



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

MINUTES, Board of Directors
November 06, 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 type="checkbox"/> Melinda Francis | <input checked="" type="checkbox"/> Stephanie Lum | <input checked="" type="checkbox"/> Alan Yamashiro |
| <input checked="" type="checkbox"/> Valerie O’Keeffe-Short (via phone) | | | | |

Minutes Submitted by Richard Polendey

Agenda/Topic		Follow-Up / Action Date
Minutes	Approval of previous meeting minutes held on October 2, 2006.	
<p><u>President</u></p> <ul style="list-style-type: none"> • Strategic Planning Meeting: The meeting to include both outgoing and incoming Board will be held on Saturday, November 11, 2006 from 08:00 a.m.-12:00 noon. • Annual Dinner Meeting: Sally reminds the directors to review presentation template and add/modify as necessary as soon as possible. • Board Transition Meeting: Tentatively scheduled for Wednesday, December 13, 2006. • PMI – Component Group Tax Exemption: Sally had mentioned that she received a letter from PMI headquarters regarding the Component Group Tax Exemption Status. She noted that she submitted a letter and signed statement regarding PMI’s Component Group Tax Exempt status. <ul style="list-style-type: none"> ○ UBIT: Unrelated Business Income Tax: A discussion took place regarding whether the revenue generated from PDD and/or the Prep Classes would be subject to taxation. It was determined, that the chapter would not be taxed under the guidelines set forth in PMI’s Group Tax Exemption Program for US Components Fact Sheet. 		<ul style="list-style-type: none"> • BOD Transition meeting: Sally to secure location and email Richard to send the notice to the incoming / outgoing board • Directors are replace Tab#6 in the Board Operations Handbook with the current GET FAQ US Component information.
<p><u>Vice-President</u></p> <ul style="list-style-type: none"> • By-Laws Revisions: Copies of the suggested revisions were distributed. A “review” of the by-laws will be included in the agenda for the strategic planning meeting. 		
<p><u>Professional Development</u></p> <ul style="list-style-type: none"> • NCMA (National Contract Management Association): Sally received an inquiry was received from Nora Feuerstein, NCMA regarding conducting a joint seminar, which is being planned for the latter part of January 2007. It would be another opportunity for the chapter to collaborate with other organizations regarding the value of project management. • PDU submissions: It was noted that there were several “complaints” regarding the timeliness of PDU’s for the monthly meetings. Since the complaints were not substantiated, it was agreed that the chapter would continue to submit the PDU’s for the luncheon meetings as a service to the membership. 		<ul style="list-style-type: none"> • Roy to follow-up with Nora Feuerstein/NCMA and to coordinate activities in participating in their seminar by end of next week.
<p><u>Publicity</u></p> <ul style="list-style-type: none"> ○ <i>Status</i> Newsletter...Edition #11 was distributed. 		
<p><u>Programs</u></p> <ul style="list-style-type: none"> ○ Release of Names: There was a request from an upcoming speaker for a list of individuals attending the annual meeting. In reviewing with the chapter’s privacy policy as well as PMI’s DEP policy, it was determined that providing only the names would not be in violation of those policies. It was suggested that a disclaimer could be included with any chapter event that the release of names, and no other information may be forwarded to the speaker, if requested. 		<ul style="list-style-type: none"> • Richard to look into developing a policy and procedure.



Building professionalism in project management. ®

Project Management Institute Honolulu Chapter, Inc.

MINUTES, Board of Directors
November 06, 2006 5:30pm to 7:00pm
567 S. King Street (KS PM Office)

Agenda/Topic	Follow-Up / Action Date
<ul style="list-style-type: none"> ○ <u>January Speaker</u>: A speaker/topic has been identified. Initial information was forwarded to Richard for the upcoming announcements. 	
<p>Finance</p> <ul style="list-style-type: none"> ● It was noted that Finance Director's PC had crashed. The last backup of the PMI finance information on Microsoft Money was July. 	<ul style="list-style-type: none"> ● Melinda will "recreate" the transactions (since July to current), before turning over the files to the incoming Finance Director.
<p>Special Projects</p> <ul style="list-style-type: none"> ● <u>PDD Committee</u>: <ul style="list-style-type: none"> ○ <u>Keynote</u>: Neal Whitten, noted author of <i>Neal Whitten's No-Nonsense Advice for Successful Projects</i> has been secured. ○ <u>Local speakers</u> are being sought...A call for speakers was sent to the local AIIM and ASQ chapters. ○ <u>Policy & Procedures</u>: Aimee Kirkpatrick (Hastings & Pleadwell) is working on developing the sponsorship and publicity guidelines. ○ <u>Location</u>: The Radisson Prince Kuhio Hotel will be renamed to Hilton Waikiki Prince Kuhio and should be reflected in future announcements/brochures, etc. 	<ul style="list-style-type: none"> ● Richard to send an email notice to the PMI publications.
<p>Communications</p> <ul style="list-style-type: none"> ● <u>Region 7 Component Operations Handbook Outline Project</u>: At the Seattle Leadership meeting, feedback on the initial outline was received from the component representatives in attendance. The group had agreed to move forward with the next phase, which will be the editorial portion of writing the information that will be part of the handbook. Richard to continue representing the chapter as it will parallel the chapter's effort to expand our handbook. ● <u>Policies & Procedures</u>: The PnP's discussed in the past BOD meetings will be deferred until next year when a committee will be formed. 	
<p>Membership</p> <ul style="list-style-type: none"> ● <u>Annual Survey Comparison</u>: A comparison of the results between 2005 vs. 2006 was presented. It was noted that there were no significant variance. ● <u>Membership report</u>: No update from the PMI DEP....current DEP posted on SharePoint. 	<ul style="list-style-type: none"> ● Rick to post the current membership info from the DEP as it becomes available.
<p>College Relations</p> <ul style="list-style-type: none"> ● <u>Asian Pacific Leadership Program "APLP"</u>: Larry conducted a presentation on Project Management to the APLP attendees on October 5, 2006. The presentation was well received and hopes to continue collaborating with the group. ● <u>HPU Library</u>: Noting a change in librarians at HPU, Larry will continue to work with the library to finalize a procedure for PMI Honolulu members borrow books in the PMI Honolulu section. He is hoping that members will just present their current PMI membership card vs. the chapter providing an updated list of members periodically. 	
<p>Past President</p> <ul style="list-style-type: none"> ● Alan will be the facilitator at the Strategic Planning Session. 	



Building professionalism in project management. ®

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

MINUTES, Board of Directors
November 06, 2006 5:30pm to 7:00pm
567 S. King Street (KS PM Office)

Agenda/Topic		Follow-Up / Action Date
Meeting adjourned at 07:00 p.m.		
Next Meeting	1) <u>Board Transition Meeting</u> : (tentatively scheduled) December 13, 2006 11:30a-1:00p 2) <u>New Board</u> : January 8, 2007 (Monday)	