



Building professionalism in project management. ®

Project Management Institute Honolulu Chapter, Inc.

MINUTES, Board of Directors
July 14, 2008 5:30pm to 7:00pm
311 Pacific Street

Attending:

<input checked="" type="checkbox"/>	Richard Polendev	<input checked="" type="checkbox"/>	John Higuchi	<input 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"/>	Stacie Nelson (by teleconference)
<input type="checkbox"/>	Larry Rowland								

Minutes Submitted by John Higuchi

Agenda/Topic		Follow-Up / Action Date
2. Minutes	Approval of June 16 th meeting minutes.	<ul style="list-style-type: none"> Meeting Minutes approved.
3. Director's Report		
3.1 President <ul style="list-style-type: none"> Thanks the BOD for participating and job well done. Finalize the slate of candidates for next BOD (2008). Continue to work on the update to the bylaws 		
3.2 Vice President <ul style="list-style-type: none"> Working with Richard on draft bylaws Involved in Chapter strategic planning for 2009 PMI requirements. 		
3.3 Communications <ul style="list-style-type: none"> Asking for BOD members to be prepared to review and provide comments on new Web site. 		<ul style="list-style-type: none"> John will send out email next month to BOD for Alpha review. John will send out an email to membership asking for volunteers for PDD sponsorship efforts. John will send email Wednesday August 16th to announce PDD Early Bird registration extension to August 15th.
3.4 Finance Director's Report <ul style="list-style-type: none"> Planning an independent external audit as required by bylaws. Finance report distributed. 		
3.5 Membership <ul style="list-style-type: none"> Report distributed to BOD 		
3.6 Special Projects <ul style="list-style-type: none"> Report distributed to BOD Vicky Lowe will Chair Registration Early registration extended to August 15, 2008. Student rate will be offered at a reduced price Student must be a full-time student and show student ID. Need volunteer help with sponsorship efforts. (chairmanship & solicitation) Need list of membership company Need list of membership addresses for announcement mailing. 		<ul style="list-style-type: none"> Contact Rick Kooker for membership address Prepare text for volunteer needed for PDD.
3.7 Programs		



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<ul style="list-style-type: none"> No Action 	
<p>3.8 Publicity</p> <ul style="list-style-type: none"> Draft Newsletter submitted to BOD. Need BOD to review for edits. Will assist PDD 	<ul style="list-style-type: none"> Newsletter is expected to be sent out 7/15/08.
<p>3.9 Professional Development</p> <ul style="list-style-type: none"> Report distributed 	
<p>3.9 College Relations</p> <ul style="list-style-type: none"> No Actions 	
<p>3.10 Past President</p> <ul style="list-style-type: none"> No Actions 	
<p>4. Unfinished Business</p> <ul style="list-style-type: none"> No Actions 	
<p>5. New Business</p> <ul style="list-style-type: none"> No Actions 	
<p>6. Announcements</p> <ul style="list-style-type: none"> No Actions 	
<p>Next Meeting</p>	<p>Meeting adjourned @ 6:25 pm, next meeting scheduled for August 11, 2008 @ 5:30pm @ 2400 Pauahi Tower, 1003 Bishop Street.</p>