



Building professionalism in project management. ®

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

**MINUTES
Board of Directors**

January 8, 2007 5:30pm to 7:00pm
567 S. King Street (Suite 609)

Attending:

- | | | | | |
|--|--|---------------------------------------|--------------------------------------|--|
| <input checked="" type="checkbox"/> Lester Muraoka | <input checked="" type="checkbox"/> Richard Polendey | <input type="checkbox"/> John Higuchi | <input type="checkbox"/> Rick Kooker | <input checked="" type="checkbox"/> Sharon Rundell |
| <input type="checkbox"/> John Francoise | <input checked="" type="checkbox"/> Darrel Erickson | <input type="checkbox"/> Amin Leiman | <input type="checkbox"/> KJ Wolf | <input checked="" type="checkbox"/> Larry Rowland |
| <input type="checkbox"/> Sally Ewing | | | | |

Minutes Submitted by Lester Muraoka

Director	Topic	Follow-Up / Action Date
Minutes	Minutes from Dec 13, 2006 Meeting <ul style="list-style-type: none"> Did not have a quorum and minutes were not approved. 	<ul style="list-style-type: none"> To be reviewed and updated at February 5th BOD meeting.
President	<u>By-Laws:</u> <ul style="list-style-type: none"> Requested final changes. <u>Action for Directors:</u>	<ul style="list-style-type: none"> To be updated and distributed to BOD and PMI for final review. Plan to distribute to PMI Chapter for February review. (Lester) Each director is to submit their budget to James as soon as possible. Need to review chart of accounts & format of budget reports. (Lester & Richard).
Vice President	<u>Business cards</u> ...Distributed business cards. <u>PMI chapter e-mail:</u> <ul style="list-style-type: none"> Richard sent an e-mail w/instruction to clean up account. Email can be setup to forward e-mail to regular address. However, still need to delete from Sitemail. 	<ul style="list-style-type: none"> Houseclean e-mails on Sitemail.
Special Projects	<u>2007 PDD Committee</u> <ul style="list-style-type: none"> PDD status: Distributed classification of sponsors, budget, and program/speakers. Sponsors and local presenters are being sought. 	
Membership	<ul style="list-style-type: none"> No report...E-mailed count of membership. 	
Communications	<u>Communications Committee</u> <ul style="list-style-type: none"> Held committee meeting on January 4th. Provided assignments to work with various programs. Neil Miyake w/Amin on monthly meetings; Jim Steele & Bill Sweeney w/PDD. 	
Professional Development	<ul style="list-style-type: none"> PDU Submissions Update PMP Exam Prep – planning for two sessions (April & fall). There were 6 people on wait list for last class. Being led by Corey Matsuoka & Earlynne Oshiro) Statistics: 2006 class had 26 students enrolled. To date, approximately 10 individuals achieved their PMP certification. Sharon Rundell is coordinating the non-profit classes. 	<ul style="list-style-type: none"> To contact Publicity to include the PMP Exam Prep class in the newsletter.



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College Relations	<u>HPU Project Management Club</u> <ul style="list-style-type: none"> Club is planning for a picnic in Spring & Fall. Encouraging the BOD to attend and support. Larry is assisting students to achieve CAPM certifications. Meeting w/Exec committee. <u>HPU Project Management Classes.</u> <ul style="list-style-type: none"> Students work on non-profit projects. Guest Speakers...Larry has requested the BOD could speaker to his class to share "real" experiences. Earn PDU's. <u>HPU Library</u> <ul style="list-style-type: none"> The HPU library has designated section for the project management library. <u>Banner:</u> <ul style="list-style-type: none"> Proposed getting a PMI banner that can be used at events. Banner will be placed either on the wall or on table. 	<ul style="list-style-type: none"> Larry to work with Professional Development to assist the students regarding attaining the CAPM certification. BOD approved. Larry will add to the budget.
Finance	<ul style="list-style-type: none"> No report (out of town) 	
Programs	<ul style="list-style-type: none"> No report 	
Publicity	<ul style="list-style-type: none"> No report 	
Meeting adjourned at 07:30 p.m.		
Next Meeting	February 5, 2007	