



Building professionalism in project management. ®

## Project Management Institute Honolulu Chapter, Inc.

**MINUTES, Board of Directors**  
July 10, 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 checked="" type="checkbox"/> Alan Yamashiro |
| <input checked="" type="checkbox"/> Rick Kooker   | <input checked="" type="checkbox"/> Beverly Langley<br>(via Phone) | <input checked="" type="checkbox"/> Melinda Francis | <input checked="" type="checkbox"/> Valerie O’Keeffe-Short | <input type="checkbox"/> Larry Rowland             |
| <input checked="" type="checkbox"/> Stephanie Lum | <input checked="" type="checkbox"/> Guest: Shun Ma                 |   |  |  |

Minutes Submitted by Richard Polendey

Agenda/Topic		Follow-Up / Action Date
<b>Minutes</b>	Approval of previous meeting minutes held on May 1, 2006. No BOD meeting held in June.	
<p><b><u>President</u></b></p> <ul style="list-style-type: none"> <li>• <b><u>Vendor Give-Away Policy:</u></b> It was motioned and seconded to approve the policy.</li> <li>• <b><u>“Public Availability” of Financial Information:</u></b> Discussion took place regarding posting of financial information on the web. Melinda had noted that it was not necessary to post the financials; however, it should be made available upon request.</li> <li>• <b><u>Board Master Calendar:</u></b> It was presented to the board for review/additions. BOD should be aware of the upcoming activities and participate/complete as necessary.</li> </ul>		<ul style="list-style-type: none"> <li>• Richard to post approved policy on SharePoint.</li> <li>• Richard to post the Board Master Calendar activities on SharePoint.</li> </ul>
<p><b><u>Vice-President</u></b></p> <ul style="list-style-type: none"> <li>• <b><u>Action plans:</u></b> still awaiting plans from several directors.</li> <li>• <b><u>By-Laws update:</u></b> No update.</li> </ul>		<ul style="list-style-type: none"> <li>• Lester will contact the directors that have not submitted their plans.</li> </ul>
<p><b><u>Finance</u></b> (report submitted via email)</p> <ul style="list-style-type: none"> <li>• <b><u>Budget reports:</u></b> The current budgetary information were distributed.</li> <li>• <b><u>External Review/Audit:</u></b> No update.</li> <li>• <b><u>Insurance Renewal:</u></b> Annual payment due in November...could pay earlier.</li> </ul>		<ul style="list-style-type: none"> <li>• Melinda to create an RFP for External Review/Audit</li> </ul>
<p><b><u>Professional Development</u></b> (report submitted via email)</p> <ul style="list-style-type: none"> <li>• <b><u>PMP Prep Course:</u></b> Six registrations were received to date. Course announcements were made at the past luncheon meeting as well as having it posted on the website. Two more announcements will be made in the upcoming months. A discussion took place regarding individuals requesting to take the course again. These individuals had taken the prep course conducted by the chapter and have not yet gotten their PMP certification. It was determined that a policy outlining the guidelines for course repeaters should be created.</li> <li>• <b><u>Non-Profit Training:</u></b> On schedule</li> </ul>		<ul style="list-style-type: none"> <li>• Richard to send out e-blasts: Mid-July &amp; Mid-Aug.</li> <li>• Roy to create a policy regarding “repeating” the PMP Prep course as a refresher course.</li> </ul>
<p><b><u>Publicity</u></b></p> <ul style="list-style-type: none"> <li>• <b><u>Status Report Newsletter:</u></b> No update...awaiting articles from BOD that has been scheduled.</li> <li>• <b><u>Government Relations:</u></b> A roundtable for union leaders will be planned for after State’s General Election in November.</li> </ul>		<ul style="list-style-type: none"> <li>• Roy to submit article for the newsletter by end of July.</li> </ul>
<p><b><u>Programs</u></b></p> <ul style="list-style-type: none"> <li>• <b><u>June’s report:</u></b> Distributed: via email.</li> <li>• <b><u>July Meeting RSVP:</u></b> It was noted to date, there weren’t many RSVP’s received.</li> <li>• <b><u>Speaker Schedule:</u></b> The November dinner speaker has yet to be filled.</li> </ul>		<ul style="list-style-type: none"> <li>• Richard to send out another July Meeting e-blast notification on 7/12 (completed)</li> </ul>



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<p><b>Special Projects</b></p> <ul style="list-style-type: none"> <li>• <u>PDD'06 Committee Report:</u> <ul style="list-style-type: none"> <li>○ <u>Budget:</u> Final budget recap/summary was presented, noting the event ended in the “black”.</li> <li>○ <u>Lessons Learned:</u> <ul style="list-style-type: none"> <li>• <u>Time involved:</u> It was noted that the committee members expended a lot of time to coordinate/plan the PDD event, exceeded time estimates. A suggestion was made to consider having an “outside” event planner assist in the planning.</li> <li>• <u>Corporate Sponsorship:</u> The importance of corporate sponsorship was noted, providing both monetary and personnel resources.</li> <li>• <u>Session subject/topics:</u> Based on PDD post survey responses, the session’s length/topic is critical to “perceived success” as well as helping to draw interest in attending PDD. A discussion took place regarding having Seminars World and/or other vendors participate in PDD with pre/post seminars. The PDD committee may consider “outside education vendors” in their planning.</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Valerie will research into the cost/availability of an event planner to assist with PDD.</li> <li>• Stephanie will compose a “Call for PDD Committee Volunteers” notice and forward to Richard for distribution.</li> </ul>
<p><b>Communications</b></p> <ul style="list-style-type: none"> <li>• <u>SharePoint:</u> Logging on and Uploading Files: Instructions forwarded to BOD...reminded BOD to start accessing/using the SharePoint site.</li> <li>• <u>No-Show Policy/Luncheon Cost Policies:</u> A hyperlink was applied to the luncheon notifications, web announcement page; as well as an “important” info block”.</li> <li>• <u>REP Logo:</u> Per previous discussion of not becoming an official REP, the PMI REP logo was removed from the chapter’s website.</li> </ul>	<ul style="list-style-type: none"> <li>• P&amp;P’s were uploaded to the SharePoint site.</li> </ul>
<p><b>Membership</b></p> <ul style="list-style-type: none"> <li>• <u>Membership report:</u> As of this meeting, it was noted that the current DEP report was not yet available...usually available by the ninth of each month.</li> <li>• <u>Annual Survey:</u> Discussion took place regarding the “revamping” of the annual membership survey. The survey is scheduled for distribution in September.</li> <li>• <u>JDE group speaker:</u> It was noted that Rick had volunteered to a speaker the JDE August meeting and will be speaking to their membership about PMI.</li> </ul>	<ul style="list-style-type: none"> <li>• Rick will post the survey on SharePoint for review and input by BOD.</li> </ul>
<p>- <i>College Relations</i> - <i>Past President</i> No report submitted</p>	
<p><b>Next Meeting</b></p>	<p><i>August 7, 2006</i></p>