



Building professionalism in project management. ®

Project Management Institute Honolulu Chapter, Inc.

MINUTES, Board of Directors
October 1, 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 type="checkbox"/>	Alan Yue	<input checked="" type="checkbox"/>	Amin Leiman	<input type="checkbox"/>	Roy Uemuraa
<input checked="" type="checkbox"/>	Richard Polendey	<input checked="" type="checkbox"/>	Grace Vo (by teleconference)	<input type="checkbox"/>	Rick Kooker	<input checked="" type="checkbox"/>	Sharon Rundell (by teleconference)	<input checked="" type="checkbox"/>	Sally Ewing
<input 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, & Sept 10, 2007* * Prior Minutes were available on Sharepoint but was not submitted to Directors by Email. None of the Directors present read the Minutes. Deferred till next meeting.	
<u>Finance Director Report</u>	<ul style="list-style-type: none"> Sent out report to all directors prior to meeting via email. 	<ul style="list-style-type: none"> Any comments please send to Alan & John. Response due end of week.
<u>Old Business</u>	<ul style="list-style-type: none"> Settlement of invoice with Hastings and Pleadwell <ul style="list-style-type: none"> Motion Held to pay for invoice Motion Seconded by Richard Discussion held <ul style="list-style-type: none"> A letter will be written & schedule a meeting w/Hastings and Pleadwell Vote: 6 in favor, 1 abstain. Motion Approved. 	
<u>Vice-President</u>	<ul style="list-style-type: none"> Will attend Region 7 Meeting 	
<u>Communication</u>	<ul style="list-style-type: none"> None to report 	<ul style="list-style-type: none"> Send all prior Minutes to all BOD as an email attachment.
<u>Membership</u>	<ul style="list-style-type: none"> None to report 	
<u>Professional Development</u>	<ul style="list-style-type: none"> Charter developed for Project Management Week, next meeting will submit plan Subcommittee – Non-Profit <ul style="list-style-type: none"> November 8 – next PMP Training course (Alan to teach) December 5th – future PMP Training Course 	
<u>Programs</u>	<ul style="list-style-type: none"> 2 speakers scheduled for October 17th monthly meeting. 	
<u>Publicity</u>	<ul style="list-style-type: none"> <u>Announcements</u> 	



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<ul style="list-style-type: none"> ○ Activities for next month dinner 	
<p>Special Programs</p> <ul style="list-style-type: none"> • Been in contact w/Jack (Lavacon) • Jack has done research on Oahu hotels. • Co-conference w/ others is a suggestion. • Suggestion for May instead of November. • Suggest to move PDD in May (early) and will balance out with PM Week in November • Was scheduled for September 2005 but PDD was cancelled due to low turn out. • October 19th meeting scheduled for PDD committee. • Volunteers have called her. 	
<p>College Relations</p> <ul style="list-style-type: none"> • 	
<p>President's Announcements</p> <ul style="list-style-type: none"> • President & Professional Development Director was at HPU Walk & BBQ • Will be asking Directors for numbers, pictures and topics for Annual Dinner Presentation. 	
<p>6. New Business</p>	<ul style="list-style-type: none"> ▪ Region 7 Ops Manual Review sent out to all Directors for comments. Comments due within the next two weeks. Specify section and page. Submit comments back to Richard. ▪ Elections – Closed yesterday. Summary results were distributed. <ul style="list-style-type: none"> ○ 291 members were emailed (members only list from DEP) ○ 97 responded ○ 33% response rate ○ Low response ○ Suggestion for next year <ul style="list-style-type: none"> ▪ To be more visible to members ▪ Directors to write a bio about themselves ▪ Orientation Meeting for 2008 BOD <ul style="list-style-type: none"> ○ Scheduled for Nov 17th (7:30am – 12pm) ○ Please block this date for Directors ○ Location & Agenda: TBD
<p>7. Announcements</p>	<p>No New Announcements Meeting adjourned at 6:35pm</p>