



Building professionalism in project management. ®

Project Management Institute Honolulu Chapter, Inc.

MINUTES, Board of Directors
May 01, 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 type="checkbox"/> Alan Yamashiro |
| <input checked="" type="checkbox"/> Rick Kooker | <input checked="" type="checkbox"/> Beverly Langley | <input type="checkbox"/> Melinda Francis | <input checked="" type="checkbox"/> Valerie O’Keeffe-Short | <input 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>June Speakers:</u> Yvonne Stutsman & Cynthia Chamberlain, Kentukiana. Three directors responded to having dinner with the June speakers. A suggestion was also made to meet after the luncheon meeting on June 21st. • <u>Give-Aways:</u> Legal Counsel: Discussion took place regarding activities and/or tax implications: <ul style="list-style-type: none"> ○ Adopt a policy to include/exclude anyone specific group? ○ Adopt an “all to receive or no-one gets anything” policy? ○ Adopt a policy that the prize/merchandise be applied to a special project? ○ What is the value proposition? 		<ul style="list-style-type: none"> • Sally to re-poll if BOD is interested in meeting with the speakers immediately after the luncheon. • Sally to redraft policy/policies regarding give-aways.
<p><u>Vice-President</u></p> <ul style="list-style-type: none"> • Action plans: Presented a matrix where the action plans received from a few of the directors were aligned with the by-laws. 		<ul style="list-style-type: none"> • Lester requested to have actions plans completed and sent to him by end of week.
<p><u>Finance</u> (report submitted via email)</p> <ul style="list-style-type: none"> • <u>Budget reports:</u> The budgetary information for 2006 was finalized “budget balance. • Annual tax filing for 2005 (May 15, 2006 deadline)...discussion took place regarding the chapter’s financial books being “publicly available” • <u>Tax implications on Chapter’s 506(c)6 status update</u> <ul style="list-style-type: none"> ○ <u>Interest earned on CDs:</u> The interest earned annually on any CD that we may invest in is minimal and would not likely affect our bottom line; this should not restrict us from making an investment. ○ <u>In-kind sponsorship (e.g., PDD):</u> Typically, these types of “donations” net out to a “zero” balance. For instance, a hotel donates a gift of one night’s stay with meal at their hotel. We would record it as “income”, but then, when a coupon is generated to give to a recipient (say they won it in a drawing), it would then be recorded as a gift expense. ○ <u>Revenues not directly related to being a non-profit entity:</u> These types of revenues are subject to General Excise and Income tax. Again, we would be sure to record any expense associated with the revenue. ○ <u>Prizes/give-aways offered by vendor:</u> Same scenario as In-kind sponsorship 		<ul style="list-style-type: none"> • Form 990-EZ submitted to IRS (completed May 12, 2006) • Sally to confirm the “public availability” of the books rule. (Note: per Form 990-EZ submitted...it states, “Open to Public Inspection”.
<p><u>Professional Development</u> (report submitted via email)</p> <ul style="list-style-type: none"> • <u>PMP Prep Course:</u> Still in early planning stage, targeting for fall...tentative dates: 9/12/06 – 10/28/06...pending no other conflicts with other PM courses scheduled. • <u>REP:</u> Regarding the chapter’s decision regarding becoming an R.E.P. with P.M.I., it was motioned and moved that the chapter do not register as an R.E.P. 		<ul style="list-style-type: none"> • Richard to remove the R.E.P. logo from the website.
<p><u>Publicity</u></p> <p><u>Newsletter:</u> Distribution of the newsletter will be delayed a week.</p>		



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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"> ○ A “publicity” luncheon was held to promote and “spread the word” about attending PDD'06...resulting in 2 exhibitors and 12 registrants. ○ 130 paid registrants as of April 30th closing date. ○ 160 confirmed for Center Plate catering (includes speakers/sponsors/committee members) ○ Chapter's component booth: Rick and Valerie to staff 	
<p>Programs</p> <ul style="list-style-type: none"> • <u>April's report</u> distributed...It was noted that the number of “no-shows” decreased for the April meeting. • <u>Policies No Shows:</u> Had made suggested modifications, ready for communication to the membership. 	<ul style="list-style-type: none"> • Richard to place “info block” on website regarding policies, and include no-shows/cancellation policy “link” on the email notifications for the luncheon meetings. (completed)
<p>Communications</p> <ul style="list-style-type: none"> • <u>Component Business Cards:</u> Business cards were distributed to those present. • <u>SharePoint:</u> Hostway (website hosting company) plan was upgraded to include the SharePoint service. Had initially connected and discovered a problem in uploading a file and creating a folder. Awaiting resolution before proceeding to setup the Policies/procedures folders. • <u>Component Flyer:</u> Updated flyer sent to Drew Ihlenfeld/PMI for the EMEA Congress. 	<ul style="list-style-type: none"> • Richard to establish users for BOD & forward instructions regarding how to access the SharePoint site.
<p>Membership</p> <ul style="list-style-type: none"> • Membership report distributed...269 members as of May 1st. 	
<p>- College Relations - Past President <u>No report submitted</u></p>	
<p>Next Meeting</p>	<p><i>June 5, 2006</i></p>