



Building professionalism in project management. ®

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

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

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 type="checkbox"/>	Grace Vo	<input checked="" 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
2. Minutes	Approval of regular meeting minutes for March 5, April 2, July 16, Aug 6, & Sept 10, 2007	<ul style="list-style-type: none"> • March - Edits submitted by Richard. • April (No BOD meeting) • May – Next meeting date change from April to June 4th. • June – Corrections as noted • July – Corrections as noted • August – Corrections as noted. • September – Corrections as noted • October - Corrections as noted • John will make corrections by November 9th and email out to all Directors.
3. Finance Director's Report	<ul style="list-style-type: none"> • Alan reported on Finance Director's Report. • Alan submitted the reports to all Directors by email. • Alan sent email announcement to allow all BOD for online access Director's financial statements. • PMP exam prep is the number one revenue generator. • We are currently on cash-basis and will move to accrual basis in January. According to GAP, any organization with over 50K must use an accrual basis accounting method. (The use of the accrual basis accounting method more closely matches revenues with associated expenses and is therefore more consistent with GAAP and IRS Form 990 reporting requirements.) • Financial Report was approved; subject to audit. 	<ul style="list-style-type: none"> •
4. Old Business	<ul style="list-style-type: none"> • 4.1 Settlement of invoice with Hastings and Pleadwell. • Check was sent to Hastings and Pleadwell but no letter from Chapter • Sally requested to meet with Hastings and Pleadwell but received no response. • The BOD is not satisfied with their performance. • Discussion continued with BOD to meet with Hastings and Pleadwell • Motion made to not meet with Hastings and Pleadwell by Rick. • Motion seconded by Sharon. • Rejected by Alan. • Discussion held – Alan stated that we should voice our dissatisfaction about their performance. • Motion Yes – 5, 1-opposed (Alan), 1-abstain (Richard) 	<ul style="list-style-type: none"> •



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5. Director's Report	•
5.1 Vice President <ul style="list-style-type: none"> • None to report 	•
5.2 Communications <ul style="list-style-type: none"> • Redesign – BETA will be shown to BOD in December • Should John send out another announcement for the Annual Dinner – Response by BOD to proceed with another Annual Dinner announcement. 	<ul style="list-style-type: none"> • John to send out an additional Annual Dinner announcement.
5.3 Membership <ul style="list-style-type: none"> • Graph of Membership trend was shown to BOD • 4-5 PMPs membership with association was lost this month. • 309 members of PMI Honolulu Chapter Sept. 07 • Two reasons why: 1) their company subsidy doesn't continue, 2) Military and Project Manager for hire relocated. • Les asked, what is the percentage is for reason #1 – 40%. • Rick proposed to BOD – do we want to make our value proposition other than individual - to corporations and organizations? • Alan asked, have we looked at PMI strategic plan and underlying performance management framework. • Les – asked Rick to bring to the BOD a recommendation to increase membership. • This will also be looked at • Richard – if PgMPs and CAPMs be also included in his report. 	<ul style="list-style-type: none"> • Rick will include information on PGMPs and CAPMs in his next report.
5.4 Professional Development <ul style="list-style-type: none"> • Sharon Rundell, Sheri Iha, Cory Matsuoka, & Earlynn Oshiro are doing well for Non-Profit. • Two more classes are Non-profit for the rest of the year. • Roy submitted Project Manager and Project of the Year information • Roy proposes BOD review and provide feedback. • Roy will the Project Manager • Alan will work with Roy to include budget request within the 2008 budget request. • PDU are eligible for PMI workshop. • Motion to accept in principle and Project Week, Project Manager and Project of the Year request (Les) • Motion seconded by Alan • No Discussion • Approved by all Directors 	<ul style="list-style-type: none"> • Need names for Director's Committee Members to fill out the Recognition Certificate at the Annual Dinner.
5.5 Programs <ul style="list-style-type: none"> • 42 signups include 10 from HPU, additional signups may have been made with Programs Chair. Potential total for 55 reserved and paid for Annual Dinner. 	•
5.6 Publicity	•



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Agenda/Topic	Follow-Up / Action Date
a. Speaker's Bureau Committee (add to agenda) b. Government Relations Committee (add to agenda)	
5.7 Special Programs <ul style="list-style-type: none"> • Discussion held among BOD to utilize Jack/LavaCon for next PDD. • Date for PDD has not been confirmed. • Calendar for Next Year has not be published on the Web site. • Next committee mtg scheduled for November 13th. • Decision regarding PDD and LavaCon will be decided at next committee meeting. 	<ul style="list-style-type: none"> •
5.8 College Relations <ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
5.9 President's Announcements <ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
6. New Business <ul style="list-style-type: none"> • Partnership with Hi Quest Tech • Les will lead the effort. • Discussion held • This is pilot project • Motion to accept MOU with Hi Quest Tech (Les) • Motion seconded by Roy • Approved by all BOD. 	<ul style="list-style-type: none"> •
7. Announcements <ul style="list-style-type: none"> • Resignation of Grace Vo from BOD effective after last newsletter. • Another meeting will be scheduled for 1st monday in December to review and approve 2008 PMI Honolulu Chapter Budget. • Open position for Publicity Directorship and Government Relations sub-committee & Speakers Bureau sub-committee. • Rick asked if the BOD offer an education grant to a local resident who is majoring in Project Management. • BOD asked that Rick provide the BOD to propose this at the next board meeting with recommendation. 	<ul style="list-style-type: none"> •
Next Meeting	Meeting adjourned @ 7:34 pm, next meeting scheduled for 1 st Monday in December 2007 @ 5:30pm.