



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

MINUTES, Board of Directors
 October 2, 2006 5:30pm to 7:00pm
 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"/> Larry Rowland |
| <input checked="" type="checkbox"/> Rick Kooker | <input type="checkbox"/> Beverly Langley | <input checked="" type="checkbox"/> Melinda Francis | <input type="checkbox"/> Valerie O'Keeffe-Short | <input type="checkbox"/> Alan Yamashiro |
| <input type="checkbox"/> Stephanie Lum | | | | |

Minutes Submitted by Richard Polendey

Agenda/Topic		Follow-Up / Action Date
Minutes	Approval of previous meeting minutes held on September 12, 2006.	
<p><u>President</u></p> <ul style="list-style-type: none"> • <u>Strategic Planning Meeting:</u> The meeting to include both outgoing and incoming Board will be held on Saturday, November 11th, 2006 from 08:00 a.m.-12:00 noon...site to be confirmed. • <u>Annual Dinner Meeting:</u> Sally reminds the directors to review presentation template and add/modify as necessary as soon as possible. 		<ul style="list-style-type: none"> • Rick to check and confirm usage of SAIC's conference room for the Strategic Planning meeting. • Sally to discuss with Beverly the printing of certificates for the committee members, which will be distributed at the annual meeting.
<p><u>Vice-President</u></p> <ul style="list-style-type: none"> • <u>By-Laws Revisions:</u> First "cut" sent to Sally...will meet later for further discussion. 		
<p><u>Professional Development (report submitted via email)</u></p> <ul style="list-style-type: none"> • <u>PMP Prep Course:</u> 23 students were accepted. Great response received several people were turned away due to reaching class limit. • <u>Non-Profit Training</u> <ul style="list-style-type: none"> ○ <u>Classes:</u> The Oct. Classes were cancelled. Enrollment for the November classes continues. ○ <u>Instructors:</u> Instructors continually are needed for future classes. Roy requests for the directors to spread the word and have individuals interested in teaching to contact him. • <u>Prep Course Repeaters/Auditors:</u> Roy had mentioned that the request for repeating the PMP prep course had been from individuals wanting a "refresher" with the new PMBOK materials. The committee had recommended that they would need to pay for the course in full. Roy recommends that the Programs and/or Professional Development committees look at offering program events that addresses the recent changes in the PMBOK. • <u>Prep Course Sponsor "Thank You":</u> Roy had suggested that the chapter pay the tuition for a student from PREL, as a gesture of appreciation for supplying the room for the course. It was noted that it seemed a little late to consider the monetary reimbursement to PREL. PREL was recognized as a sponsor and their logo included on the flyers. Roy noted that this was a suggestion and not an inquiry from PREL. It was suggested that appreciation gifts should be considered in the planning budget and during the negotiation for sponsorship. Sally moved "that the chapter should reimburse PREL for a PREL participant as a Thank You from the chapter". The motion was "lost" after debate. 		
<p><u>Publicity</u></p> <ul style="list-style-type: none"> • Status Newsletter...Edition #10...the following articles were discussed. <ul style="list-style-type: none"> ○ <u>Election Announcement:</u> It was suggested that the announcement in the newsletter for the 2007 Board of Directors be deferred pending the appointment of the Programs Director. ○ <u>Non-Profit Classes Announcement:</u> Since the non-profit classes is a special course held for the non-profit organizations via the Weinberg Foundation, it was suggested that the class schedules not be included as a general announcement to the membership. 		<ul style="list-style-type: none"> • Valerie: Do not include the Non-Profit class schedule in future newsletters.



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<p>Programs</p> <ul style="list-style-type: none"> • <u>September's</u>: Distributed: via email. • <u>Speaker's Schedule</u>: <ul style="list-style-type: none"> ○ November Dinner Speaker information received. ○ January and February speakers are tentatively scheduled. 	
<p>Finance</p> <ul style="list-style-type: none"> • <u>Budget</u>... YTD Budget was reviewed. It was noted that several items were mis-categorized and will be adjusted. • <u>Component Insurance</u>: Renewal was paid. • <u>External Review/Audit – RFP and Proposals</u>: No update...will work with new incoming director. • <u>Money Application</u>: Melinda mentioned that the new incoming director, if necessary, may need to purchased an updated version of the Money application. 	<ul style="list-style-type: none"> • Melinda will work with the incoming Finance director in creating an RFP for an audit. • Melinda to work with the incoming Finance director the transfer of the Money software and chapter's financial data.
<p>Special Projects</p> <ul style="list-style-type: none"> • <u>PDD Committee</u>: Call for Speakers sent to PMI Speaker's Bureau and Membership. It was also suggested that the same notice be sent to the Region 7 Chapter Presidents for distribution to their component members. 	<ul style="list-style-type: none"> • Richard to send an email notice to the Region 7 Chapter Presidents via the Region 7 mentor Ray Frohnhoefer. (completed)
<p>Communications</p> <ul style="list-style-type: none"> • <u>Region 7 Component Operations Handbook Outline Project</u>: A discussion took place regarding the purpose of the Region 7 Handbook. Sally was concerned that PMI and/or Region 7 would preempt and/or dictate to the chapters, Honolulu Chapter in particular, the efforts made in the handbook. Richard had mentioned as a representative from the Honolulu Chapter participating as a committee member on the project, the main purpose of the project was to provide a resource for the Region 7 components and was by no means to supersede our handbook. Following is an excerpt from the project charter. "The final handbook to be completed in a future project is not meant to be prescriptive, but to offer the best practices and experience of our regional leaders...The anticipated benefits of this project are to provide a solid foundation for the Operations Handbook. When completed, the benefits of the handbook are: <ul style="list-style-type: none"> • Regional resource for new as well as existing components • Promotes best practices • Keeps components from re-inventing the wheel" • <u>General Inquiries regarding the Chapter</u>: Sally had received inquiries regarding general information and/or interest in joining the chapter and asked how the other directors handled them. Richard mentioned that most inquiries are received via the pmi-info@pmi-honoluluchapter.org e-mail inbox. The e-mails are forwarded to the respective director(s) based on the content for response to the inquirer. General "inquiry" emails received directly by a director should respond and/or forward to the respective director. • <u>Policies</u>: No updates on the drafting of the following two policies: Acceptance of Purchase Orders and Non-REP announcements. 	
<p>Membership</p> <ul style="list-style-type: none"> • <u>Annual Survey</u>: A review of the 2006 Membership survey was made. Directors should note comments for planning of upcoming year's activities. It was suggested that a study should be made to trend the results. • <u>Membership report</u>: No update from the PMI DEP. 	<ul style="list-style-type: none"> • Rick to do a comparison / trend between 21005/2006 survey and completed in time for the strategic planning meeting.



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<p><i>College Relations</i></p> <ul style="list-style-type: none"> • Asian Pacific Leadership Program “APLP”: Larry had mentioned that he would be speaking to the group on the subject Project Management and the PMI organization on October 5, 2006. 		<ul style="list-style-type: none"> • Richard to deliver PMI collateral materials: the chapter FAQ’s, One-Page Flyer. (completed)
<p><i>Past President</i></p> <p><u>Nominating Committee Update:</u> Board Elections closed on September 30th. The 2007 Board of Directors will be formally announced at the October 19th Luncheon Meeting and introduced at the Annual Dinner Meeting. There were no nominations for the Programs Director. Lester (President-Elect) will appoint someone as the Programs Director, after reviewing the list of write-in votes.</p>		
<p>Meeting adjourned at 07:00 p.m.</p>		
Next Meeting	<i>November 6, 2006 (Monday)</i>	