



Building professionalism in project management. ®

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

**MINUTES, Board of Directors**  
January 7, 2008 5:30pm to 7:00pm  
567 S. King Street (cr 609)

**Attending:**

<input checked="" type="checkbox"/>	Richard Polendey	<input checked="" type="checkbox"/>	John Higuchi	<input checked="" type="checkbox"/>	Corey Matsuoka	<input type="checkbox"/>	Amin Leiman	<input checked="" type="checkbox"/>	Miles Burkart
<input type="checkbox"/>	Lester Muraoka	<input checked="" type="checkbox"/>	Alan Yue	<input type="checkbox"/>	Rick Kooker	<input checked="" type="checkbox"/>	Sharon Rundell (by teleconference)		
<input checked="" type="checkbox"/>	Larry Rowland	<input checked="" type="checkbox"/>	Stacie Nelson						

Minutes Submitted by John Higuchi

Agenda/Topic		Follow-Up / Action Date
<b>2. Minutes</b>	Approval of Dinner meeting minutes.	<ul style="list-style-type: none"> <li>Minutes approved as corrected.</li> </ul>
<b>3. Finance Director's Report</b>	<ul style="list-style-type: none"> <li>Director's report and attachments distributed to BOD</li> <li>Report attachments: balance sheet, Profit &amp; Loss, &amp; Account Detail Report as of December 31, 2007.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>4. Old Business</b>	<ul style="list-style-type: none"> <li>No report</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>5. Director's Report</b>		<ul style="list-style-type: none"> <li></li> </ul>
<b>5.1 Vice President</b>	<ul style="list-style-type: none"> <li>Work with Richard on Board transition and professional development on catalog &amp; program.</li> <li>Draft policy for student membership</li> <li>Ask new Directors to look at their PMI.org site and explore their new functionality (DEP &amp; Component Information)</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>5.2 Communications</b>	<ul style="list-style-type: none"> <li>Web site development delayed due to Joomla beta release.</li> <li>Alpha/Beta is scheduled for 1<sup>st</sup> quarter 2008.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>5.3 Membership</b>	<ul style="list-style-type: none"> <li>Below 300 membership count</li> <li>National BOD listen to local boards about membership dropping.</li> <li>A plan was developed by the National BOD to increase membership.</li> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>5.4 Professional Development</b>	<ul style="list-style-type: none"> <li>Class is scheduled for Feb 16<sup>th</sup> 6-weeks 2x week Tuesday &amp; Saturday.</li> <li>Targeting 3 classes. Depended upon demand</li> <li>Not-for-profit classes meeting with Lester is planned</li> <li>Planning to conduct student outreach to elementary, high school, and colleges.</li> <li>High-tech quest (Lester - chair) BOD ask for more information.</li> <li>PM Week               <ul style="list-style-type: none"> <li>Currently in the planning stage</li> <li>Richard will provide additional info</li> <li>Project Development Symposium (PDS) will be held during PM Week.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Brochure will be redesigned and reconfigured to fit on Web site. Alan will send link for John to download and format.</li> </ul>



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<p><b>5.5 Programs</b></p> <ul style="list-style-type: none"> <li>No Report</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<p><b>5.6 Publicity</b></p> <ul style="list-style-type: none"> <li>No Report</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<p><b>5.7 Special Projects</b></p> <ul style="list-style-type: none"> <li>Scheduled Project Development Symposium (PDS) for October 26<sup>th</sup>, 27<sup>th</sup>, &amp; 28<sup>th</sup>.</li> <li>Community Service project for Oct. 25<sup>th</sup>.</li> <li>Currently in planning stage</li> <li>January 21<sup>st</sup> next meeting for committee</li> <li>Need to confirm pricing and hotel arrangements.</li> <li>Will need to increase the level of communication to membership and public for the PDS 3-day event.</li> <li>Larry suggested if Student presentation/speakers. Sharon will ask Margaret to contact Larry to define this suggestion.</li> <li>Sharon welcomes additional ideas for speakers/topics.</li> </ul>	<ul style="list-style-type: none"> <li>Check with John on next (January 21<sup>st</sup>) meeting location at BEI (5:30 – 7pm); about 10 people.</li> <li>Will work with Corey on Non-profit</li> <li>Work with Anthony on community service project.</li> <li>Include Miles and John on getting the word out.</li> </ul>
<p><b>5.8 College Relations</b></p> <ul style="list-style-type: none"> <li>Anthony Marlin introduced to speak about HPU project management club</li> <li>HPU Club Carnival, Welcome BBQ, Certified Associate in Project management Pre-exam Workshop, &amp; Community Service Project.</li> <li>Last year –</li> <li>Promote at Job Fairs &amp; Asian Pacific Leadership Program (APLP)</li> <li>Low feedback.</li> <li>Calls made out to University of Hawaii who are teaching Project Management Courses.</li> <li>Suggestion from BOD: contact other local colleges.</li> <li>Larry will be teaching on Mondays and will not be available at BOD Meetings but will past information and updates to Richard</li> <li>Promotion and outreach via libraries.</li> </ul>	<ul style="list-style-type: none"> <li>HPU events will be place in Chapter’s Newsletter and announce it at next luncheon meeting.</li> <li>Work with Miles to assist in getting the word out.</li> </ul>
<p><b>5.9 President’s Announcements</b></p> <ul style="list-style-type: none"> <li>Workshop/Presentation, January 19<sup>th</sup> 8:30am – 1pm</li> <li>All BOD is expected to attend.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<p><b>6. New Business</b></p> <p><b>6.1 Proposal: Honolulu Chapter Student Membership</b></p> <ul style="list-style-type: none"> <li>Introduced by Alan Yue/Larry Rowland</li> <li>DRAFT Policy/Procedure for Student Membership Promotion was distributed to BOD.</li> <li>Information only.</li> <li>Good program to bring in members. Need to look at keeping members in the chapter.</li> <li>Evening programs will help generate the younger crowd.</li> </ul> <p><b>6.2 Proposal: Change BOD meeting from 1<sup>st</sup> Monday to 2<sup>nd</sup> Monday of month</b></p>	<ul style="list-style-type: none"> <li></li> </ul>



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<ul style="list-style-type: none"><li>• No Objections.</li><li>• Next meeting scheduled for February 11<sup>th</sup></li><li>• Detail location information will be distributed.</li></ul>		
<b>Next Meeting</b>	Meeting adjourned @ 6:55 pm, next meeting scheduled for February 11, 2008 @ 5:30pm.	