate with the HPU library coordinator regarding "how/where/what to donate" procedure.</p>
<p>- Past President and Membership <u>No report submitted</u></p>		
<p>Next Meeting</p>	<p><i>April 3, 2006</i></p>	