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Project Management Institute Honolulu Chapter, Inc.

Board of Directors Minutes October 14, 2009

The regular monthly meeting of the Project Management Institute Honolulu Chapter was held on October 14, 2009 at 5:30pm in the office of Grant Thornton (1132 Bishop Street Suite 2500 Honolulu, HI 96813), the President being in the chair and the Communication Director as the secretary being present. The minutes of the previous two meetings were approved.

Attendees:

- Alan Yue, Chair
- John Russell, Recorder
- Amin Leiman, excused from the meeting at 6:19pm
- Libby Lew
- Corey Matsuoka – via teleconference
- Alison Simmons – via teleconference

Special Order of the Day:

Approved and accepted the meeting minutes from August 5, 2009 and September 9, 2009.

Reports:

Reports were given by the President and directors of Membership, Professional Development, and Programs. The Finance Director was not in attendance but distributed a printed report for review.

The President's reports included a Leadership Institute recap, discussion regarding the Strategic Alignment Scorecard, and 2009 Strategic Planning.

Unfinished Business:

None were noted.

New Business:

None were noted.

Announcement:

None were noted.

Action Items:

The following directors volunteered to complete the following components of PMI Honolulu's Strategic Alignment Scorecard (SAS). The information is due to Alan Yue no later than December 1, 2009. Alan Yue will file the SAS with PMI on December 15, 2009.

- Stakeholder Intimacy – Membership Retention – Libby
- Stakeholder Intimacy – Membership Satisfaction – Alan
- Internal Business Processes – Component Events – Corey
- Culture and Capabilities - Component web site – John
- Culture and Capabilities - Communication with members via newsletter and/or email – Alan & John
- Culture and Capabilities - Recognition for new members and/or credentials earned by members – Libby
- Culture and Capabilities - Marketing introduction and benefits package – Alan
- Culture and Capabilities - Member satisfaction with benefits package – Alan.
- Culture and Capabilities - Transition/Orientating new leaders – Amin
- Culture and Capabilities - LIM or regional leadership meeting attendance – Corey
- Culture and Capabilities - Strategic Planning meeting to review strategic alignment and business plan – Alan
- Culture and Capabilities - Conduct Satisfaction Survey – Alan
- Culture and Capabilities - Complete Strategic Alignment Scorecard Report – Alan



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**Board of Directors
Minutes
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Adjourn:

The meeting was adjourned at 6:30pm
