



Building professionalism in project management. ®

Project Management Institute Honolulu Chapter, Inc.

MINUTES, Board of Directors
September 12, 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 checked="" type="checkbox"/> Larry Rowland |
| <input checked="" type="checkbox"/> Rick Kooker | <input checked="" type="checkbox"/> Beverly Langley
(via Phone) | <input checked="" type="checkbox"/> Melinda Francis | <input type="checkbox"/> Valerie O’Keeffe-Short | <input type="checkbox"/> Alan Yamashiro |
| <input type="checkbox"/> Stephanie Lum | <input checked="" type="checkbox"/> Guests: Sharon Rundell & Shun Ma | | | |

Minutes Submitted by Richard Polendey

Agenda/Topic		Follow-Up / Action Date
Minutes	Approval of previous meeting minutes held on August 7, 2006.	
<p><u>President</u></p> <ul style="list-style-type: none"> Quarterly Report: 3rd Qtr report to be compiled. Board Activities List: No Update Annual Meeting: Requesting pictures taken during the year to be forwarded to Sally to be part of presentation. 		<ul style="list-style-type: none"> Sally to forward to BOD “template” for annual meeting...expecting Directors to complete their portion.
<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>: No update 		<ul style="list-style-type: none"> By-Laws update to be deferred to next year.
<p><u>Professional Development</u> (report submitted via email)</p> <ul style="list-style-type: none"> <u>PMP Prep Course</u>: The 2006 Prep Course begins on 9/12 with 23 students. Great response received several people were turned away due to reaching class limit. <u>Non-Profit Training</u>: Classes scheduled for the rest of year are being filled. <u>HUSAFCU/Rising Phoenix Jaycees</u>: A special project management class is being coordinated for the group on Sept 27-28. It will be the same format as the non-profit training class but held on 2 days at the Mo’ili’li Community Center. <u>Prep Course Repeats/Auditors</u>: Based on several inquiries regarding repeating/auditing the prep class; it was noted that a policy should be drafted...Note also that this was mentioned back in July. 		<ul style="list-style-type: none"> Roy to draft a policy regarding repeating and/or auditing the PMP Prep Course. (task pending since July)
<p><u>Publicity</u></p> <ul style="list-style-type: none"> <u>Government Relations</u>: Per email from Valerie, the committee has decided to defer conducting the roundtables as planned until next year. 		<ul style="list-style-type: none"> To be addressed as an action plan item for next year.
<p><u>Programs</u></p> <ul style="list-style-type: none"> <u>August’s Report</u>: Distributed: via email. <u>Speaker’s Schedule</u>: <ul style="list-style-type: none"> November Dinner Speaker...still awaiting speaker’s info: Bio, Topic, Synopsis January...no update 		<ul style="list-style-type: none"> Beverly to forward Richard the speaker’s info when available.
<p><u>Finance</u></p> <ul style="list-style-type: none"> Reviewed Budgets...it was noted that several items were mis-categorized. External Review/Audit – RFP and Proposals: No update. Component Insurance Renewal...not sent as of meeting date. 		<ul style="list-style-type: none"> Melinda to create an RFP for External Review/Audit (open task still pending) Component Insurance Renewal to be sent by 9/15th.



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<p>Special Projects</p> <ul style="list-style-type: none"> • PDD Committee: A committee kick off meeting was held on August 28th. It was noted that PDD 2007 will be held on Wednesday, May 2, 2007. Location TBD. • Budget...The projected budget was presented and reviewed. The budget based on an anticipated 17% increase in attendance w/projected \$3k loss was approved. It was noted that the increase in expenses is partly due to the cost of hiring an Event Planner to assist in the coordination of PDD'07. • Event Planners: A proposal from Hasting & Pleadwell to assist in coordination of PDD'07 was distributed and reviewed. A discussion took place regarding their cost and expected deliverables. A motion was made to approve, however, it was suggested that the Directors not in attendance should have a chance to also review the proposal. • Seminars World: The committee has contacted Seminars World and will be working with them to offer three 2-day seminars on May 3-4, 2007. 	<ul style="list-style-type: none"> • Sally to send an email to the directors not in attendance to review the H&P proposal and to provide feedback no later than 9/16th, 12:00 noon.
<p>Communications</p> <ul style="list-style-type: none"> • Region-7 Component Operations Handbook Outline Project: A draft outline was sent to the BOD for feedback. Feedback will be reviewed and incorporated into the draft outline for presentation at the Seattle Leadership Meeting in October. • Policies: it was noted that the following policies should be drafted <ul style="list-style-type: none"> o Acceptable forms of payments for Chapter Activities; i.e. Purchase Orders o Non-REP announcements, advertisements, etc...when involved with chapter sponsored activities. 	<ul style="list-style-type: none"> • Richard to forward feedback for the Handbook project to the committee. • Richard to draft 2 policies for acceptance of Purchase orders and Non-REP announcements, etc.
<p>Membership</p> <ul style="list-style-type: none"> • Annual Survey: No feedback received. The on-line survey was distributed on September 11th, with a closing date of September 25th. • Membership report: No change...membership remains "status quo". Rick distributed a report from the DEP showing the New, Renewals, and Non-renewals. • JDE Group: Rick had noted that he had done a "road-show" presentation to approx 35 members of the JDE Group. Most had shown an interest in Project Management. 	<ul style="list-style-type: none"> • Richard to send reminders to non-respondents on September 18th. • Rick to post the presentation on SharePoint.
<p>College Relations</p> <ul style="list-style-type: none"> • Asian Pacific Leadership Program "APLP": Larry had mentioned that several attempts have been made to contact Christina Monroe, Program Manager, and Education Manager to further discuss incorporating a Project Management curriculum in the scheduled workshops. • HPU Lending Library: A discussion took place regarding the library checkout procedures. It was suggested that the PMI member present an "active" membership card, instead of the chapter providing a current membership list on a periodic basis. • Donating Books: Procedure regarding Book Donations deferred. 	<ul style="list-style-type: none"> • Larry to meet with HPU librarian and update the borrowing privileges procedure... Policy to be updated as well.
<p>Past President Nominating Committee Update: Voting period is from Sept. 15th thru 30th. A candidate for each position with the exception of the Programs Director has been identified. It was suggested that Lester could appoint someone for the position.</p>	<ul style="list-style-type: none"> • Lester to appoint someone for the position, as necessary. • Richard to send out the on-line ballot.
<p>Next Meeting</p>	<p>October 2, 2006</p>