



Building professionalism in project management. ®

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

**MINUTES, Board of Directors**  
November 17, 2008 5:30pm to 7:00pm  
**BEI Office - 311 Pacific Street**

**Attending:**

<input checked="" type="checkbox"/> Richard Polendey	<input checked="" type="checkbox"/> John Higuchi	<input type="checkbox"/> Corey Matsuoka	<input type="checkbox"/> Amin Leiman	<input type="checkbox"/> Miles Burkart
<input type="checkbox"/> Lester Muraoka	<input checked="" type="checkbox"/> Alan Yue (by teleconference)	<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
<b>2. Minutes</b>	Approval of October 6 <sup>th</sup> meeting minutes.	•
<b>3. Director's Report</b>		
<b>3.1 President</b> 3.1.1 Nov 20 <sup>th</sup> Annual Dinner Update 3.1.2 Transition Meeting with Outgoing/Incoming BOD •		<ul style="list-style-type: none"> <li>• 45 registrations for Annual Dinner</li> <li>• Please begin your transition with the new incoming Board members. Hand them the Board</li> <li>• December 9<sup>th</sup> Tuesday 5:30pm, Final BOD meeting @ MAC 24/7 restaurant</li> </ul>
<b>3.2 Vice President</b> <ul style="list-style-type: none"> <li>• Meeting to be scheduled for the New BOD</li> </ul>		
<b>3.3 Communications</b> <ul style="list-style-type: none"> <li>• Updated BOD of current status of Web site redesign – Domain name was purchased (<a href="http://www.pmihonoluluchapter.org">www.pmihonoluluchapter.org</a>). Joomla installed and configured. Web page templates and web site structured created. Will need to discuss transition plan with President and VP.</li> </ul>		<ul style="list-style-type: none"> <li>• Setup meeting with President and VP to discuss</li> </ul>
<b>3.4 Finance Director's Report</b> <ul style="list-style-type: none"> <li>• Distributed finance report</li> <li>• Distributed Proposed 2009 Budget asking BOD for approval               <ul style="list-style-type: none"> <li>- Motion to approve the 2009 budget</li> <li>- Motion seconded</li> <li>- Motion approved for the approval of the 2009 Budget for PMI Honolulu Chapter.</li> </ul> </li> <li>• Audit Committee will provide a recommendation next board meeting.</li> </ul>		•
<b>3.5 Membership</b> <ul style="list-style-type: none"> <li>• Report distributed to BOD</li> <li>• 324 members as of this month.</li> </ul>		•
<b>3.6 Special Projects</b> <ul style="list-style-type: none"> <li>• PDS was successfully completed</li> <li>• PMI total registration 116</li> <li>• Average response back from attendees at PDS was positive.</li> </ul>		•



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<p><b>3.7 Programs</b></p> <ul style="list-style-type: none"> <li>Transition will be conducted with new BOD</li> </ul>	
<p><b>3.8 Publicity</b></p> <ul style="list-style-type: none"> <li>Emailed report to President. New deadline for last 2008 newsletter. Please review email from Miles for content due by BOD.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<p><b>3.9 Professional Development</b></p> <ul style="list-style-type: none"> <li>Distributed professional development committee report</li> <li>Alan/Corey made contact with University of Alaska Anchorage – Master of Science in Project Management Program.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<p><b>3.9 College Relations</b></p> <ul style="list-style-type: none"> <li>No Report</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<p><b>3.10 Past President</b></p> <ul style="list-style-type: none"> <li>No Report</li> </ul>	
<p><b>4. Unfinished Business</b></p> <ul style="list-style-type: none"> <li>No Report</li> </ul>	
<p><b>5. New Business</b></p> <ul style="list-style-type: none"> <li>None</li> </ul>	
<p><b>6. Announcements</b></p> <ul style="list-style-type: none"> <li>Final BOD meeting Prince Kuhio Hotel – Mac 24/7 December 9<sup>th</sup> Tuesday 5:30pm – please provide confirmation to Richard.</li> </ul>	
<p><b>Next Meeting</b></p>	<p>Meeting adjourned @ 6:38pm, next meeting scheduled for December 9, 2008 @ 5:30pm @ Prince Kuhio Hotel – Mac 24/7.</p>