



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

**MINUTES**

**Board of Directors**

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

**Attending:**

- Lester Muraoka     Richard Polendey     John Higuchi     Rick Kooker     Sharon Rundell
- John Francoise     Roy Uemura     Amin Leiman     KJ Wolfe     Larry Rowland
- Sally Ewing (via phone)

Minutes Submitted by Richard Polendey

Director	Topic	Follow-Up / Action Date
<b>Minutes</b>	Minutes for the December 13, 2006 meeting...were approved with modifications. Minutes for the January 8, 2007 meeting...were approved with modifications.	
<b>President</b>	<ul style="list-style-type: none"> <li><u>By Laws:</u> Requested final changes from BOD. Planning to distribute to PMI Chapter members for review in February.</li> <li><u>Professional Development Director Appointment:</u> Lester announced that Darrel Erickson had resigned from the position and Roy Uemura had accepted the appointment of filling the vacant position.</li> </ul>	<ul style="list-style-type: none"> <li>Lester to update and distribute to BOD and PMI for final review.</li> </ul>
<b>Vice President</b>	<p><u>Operations Guidelines:</u></p> <ul style="list-style-type: none"> <li>A draft policy and procedure for Reimbursements of Expenses, and submission for reimbursement form, was presented for review.</li> <li>Informed the current board that the Policy &amp; Procedures created by the prior BOD's had been in draft for almost two years and would like to have them finalized with an effective date.</li> </ul>	<ul style="list-style-type: none"> <li>Richard will post the expense reimbursement policy &amp; procedure on SharePoint.</li> <li>Richard will schedule a "review &amp; finalize" session for the drafted P&amp;Ps during an upcoming BOD meeting.</li> </ul>
<b>Special Projects</b>	<p><u>2007 PDD Committee</u></p> <ul style="list-style-type: none"> <li><u>Facilities:</u> The Hilton Waikiki Prince Kuhio Hotel will be the site for the PDD and pre/post events.</li> <li><u>Speakers:</u> The program/speakers have been finalized.</li> <li><u>Sponsors:</u> A sponsor overview document has been finalized. Servco, a previous PDD sponsor will be approached and given 1<sup>st</sup> right of refusal. Several companies including: IIL, CompUSA, HPU have expressed interest by being sponsors.</li> <li><u>Publicity:</u> It was suggested that the Mayor's office be approached to see if a proclamation can be made for May 2, 2007, as PMI Honolulu PDD 2007 day.</li> </ul>	<ul style="list-style-type: none"> <li>Sharon to forward finalized documents: Registration Form, FAQ's, Program, Speakers Bio, etc. to Richard to include on the website. Will coordinate with Richard in reviewing/finalizing the PDD web pages.</li> <li>Sharon to have the PDD-publicity committee look into the suggestion of the proclamation for PD2007.</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li><u>Chapter E-mail account:</u> Noted to update email account</li> <li><u>Committee Members:</u> Roy to review/recruit the for committee members.</li> <li><u>PMP Prep Class:</u> It was noted that Darrel had planned to conduct two (2) prep classes this year.</li> <li><u>Non-Profit Classes:</u> Sharon Rundell will continue to chair the committee for the Non-Profit Classes.</li> </ul>	<ul style="list-style-type: none"> <li>Roy will send an email to John to update the sitemail "forward" address for the Professional Development email account.</li> <li>Roy to develop the timeline for the prep class and report back to the board whether 1 or 2 prep classes will be held this year.</li> </ul>

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<p><b>Finance</b></p>	<ul style="list-style-type: none"> <li>• <u>Budget</u>...Financial reports reviewed and will be posted on SharePoint.</li> <li>• <u>Signature Card</u>: Updated signature cards for both the President and Finance Director were filed with the bank for the chapter's checking account.</li> <li>• <u>Interest Bearing Checking Account</u>: Per follow-up action from previous Finance director, will be researching the opportunity to gain interest on the chapter's checking account.</li> <li>• <u>Plaza Club variance</u>: James reported that there was a variance on the invoice for the January's luncheon meeting expenses. The amount of sales tax applied may be the reason variance and will be contacting the Plaza Club.</li> <li>• <u>Charter Renewal</u>: During the process of completing the charter renewal, it was noted that there was a variance in the balance sheet information, possibly due to the timing of recording the income/expense activities.</li> <li>• <u>Online Registration</u>: James briefly discussed the opportunity to adopt the process of utilizing an online registration site that will accept payments via credit card for chapter event. With the advent of the PDD committee looking at using Eventville.com again for this year's event, SPORG.com was evaluated based on recommendation from Richard. James had noted another PMI chapter currently uses SPORG and will forward a link to their chapter's site for the BOD to check it out.</li> <li>• <u>Chapter Postal Mail Box</u>: James inquired about the amount of mail received for the board and what should be done. It was noted that 2 keys are issued...One held by the Finance Director and the other held by a PDD committee member (as designated by the Special Project Director) for the purpose of PDD related mail. The Finance Director will pick up other mail for distribution at the board meeting.</li> </ul>	<ul style="list-style-type: none"> <li>• James to send reminder to BOD to submit budget for their respective areas no later than Feb 15<sup>th</sup>.</li> <li>• James to report on his findings for an interest bearing checking account.</li> <li>• James to resolve issue with the Plaza club and report at next meeting.</li> <li>• James to follow-up with Melinda Francis to assist in resolving the discrepancy.</li> <li>• James to send an email the BOD with a brief summary comparing the two online registration tools and the board is requested give feedback. He'll also work with Sue Fuller (PDD committee member) in researching and setting up the online registration tool after receiving authorization from the board.</li> <li>• James and the PDD committee member to continue picking up the chapter related email as discussed.</li> </ul>
<p><b>Programs</b></p>	<ul style="list-style-type: none"> <li>• <u>Luncheon Speakers</u> Update...finalizing the March program.</li> <li>• <u>February Luncheon</u>...noted that the number of RSVP's are low to date.</li> <li>• <u>Location Change</u>: It was suggested that another venue be considered for the luncheon meetings. Previous member surveys had indicated that some members would attend the luncheon meetings if held in another venue or time.</li> </ul>	<ul style="list-style-type: none"> <li>• The March info to be forward to the Communications committee by Feb 12th.</li> <li>• A list of the upcoming speakers/topic to be compiled and forwarded to BOD.</li> <li>• Amin to inform John to send out a reminder notice for the luncheon meeting.</li> <li>• Amin/Programs committee to research into other venue/time to accommodate the membership desires and report to the BOD.</li> </ul>



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<b>College Relations</b>	<u>Banner:</u> <ul style="list-style-type: none"> <li>Proposed getting a PMI banner that can be used at events. Banner will be placed either on the wall or on table.</li> </ul>	<ul style="list-style-type: none"> <li>Recommending Larry to contact the PDD committee for the existing banner and determine if an additional banner should be purchased.</li> </ul>
<b>Communications Membership Publicity</b>	<ul style="list-style-type: none"> <li>No report</li> </ul>	
<b>Meeting adjourned at 07:15 p.m.</b>		
<b>Next Meeting</b>	March 5, 2007 (Forward agenda items to Lester by Friday, March 2 <sup>nd</sup> .)	