



Building professionalism in project management. ®

Project Management Institute Honolulu Chapter, Inc.

MINUTES, Board of Directors
August 07, 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"/> Larry Rowland |
| <input checked="" type="checkbox"/> Rick Kooker | <input checked="" type="checkbox"/> Beverly Langley
(via Phone) | <input type="checkbox"/> Melinda Francis | <input checked="" type="checkbox"/> Valerie O’Keeffe-Short | <input checked="" type="checkbox"/> Alan Yamashiro
(via Phone) |
| <input checked="" type="checkbox"/> Stephanie Lum | | | | |

Minutes Submitted by Richard Polendey

Agenda/Topic		Follow-Up / Action Date
Minutes	Approval of previous meeting minutes held on July 10, 2006.	
<p><u>President</u></p> <ul style="list-style-type: none"> • PMI Leadership Conference – Lester and Richard are both planning to attend and represent the chapter at the NA Leadership conference in Seattle in October. 		<ul style="list-style-type: none"> • Richard & Lester to determine who will use the promotional registration code for the chapter’s one free tuition.
<p><u>Vice-President</u></p> <ul style="list-style-type: none"> • <u>Action plans</u>: Had received few more plans. • <u>By-Laws update</u>: Has gathered and reviewed other sources for formatting. 		<ul style="list-style-type: none"> • Lester to post plans on SharePoint. • Lester to incorporate ideas from the various sources into the By-Laws and distribute to BOD for review by August 31st.
<p><u>Professional Development</u> (report submitted via email)</p> <ul style="list-style-type: none"> • <u>PMP Prep Course</u>: Registrations continue to be received. Preparation for the Prep course is on schedule. Instructors for each topic have been identified. • <u>Non-Profit Training</u>: Roy had received an inquiry from a member regarding attending the Non-Profit classes in order to receive PDU’s. As a future reference, a disclaimer, those classes are coordinated through the Weinberg Foundation for Non-Profit Organizations. 		<ul style="list-style-type: none"> • Richard to send a final e-blast announcing the upcoming prep course in Mid-Aug. • Roy to create a policy regarding “repeating” the PMP Prep course as a refresher course. (still open)
<p><u>Publicity</u></p> <ul style="list-style-type: none"> • <u>Status Report Newsletter</u>: No update...awaiting articles from BOD that has been scheduled. • <u>Government Relations</u>: A luncheon roundtable for union leaders has been scheduled for November 16th, 2006 at the Plaza Club. It was suggested to have Roy as “contact” for the Plaza Club’s event coordination. 		<ul style="list-style-type: none"> • Rick is scheduled to submit article for the newsletter by end of August. • Valerie to have an agenda drafted for review at the next BOD meeting.
<p><u>Programs</u></p> <ul style="list-style-type: none"> • <u>July’s report</u>: Distributed: via email. • <u>Speaker Schedule</u>: The November dinner identified. • <u>No Shows/Attendance</u>: It has been noted that the number of “no-shows” has reduced...likely attributed to the no-shows policy that was implemented effective June. • <u>Committee Assistance</u>: With the advent of committee member turnover, Beverly is requesting assistance from BOD to help out at the monthly luncheon meetings; i.e. reception table. 		<ul style="list-style-type: none"> • Beverly to forward Richard the speaker’s topic when available.



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Finance <ul style="list-style-type: none"> No report submitted 		
Special Projects <ul style="list-style-type: none"> PDD Committee: A kickoff meeting for PDD'07 has been scheduled for August 28th. It was noted that three sub-committee chairs are returning. Still open is the Committee Chair's position. Seminars World: Valerie had contacted Seminars World and had mentioned that they would be very interested in collaborating with PMI-HNL in offering "post" PDD classes. Due to Seminar's World scheduling and budgeting deadlines for the upcoming year, the date of PDD and the "subjects/topics" for the classes needs to be identified soon. It was determined that it will be held in May...tentatively May 2, 2007. It was noted that the EMEA Congress is also scheduled in May and we should avoid holding the PDD close to the Congress dates, because speakers could be attending that event also and may not want to speak at PDD. Event Planners: Valerie distributed information on Conferon Global Services. Sally also presented information she had received from Hastings & Pleadwell. 		<ul style="list-style-type: none"> Stephanie to check the PMI website to determine when the EMEA congress will be held. Stephanie to contact Seminars World after a date has been determined. Stephanie to contact Aimee Kirkpatrick at Hasting & Pleadwell to discuss potential services and associated cost/fee structure.
Communications <ul style="list-style-type: none"> Region-7 Component Operations Handbook Outline Project: It was noted that Richard is participating as representative for the chapter in the project. 		
Membership <ul style="list-style-type: none"> Annual Survey: Rick presented a "stream-lined" version of the survey as a first attempt in revising it. Discussion took place regarding the importance of questions that were not part of the suggested version. It was suggested that each director review their section and forward their comments to Rick. Membership report: No change...membership remains "status quo". 		<ul style="list-style-type: none"> BOD requested to review their section and respond with feedback to Rick by Friday, Aug. 11. Rick to finalize the survey and forward to Richard no later than Aug 31st. Richard to build the survey on Survey Monkey and distribute it to the membership as scheduled.
College Relations <ul style="list-style-type: none"> Asian Pacific Leadership Program "APLP": Sally had noted that Jim Steele has been working on getting the APLP interested in infusing "project management" in their activities and/or curriculum. 		<ul style="list-style-type: none"> Sally and Roy to contact Cindy @ APLP to discuss further the importance of project management.
Past President Nominating Committee Update: It was announced that 6 Director Positions would be open for the upcoming 2007 Board Elections. Discussion took place regarding potential candidates.		<ul style="list-style-type: none"> Alan to send out a list of potential candidates for the Board to follow-up on and encourage them to "run".
Next Meeting	September 12, 2006 (Tuesday)	