



Building professionalism in project management. ®

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

**MINUTES, Board of Directors**  
May 14, 2007 5:30pm to 7:00pm  
567 S. King Street (cr 609)

**Attending:**

<input checked="" type="checkbox"/>	Lester Muraoka	<input type="checkbox"/>	John Higuchi	<input checked="" type="checkbox"/>	Roy Uemura	<input type="checkbox"/>	Amin Leiman	<input checked="" type="checkbox"/>	Grace Vo
<input type="checkbox"/>	Richard Polendey	<input checked="" type="checkbox"/>	James Francoise	<input type="checkbox"/>	Rick Kooker	<input checked="" type="checkbox"/>	Sharon Rundell	<input type="checkbox"/>	Sally Ewing
<input checked="" type="checkbox"/>	Larry Rowland								

Minutes Submitted by Lester Muraoka

Agenda/Topic		Follow-Up / Action Date
<b>Minutes</b>	Approval of March 5th & April 9 <sup>nd</sup> meeting minutes.	<ul style="list-style-type: none"> <li>No action taken. Meeting minutes need to be distributed prior to meeting.</li> </ul>
<b><u>President</u></b>		
<ul style="list-style-type: none"> <li>Review status of committees.</li> </ul>		<ul style="list-style-type: none"> <li></li> </ul>
<b><u>Vice-President</u></b> (not present –previous commitment)		
<ul style="list-style-type: none"> <li>Discussion on Chapter Calendar</li> <li>Request timelines &amp; due dates from each program.</li> <li>Review of ProSpring/Lavacom collaboration for 2008 PDD for BOD recommendation/action.</li> <li>Operation Handbook project. Richard’s comments:               <ul style="list-style-type: none"> <li><b>Region-7:</b> Phase 2 starting up to help write the policy and procedure "shells". <b>PMI-Honolulu to do:</b> a) Review of current DRAFT policies and Finalize in June. b) Next steps to have respective areas start developing policies and procedures</li> </ul> </li> </ul>		<ul style="list-style-type: none"> <li>From prior meeting, requested committees to send schedule of planned events.</li> <li></li> </ul>
<b>Financial</b>		
<ul style="list-style-type: none"> <li><b>2007 Budget:</b> 3 budgets were received- President, Comm &amp; PDD               <ul style="list-style-type: none"> <li>To complete budget:                   <ul style="list-style-type: none"> <li>Prof Development &amp; Programs will use 2006 budgets.</li> <li>Publicity will check/review her budget.</li> <li>College Relations – none. Requested PMI banner is available from PDD group.</li> </ul> </li> <li>Asked about the decision on SPOG.                   <ul style="list-style-type: none"> <li>Noted by the President that an analysis was due to determine if needed and how best to cover the costs. By raising fees or being absorbed by the current budget. At this time, can’t make a decision.</li> </ul> </li> </ul> </li> <li><b>New Business:</b> <ul style="list-style-type: none"> <li>It’s inconvenient to always go to the PO Box, which means that class application and payments, etc reporting on attendees is a problem.                   <ul style="list-style-type: none"> <li>Professional Development noted that a part of lessons learned, next year they will have applicants mail the check/forms to the committee chair.</li> </ul> </li> <li>Resigning from the position due to increase mainland business travel and possible recall into military.</li> <li></li> <li></li> </ul> </li> </ul>		<ul style="list-style-type: none"> <li>(March) James will conduct research &amp; report on interest bearing checking accounts and investment CDs.</li> <li>(March) James &amp; Lester to reconcile chapter renewal discrepancy.</li> <li>(March) Noted that Programs was to provide an analysis of using SPOG, including source of funds.</li> </ul>
<b>Membership</b>		<ul style="list-style-type: none"> <li></li> </ul>



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<ul style="list-style-type: none"> <li>• <b>Membership Report</b> <ul style="list-style-type: none"> <li>• Receive monthly DEP reports. 300<sup>th</sup> member was announced last month.</li> </ul> </li> </ul>	
<p><b>Publicity</b></p> <ul style="list-style-type: none"> <li>• None to report</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<p><b>Special Projects</b></p> <ul style="list-style-type: none"> <li>• Sharon called in from Phoenix.</li> <li>• Overall, PDD was excellent and had good feedback. Approximately 135 attendees. Number of PDD committee members will return for next year.</li> <li>• Final report (budget, attendees, survey feedback and lessons learned) will be started when Sharon returns in about three weeks.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<p><b>Programs</b></p> <ul style="list-style-type: none"> <li>• None to report</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<p><b>Communications</b></p> <ul style="list-style-type: none"> <li>• None to report</li> </ul>	<ul style="list-style-type: none"> <li>• Request for BOD approval of Web site redesign plans at next BOD Meeting.</li> <li>• (March) Complains about parking – Sally suggested to give parking suggestions. <ul style="list-style-type: none"> <li>• Suggestions offered included: <ul style="list-style-type: none"> <li>• Have parking recommendations on Web site.</li> <li>• Put in General Announcements</li> </ul> </li> </ul> </li> </ul>
<p><b>Professional Development</b></p> <ul style="list-style-type: none"> <li>• PMP Exam Prep class starting 2 Co-chairs assigned</li> <li>• No response on use of PERL site.</li> <li>• June/July for speakers <ul style="list-style-type: none"> <li>- Important when they send out flyers</li> </ul> </li> <li>• Training location difficult to find <ul style="list-style-type: none"> <li>- Put into budget for consideration</li> <li>- Proposal from Director – Individual who offers a space for training will be offered 1 slot free to attend class.</li> <li>- Send details for space requirements to Communications Director for a potential site.</li> </ul> </li> <li>• Ask for more participation from membership</li> <li>• Periodically call for volunteers for trainers. <ul style="list-style-type: none"> <li>- Ask for volunteers at each luncheon meeting.</li> </ul> </li> <li>• A question whether to continue registering members PDUs be continued as a service to the members <ul style="list-style-type: none"> <li>- Received complains that it's not timely &amp; not for everything.</li> <li>- PDUs are registered for monthly meetings, PDD, &amp; annual</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Ask for trainers at each luncheon meeting.</li> </ul>



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meeting. - Discussion among BOD about pros & cons. - Should the Association discontinue registering members' PDUs to PMI organization? BOD VOTED: 3 – Yes, 1 – Abstain, 2 – No ▪ Decision – Discontinue service at the end of 2007.		
<i>Past President</i> • None to report		•
<b>Next Meeting</b>	Meeting adjourned @ 7:10pm, next meeting scheduled for June 6, 2007 @ 5pm.	