



Building professionalism in project management. ®

Project Management Institute Honolulu Chapter, Inc.

MINUTES, Board of Directors
June 4, 2007 5:30pm to 7:30pm
567 S. King Street (KS PM Office)

Attending:

<input checked="" type="checkbox"/>	Lester Muraoka	<input checked="" type="checkbox"/>	John Higuchi	<input checked="" type="checkbox"/>	Alan Yue	<input type="checkbox"/>	Amin Leiman	<input checked="" type="checkbox"/>	Roy Uemuraa
<input checked="" type="checkbox"/>	Richard Polendey	<input checked="" type="checkbox"/>	Rick Kooker	<input checked="" type="checkbox"/>	Sharon Rundell (by teleconference)	<input checked="" type="checkbox"/>	Sally Ewing	<input checked="" type="checkbox"/>	Grace Vo
<input type="checkbox"/>	Larry Rowland								

Minutes Submitted by John Higuchi

Agenda/Topic		Follow-Up / Action Date
Minutes	March & April Minutes to be approved at next BOD Meeting. May Minutes – Accepted and Approved with minor grammatical corrections.	
<u>President</u>	<ul style="list-style-type: none"> Agenda to change with Committee Reports, New Business and Old Business Introduce two New Board Members – Grace Vo (Publicity Director), Alan Yue (Finance Director) All new items must be documented and provided in writing prior to meeting. 	<ul style="list-style-type: none"> To talk to Ray (Region 7 Mentor) look at what other chapters do to conduct surveys for its membership.
<u>Vice-President</u>	<ul style="list-style-type: none"> Helping out newsletter Region 7 Operations Manual Guidelines and Templates Outline & PMI Honolulu's Operations Manual Relationship – a handout provided to all Sharepoint has all the document Operations Guidelines DRAFT's Review handout was passed out to all. Keep the current Naming conventions if you update the policies and procedures documents on Sharepoint. The items not circled needs to be created by the Directors' area of responsibilities. 	<ul style="list-style-type: none"> Directors to review Policies and Procedures for their responsibilities and modify as necessary (the items that are circled only). Give your response to Richard. Drafts due July 14, 2007. Finals due August 6 BOD.
<u>Financial</u>	<ul style="list-style-type: none"> May transactions report provided to all Will work on generating a balance sheet and expense/income report for chapter and for each Director's Program. Recording invoices by number for auditing purposes. Put \$5K into a interest bearing account (CD) and gather information on money market account. Make a recommendation on minimal balance. Current bank: American Savings Will work with each Director to determine their individual needs. Budget – will work on each Director Budget request. Budget request not submitted will be defaulted to use last year's approved budgets. PDD Budget will use this year budget request. 	<ul style="list-style-type: none"> Will request bank organization to gain online access. Directors to review Policies and Procedures for their responsibilities and modify as necessary (the items that are circled only). Give your response to Richard. Drafts due July 14, 2007. Finals due August 6 BOD.
<u>Membership</u>	<ul style="list-style-type: none"> No DEP till June 9th. Membership count for April was 308 Annual member survey – need ideas to have a different approach. Rick mentioned that we are having the same result. 	<ul style="list-style-type: none"> Directors to review Policies and Procedures for their responsibilities and modify as necessary (the items that are circled only). Give your response to Richard. Drafts due July



www.pmi-honoluluchapter.org

Building professionalism in project management. ®

Project Management Institute Honolulu Chapter, Inc.

MINUTES, Board of Directors
June 4, 2007 5:30pm to 7:30pm
567 S. King Street (KS PM Office)

Agenda/Topic	Follow-Up / Action Date
<ul style="list-style-type: none"> • What are the goals for the survey? Goal for the survey is to shape programs and activities for the Association and to ensure effective use of programs and activities. Generate feedback from membership. • Board member to begin writing articles • Motion by Richard, "Should we defer the 2007 survey till next year?" • Seconded by Grace as long as its done by the same time next year and that a communication to membership that a survey will not go out for 2007 with status report of last year's survey result. • Motion Approved: Yes - 7, opposed - 1. • Rick: Are their best practices that exist from other chapters? Alan volunteered to share information on a survey he conducted with a greater audience. 	<p>14, 2007. Finals due August 6 BOD.</p>
<p>Publicity</p> <ul style="list-style-type: none"> • Richard and Grace have a meeting to discuss next issue of the chapter's newsletter. • A draft prepared and final will be out shortly • Will send out an email to Directors asking for articles to be in newsletter. 	<ul style="list-style-type: none"> • Directors to review Policies and Procedures for their responsibilities and modify as necessary (the items that are circled only). Give your response to Richard. Drafts due July 14, 2007. Finals due August 6 BOD.
<p>Special Projects</p> <ul style="list-style-type: none"> • How many (members) people showed up to Meet the Speaker Night at PDD. • Need more feedback on lesson learned. • Summary of Registration • Expenses from PDD Speakers still in process. (Alan will coordinate the outstanding expenses) • Budget to Actuals Report will be reported on • W-9 needed for Resources Global. • HonBlue \$400 (est) is owed by Chapter. • Hasting and Pleadwell outstanding issue – need a detailed statement for the \$5500 invoice dated 5/12/07. • Sponsors were offered to attend the monthly luncheon at a reduced rate. • Sharon to send list of sponsors to Amin and John. John to send out email to sponsors to invite them to monthly luncheon. • Richard: LavaCon pricing for a one day event at \$270. What is our true cost per attendee for our PDD? Revenue between the two will be kept separate. Separate registration. LavaCon services is to take over the management of the PDD. • Sharon and Richard to put together an analysis and recommendation report for the Board to review and approve. This issue will be on the next meeting agenda. 	<ul style="list-style-type: none"> • Will report how many association members showed up to "Meet the Speakers" night at PDD. • Send an email to Amy regarding outstanding invoice requesting for clarification (cc Alan & Les) • Generate a list of outstanding issues to BOD members. • Directors to review Policies and Procedures for their responsibilities and modify as necessary (the items that are circled only). Give your response to Richard. Drafts due July 14, 2007. Finals due August 6 BOD.
<p>Programs</p> <ul style="list-style-type: none"> • No Report 	<ul style="list-style-type: none"> • Directors to review Policies and Procedures for their responsibilities and modify as necessary (the items that are circled only). Give your response to Richard. Drafts due July 14, 2007. Finals due August 6 BOD.
<p>Communications</p>	<ul style="list-style-type: none"> • John will send out Web site redesign



Building professionalism in project management. ®

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

MINUTES, Board of Directors
June 4, 2007 5:30pm to 7:30pm
567 S. King Street (KS PM Office)

Agenda/Topic		Follow-Up / Action Date
<ul style="list-style-type: none"> • Web site Redesign • Email list is up and running • Feedback on job announcements 		<p>approval to all board members via email. Responses and questions to Reply to ALL</p> <ul style="list-style-type: none"> • Directors to review Policies and Procedures for their responsibilities and modify as necessary (the items that are circled only). Give your response to Richard. Drafts due July 14, 2007. Finals due August 6 BOD.
<p>Professional Development</p> <ul style="list-style-type: none"> • PMP Exam Prep going good. • Non-profit is doing well • PDU submission continuing • Who does the Board support to advertise to our members for Speakers & Training Companies. (Advertise only the R.E.P. vendors?) • Project Professional, LLC is requesting for PMI Honolulu Chapter Sponsorship. Tokai University Facilities Usage Agreement was passed around for discussion. • A policy needs to be defined for this type of request. • Discussion on PMI Honolulu Chapter sponsorship of R.E.P. Vendors • Motion: The board does not endorse any R.E.P vendors with a third party. PMI chapter will not sponsor or endorse any R.E.P Vendors or educational vendor until a Chapter policy has been developed and approved by the Board. Yes – 7 , Abstain – 1 		<ul style="list-style-type: none"> • Directors to review Policies and Procedures for their responsibilities and modify as necessary (the items that are circled only). Give your response to Richard. Drafts due July 14, 2007. Finals due August 6 BOD.
<p>Past President</p> <ul style="list-style-type: none"> • No Report 		<ul style="list-style-type: none"> •
Next Meeting	Meeting rescheduled from July 2 nd to July 9 th . Same time and location.	