



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

MINUTES, Board of Directors
 April 3, 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.	
<p><u>President</u></p> <ul style="list-style-type: none"> Quarterly report sent to District 7. Legal Counsel: Discussion took place regarding activities and/or tax implications. Sally had consulted with Douglas Murray (PMI’s Legal Counsel), on the subject of give-aways. He advised on getting local opinion on the subject as it varies for each state. Announcement: Yvonne Stutsman, Kentukiana chapter visting in June. Potential speaker for June’s luncheon meeting. 		<ul style="list-style-type: none"> Lester to follow-up on seeking bids for a legal counsel.
<p><u>Vice-President</u></p> <ul style="list-style-type: none"> Action plans: No update. By-Laws: No Update. Governance Policy and Procedures: Deferred until June. 		<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. (completed 4/4).
<p><u>Financial</u></p> <ul style="list-style-type: none"> <u>Budget reports</u>: The budgetary information for 2006 was finalized “budget balance. <u>Letter to member regarding “returned” check</u>. Since no action was taken for several months, it was agreed to take no further action. The next time another situation occurs, finance/programs director to expedite sending a letter as soon as possible. <u>Tax implications on Chapter’s 501-C6 status</u>: No update reported, Melinda to follow-up on outstanding action. 		<ul style="list-style-type: none"> (Outstanding activity) Melinda shall prepare an RFP and collect bids for services to conduct an independent audit review. (Outstanding activity) 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 offered by a vendor
<p><u>Professional Development</u> (report submitted via email)</p> <ul style="list-style-type: none"> <u>PMP Prep Course</u>: Discussion took place regarding the chapter conducting another course. Projecting for a 3rd quarter class. Roy had mentioned that Corey Matsuoka and Stephen Pang will be reviewing the previous course materials and updated as necessary for the current PMBOK information. 		<ul style="list-style-type: none"> Roy to update BOD with an initial project plan for the PMP Prep Course. (Outstanding activity) Roy to follow up with PMI and obtain clarity/policy regarding the usage of the REP logo by the chapter.
<p><u>Publicity</u></p> <ul style="list-style-type: none"> <u>Newsletter</u>: Noted that newsletter will be delayed for distribution for about a week. 		<ul style="list-style-type: none"> Valerie to will forward the



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<ul style="list-style-type: none"> • <u>Government Relations</u>...no update 	newsletter for distribution by end of week, April 8 th .
<p>Special Projects</p> <ul style="list-style-type: none"> • <u>PDD'06 Committee Report:</u> • A "publicity" luncheon will be held on April 7th with invitees from several companies in hopes that they will be able to promote and "spread the word" about attending PDD'06. • 40 paid registrants to date...both mail-in and on-line registrations received. • Request made to BOD to volunteer as room monitors and well as staffing the Chapter's table. • Rick had mentioned that a potential registrant would need the chapter's Federal Tax ID number for processing the registration forms with their company. 	<ul style="list-style-type: none"> • Melinda to forward Federal Tax ID information to the requestor. (Completed 4/6)
<p>Programs</p> <ul style="list-style-type: none"> • <u>March Report Distributed</u> • <u>Policies 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>Vendor Prizes/Give-Aways:</u> Sally received an email regarding a non-member winning the door prize 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 modify drafted policy regarding "No Shows". • • Melinda to research tax laws (see above Finance section)
<p>Communications</p> <ul style="list-style-type: none"> • <u>Component Business Cards:</u> A draft of each director business cards were reviewed for accuracy before going to print. • <u>SharePoint:</u> Adding the SharePoint service on the Hostway (website hosting company) was approved. Richard to configure the SharePoint site and determine if multiple administrators can be established. 	<ul style="list-style-type: none"> • Richard to setup a template and bring 50 cards for each director to next meeting. • Richard to contact Hostway to upgrade the current plan to include the SharePoint Service.
<p>College Relations</p> <ul style="list-style-type: none"> • Outreach activities: Has been in working with the Asian Pacific Leadership Program at the UH East-West Center in developing a relationship to identify opportunities where PMI-Honolulu could become involved with their organization; ie Education/Training; etc. • Larry invited the BOD to attend the HPU "College of Professional Studies" picnic planned for April 29th at Kuliouou Beach Park from 2p-6p. This is an opportunity for the BOD to "mix" with future professionals and share our experiences regarding the Project Management career and other real world experiences. 	<ul style="list-style-type: none"> • Larry to send email to BOD with additional details regarding the HPU picnic.
<p>Membership</p> <ul style="list-style-type: none"> • Membership growth has experienced a downward trend, mainly attributed to members who have relocated to the mainland and opted on not renewing their PMI Honolulu membership dues. The chapter is still ahead of its projected membership count. 	
<p>- Past President</p>	



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<u>No report submitted</u>		
Next Meeting	<i>May 1, 2006</i>	

DRAFT