



Building professionalism in project management. ®

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

MINUTES, Board of Directors
March 10, 2008 5:30pm to 7:00pm

Attending:

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

Minutes Submitted by John Higuchi

Agenda/Topic		Follow-Up / Action Date
2. Minutes	Approval of February meeting minutes.	• .
3. Director's Report		•
3.1 President - Chris Thomas (Governance Coordinator) introduced to the board.		•
3.2 Vice President • No actions		•
3.3 Communications • No actions		<ul style="list-style-type: none"> • Create Member only emails – Give paragraph to Miles. • John to send pmi.org renewal/join emails to President and Membership Director for action. • Send e-blast for April 3rd Breakfast (get info from Amin), Webinar & luncheon meeting announcement.
3.4 Finance Director's Report • Director's report and attachments distributed to BOD • Report attachments: balance sheet, Profit & Loss, & Account Detail Report as of February 29, 2008.		• Reminder to submit information to Finance Director for Form 990, Grant Thornton to review on April 10, 2008.
3.5 Membership • Update of DEP not out as of this meeting.		•
3.6 Special Projects • May 1 st – Registration to be open • Contributed to Newsletter.		•
3.7 Programs • List of Speakers for 2008 distributed to BOD • April 3 – Breakfast roundtable scheduled and a Speaker has been confirmed.		<ul style="list-style-type: none"> • Amin to send breakfast info to John to send e-blast announcement. • Alan to send Webinar info to John to send e-blast announcement.
3.8 Publicity • Target date March 12 th – first draft • Director review of draft newsletter due March 14 th		• Miles will call a meeting for BOD to participate in publicity strategic planning meeting
3.9 Professional Development • Report distributed to BOD		• Work with President to choose judges for PM/Project of the Year Award.



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<p>3.9 College Relations</p> <ul style="list-style-type: none"> No Report 	<ul style="list-style-type: none">
<p>3.10 Past President</p> <ul style="list-style-type: none"> No Report 	<ul style="list-style-type: none">
<p>4. Unfinished Business</p> <ul style="list-style-type: none"> No unfinished business 	<ul style="list-style-type: none">
<p>5. New Business</p> <p>5.1 Issue regarding Volunteer complimentary/discounted fee for attendance at chapter held events.</p> <ul style="list-style-type: none"> - Discussion only - Moved by Alan to have a special committee to work on a recommendation to the BOD. Motion seconded by Corey. Motion approved. 	<ul style="list-style-type: none">
<p>6. Announcements</p> <ul style="list-style-type: none"> - New Organization chart was created & distributed by President. 	<ul style="list-style-type: none">
<p>Next Meeting</p>	<p>Meeting adjourned @ 7:10 pm, next meeting scheduled for April 2008 @ 5:30pm.</p>