



Building professionalism in project management. ®

Project Management Institute Honolulu Chapter, Inc.

MINUTES, Board of Directors
August 11, 2008 5:30pm to 7:00pm
2400 Pauahi Tower, 1003 Bishop Street.

Attending:

<input checked="" type="checkbox"/> Richard Polendey	<input checked="" type="checkbox"/> John Higuchi by teleconference	<input 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 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 July 14 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"> Disney Key to Excellence email distribution sent out to membership Disney event - Table offered at event for PMI Honolulu 		
3.2 Vice President		
<ul style="list-style-type: none"> Deferred to President actions and items. 		
3.3 Communications		
<ul style="list-style-type: none"> Brief board on status of procuring new hosting web site and issue with offshore tech support. Joomla hosting sites are low cost (\$10-\$16 per month), local sites average \$300 per month and not cost effective. 	<ul style="list-style-type: none"> Conduct cost analysis for hosting providers and submit to BOD for review and comments within the next two weeks. Decision on hosting site will be at next BOD meeting. Send out announcement for PDS on Wednesday. Send out announcement for monthly meeting on Thursday. Work with Corey on email distribution for professional development events. 	
3.4 Finance Director's Report		
<ul style="list-style-type: none"> Report distributed to BOD RegOnline will be active next month but SPORG will be used for PMP September and August Meeting and will be the last two events. Working with Libby Lew for volunteer Ask Miles to include information on the new look and feel of the new online registration system. 		
3.5 Membership		
<ul style="list-style-type: none"> DEP not published by PMI.org Report will be distributed with information is received from PMI.org 		
3.6 Special Projects		
<ul style="list-style-type: none"> 26 registered signed up as of this report. 1 group registration completed. PDS early registration will end August 15th. Working with publicity and volunteers are more proactive. 		
<ul style="list-style-type: none"> New speaker list and schedule will be distributed to Richard to post to Web site. Will submit final budget for event to BOD 		



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<ul style="list-style-type: none"> Contact by media forum to post information. Monthly postings. New volunteers working with potential sponsors and contact member companies. Need to look at promotional layout Continuing to work on final budget 	
<p>3.7 Programs</p> <ul style="list-style-type: none"> Ask John to send out another announcement for August monthly meeting. Richard suggested we look for a larger meeting location for the November Dinner Meeting to accommodate entire group within one space. October speaker confirmed. November speaker needed. 1 week of December “round table” meeting is ok 	<p>Follow up with Robyn Ito and Corey for award ceremony on logistical needs for award presentation. Determination needed for location for November PMOY/POY. (Oahu Country Club or Willows)</p>
<p>3.8 Publicity</p> <ul style="list-style-type: none"> Newsletter was distributed PDS, PMOY/POY will be included in the next newsletter September 3rd is the deadline for next newsletter Will work with Sharon to focus on Associations’ involvement with special groups. 	<ul style="list-style-type: none"> Follow up with Corey and discuss PDUs reporting and numbering format. Ask Corey to write an article on submitting PDUs.
<p>3.9 Professional Development</p> <ul style="list-style-type: none"> Report distributed to BOD 	<ul style="list-style-type: none"> Corey to work with John to send out announcements for professional development events.
<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"> By Laws Update - Template draft posted to Sharepoint. Adding term limits to BOD. Align to PMI strategic plan and framework BOD Position Descriptions and consolidations may occur. Bylaws will be distributed to BOD for final review and membership to approve. Elections for 2009 BOD will be conducted 	
<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 	



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	Agenda/Topic	Follow-Up / Action Date
Next Meeting	Meeting adjourned @ 6:52pm, next meeting scheduled for September 8, 2008 @ 5:30pm @ BEI Office, 311 Pacific Street.	