



Building professionalism in project management. ®

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

MINUTES, Board of Directors
September 10, 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"/>	Grace Vo (by Teleconference)	<input type="checkbox"/>	Amin Leiman	<input checked="" type="checkbox"/>	Roy Uemura
<input checked="" type="checkbox"/>	Richard Polendey	<input checked="" type="checkbox"/>	Alan Yue	<input checked="" type="checkbox"/>	Rick Kooker	<input checked="" type="checkbox"/>	Sharon Rundell (by teleconference)	<input type="checkbox"/>	Sally Ewing
<input checked="" type="checkbox"/>	Larry Rowland								

Minutes Submitted by John Higuchi

Agenda/Topic		Follow-Up / Action Date
Minutes	Approval of regular meeting minutes for March 5, April 2, July 16, & Aug 6, 2007 August 6, 2007 distributed – To be approved at next board meeting.	
<u>Finance Director Report</u>		
<ul style="list-style-type: none"> • Finance report distributed • (1/1/07 – 8/31/07) Statement of Activities for the Chapter distributed • Draft Letter to Hastings and Pleadwell on their invoice #7-0531 was distributed to BOD. • Finance Director Report approved; subject to audit. 		<ul style="list-style-type: none"> • Letter to be signed by Lester or Sharon.
<u>Old Business</u>		
<ul style="list-style-type: none"> • 4.1 Chapter’s Policies and Procedures review of draft feedback <ul style="list-style-type: none"> ○ Several months for Directors to review. ○ Motion made to approve 4.1 Chapter’s Policies and Procedures ○ Motion seconded by Alan ○ Unanimously approved. 		
<u>Vice-President</u>		
<ul style="list-style-type: none"> • Region 7 handbook is in progress • 2008 BOD Selection, all positions were slated • BOD elections will be sent out this Saturday Sept 15th. Voting Closes September 30th. 		
<u>Communication</u>		
<ul style="list-style-type: none"> • Status of Web site redesign 		<ul style="list-style-type: none"> • September Meeting e-mail announcement will go out tonight – Talk to Amin tonight on survey instructions.
<u>Membership</u>		
<ul style="list-style-type: none"> • Renewal of PMI membership to select which chapter to join • DEP being provided to Sherry for PDU’s submission. • DEP membership list should be distributed to committee members use by Committee Director. 		
<u>Professional Development</u>		
<ul style="list-style-type: none"> • Professional Development Report for September 10, 2007 distributed. • PMP prep-exam going well. Class limited to 13. Currently has 12 reservations. • PDU submissions will be the responsibility of member effective January 8, 2008. Grace Vo will place an announcement in the next newsletter. 		<ul style="list-style-type: none"> • Create instructions for PDU submissions be submitted to Grace Vo.



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<p>Programs</p> <ul style="list-style-type: none"> • None to report 	
<p>Publicity</p> <ul style="list-style-type: none"> • Open to include other announcements to newsletter. • 	
<p>Special Programs</p> <ul style="list-style-type: none"> • Kick off meeting (September 6, 2007) was conducted for PDD 2008. • Email blast was send out for volunteers (some interest was generated) • An announcement will be place in the next newsletter • Subcommittee Chairs are being assigned. • Need more volunteers. 	
<p>College Relations</p> <ul style="list-style-type: none"> • Project Management Club @ HPU <ul style="list-style-type: none"> ○ Activities and events were discussed to BOD 	<ul style="list-style-type: none"> • Larry to provide John a digital copy of PM Club Announcements for PMI Chapter eblast.
<p>President's Announcements</p> <ul style="list-style-type: none"> • Diversity SIG, Speakers are being requested. • Roy to follow up to establish a relationship with Diversity SIG. 	
<p>6. New Business</p>	<ul style="list-style-type: none"> • Roy - Pricing for PMI Dinner Meeting discussed. Benefits, Goal & purpose of dinner meeting discussed. Name of Event: Annual Dinner Meeting. <ul style="list-style-type: none"> ○ Motion made to hold last year rate for this year. Last year rate: \$40 member, \$50 non-member. ○ Motion seconded by Rick ○ Unanimously approved. • Project Management Week 2008 Project Charter was distributed to BOD. <ul style="list-style-type: none"> ○ Discussion on Targeted Event Dates & Estimated Budget. <ul style="list-style-type: none"> ▪ Mid-November 2007 a Project plan will be presented to BOD. ○ Motion made to approve Charter ○ Motion seconded Rick ○ Unanimous Approved.
<p>7. Announcements</p>	<p>Richard – Alan & Richard will be attending Leadership meeting. Alan will not be at next BOD Meeting.</p> <p>Next Meeting: October 1, 2007.</p>