



Building professionalism in project management. ®

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

MINUTES, Board of Directors
March 5, 2007 5:30pm to 7:00pm
567 S. King Street (KS PM Office)

Attending:

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

Minutes Submitted by John Higuchi

Agenda/Topic		Follow-Up / Action Date
Minutes	Approval of previous meeting minutes.	
<p><u>President</u></p> <ul style="list-style-type: none"> 		<ul style="list-style-type: none"> • REQUEST Amin for Cost Analysis on the use of SPORG for regular luncheon meetings. • President has asked Amin to conduct cost analysis on Plaza Club fee changes. • President to ask Rick for Policy & Procedures for the 300th member milestone.
<p><u>Vice-President</u></p> <ul style="list-style-type: none"> • <u>Scheduling Calendar</u>: Calendar from last year was distributed. <ul style="list-style-type: none"> - To be in sync what each Director's responsibilities & actions - Attach last year calendar of events/task to existing Excel template - Everyone to update the calendar - Add completion date to calendar • <u>BOD Procedures</u>: What are the role descriptions for BOD? <ul style="list-style-type: none"> - Other Boards use it. Sample operations plans. - To work with other boards - Be consistent - Document our procedures - Richard is continuing Sally's Work from 2006. - Apply others work and build up ours - Region 7 to accept BOD Procedures. 		<ul style="list-style-type: none"> • Richard to send out template. • Richard to produce 1st draft and send out. • Ask President if action plans received from other BOD?
<p><u>Financial</u></p> <ul style="list-style-type: none"> • <u>2007 Budgets</u>: 2 budgets were received- Communications & PDD <ul style="list-style-type: none"> - Looking into Interest Bearing checking accounts - Look at investment CDs. - Its allowable under tax status - Plaza club charges are correct - Lester mentioned a discrepancy <ul style="list-style-type: none"> ▪ Chapter renewal submission had a \$2000 difference - Online payment for PDD launched • <u>New Business</u>: Balance checkbook back to 2006. <ul style="list-style-type: none"> - \$497 more than what we have - To buy thumb drive for fiscal backup files (approved by Lester) - Received request for a receipt from Ms. Sukagwa of Maui Economic Opportunity in the amount of \$360. <ul style="list-style-type: none"> ▪ PDD Director said its from Gaileen Wong. 		<ul style="list-style-type: none"> • James will conduct research & report on interest bearing checking accounts and investment CDs. • James & Lester to reconcile chapter renewal discrepancy.



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<ul style="list-style-type: none"> - SPORG signup <ul style="list-style-type: none"> ▪ Only used for PDD signup & payment. ▪ Question – Will this cover other meetings. A cost/benefit needs to be done ▪ \$2 convenience fee for the use of SPORG *TABLED this Decision* REQUEST Amin for Cost Analysis. - Renew Web hosting, domain name & P.O. Box - Discussed Plaza Club fee changes - President has asked Amin to conduct cost analysis on Plaza Club fee changes. - Complains about parking – Sally suggested to give parking suggestions - President request <ul style="list-style-type: none"> ▪ Place parking recommendations on Web site. ▪ Put in General Announcements 	
<p>Membership</p> <ul style="list-style-type: none"> • None to report 	•
<p>Publicity</p> <ul style="list-style-type: none"> • None to report 	•
<p>Special Projects</p> <ul style="list-style-type: none"> • Stephanie informed Sharon that Servco will be our Gold Sponsor • Bishop & Co. Bronze level. • HonBlue for \$500 sponsor for printing services • A committee member assign to find sponsorships • Facilities and speakers in place. • 9 people registered. Last year same time was 2. • Ask the BOD to volunteer to be room monitors • A formal agreement was put together for each sponsorship level except for print sponsorship. <ul style="list-style-type: none"> - A question for BOD, what is the PMI Chapter location address -> use P.O. Box. • PR Firm: Dissatisfied with PR Firm. <ul style="list-style-type: none"> - Sharon to report - Little or no response from PR Firm. - Poor Quality - Typo Errors - Use of different fonts - Spoke with Amy on these issues - Past and present President actions: <ul style="list-style-type: none"> ▪ Decision to not pay for their services and discontinue ▪ Deposit of \$1500, projected to be \$5000-\$7000 - Send out post cards to invite sponsorships via the use of friends. 50 cards ok. • Find sponsorships: from PR Firm <ul style="list-style-type: none"> - Use Hawaii Public Radio on Morning drive time. - BOD to find 10 people to staff event. • SeminarsWorld: offer members discount of 10% 	•



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<p>Programs</p> <ul style="list-style-type: none"> • None to report 	<ul style="list-style-type: none"> •
<p>Communications</p> <ul style="list-style-type: none"> • Web site Redesign: planning of our Web site has begun. <ul style="list-style-type: none"> - Project charter, homepage templates and graphics to be provided at next BOD Meeting. - BOD will approve project documentation. • 300th Member Milestone <ul style="list-style-type: none"> - President to ask Rick for Policy & Procedures 	<ul style="list-style-type: none"> • Request for BOD approval of Web site redesign plans at next BOD Meeting.
<p>Professional Development</p> <ul style="list-style-type: none"> • Committee Met • 2 Co-chairs assigned • No response on use of PERL site. • June/July for speakers <ul style="list-style-type: none"> - Important when they send out flyers • Training location difficult to find <ul style="list-style-type: none"> - Put into budget for consideration - Proposal from Director – Individual who offers a space for training will be offered 1 slot free to attend class. - Send details for space requirements to Communications Director for a potential site. • Ask for more participation from membership • Periodically call for volunteers for trainers. <ul style="list-style-type: none"> - Ask for volunteers at each luncheon meeting. • A question whether to continue registering members PDUs be continued as a service to the members <ul style="list-style-type: none"> - Received complains that its not timely & not for everything. - PDUs are registered for monthly meetings, PDD, & annual meeting. - Discussion among BOD about pros & cons. - Should the Association discontinue to register members' PDUs to PMI organization? BOD VOTED: 3 – Yes, 1 – Abstain, 2 – No <ul style="list-style-type: none"> ▪ Decision – Discontinue service at the end of 2007. 	<ul style="list-style-type: none"> • Ask for trainers at each luncheon meeting.
<p>Past President</p> <ul style="list-style-type: none"> • None to report 	<ul style="list-style-type: none"> •
<p>Next Meeting</p>	<p>Meeting adjourned @ 7:10pm, next meeting scheduled for April 9, 2007 @ 5pm.</p>