



Exhibit B



**INTER-CHAPTER AGREEMENT FOR JOINT CHAPTER EDUCATIONAL EVENT COLLABORATION**

The Columbia Chapter of NIGP (Columbia Chapter) and the Oregon Public Purchasing Association (OPPA) hereby agree to the following:

1. Beginning in 2011 OPPA shall be responsible for hosting the Joint Chapter Educational Event (Event) during each odd numbered year
2. Beginning in 2012 Columbia Chapter shall be responsible for hosting the Event during each even numbered year
3. The Chapter hosting the Event shall be responsible for the following:
  - a. Developing Event theme
  - b. Securing Event presenters
  - c. Securing an Event location for Chapter members that is:
    - i. Centrally located (within a 30 mile radius of Portland and Salem)
    - ii. Easily accessible (from I-5 corridor and/or public transportation)
    - iii. Convenient
  - d. Developing registration forms
  - e. Developing announcements in written form and electronic form promoting the Event
    - i. Written announcements shall begin with the following statement: "Columbia Chapter of NIGP and Oregon Public Purchasing Association present..."
    - ii. There shall be a hyperlink posted to each Chapter website for electronic announcements
  - f. Collecting registration fees
    - i. A registration fee must be paid for all attendees.
    - ii. Registration fees for members who attend at no cost to themselves or their agencies shall be paid by the Chapter that they are representing.
    - iii. Speakers, who are also members of either Chapter, shall not register.
  - g. Developing and collecting post-Event surveys
    - i. Survey results shall be provided to Chapter Presidents
  - h. Issuing Certificates of Attendance to attendees documenting contact hours towards UPPCC certification/recertification

- i. Provide attendees' list to membership chair for both organizations
- i. Preparing final Event Financial Accounting Statements
  - i. The Event Financial Accounting Statements shall be provided to Chapter Presidents
- 4. Chapter designees shall meet annually to develop and agree upon a budget for Event six months prior to the event.
- 5. Chapter designees shall meet annually to discuss the Event theme and topics six months prior to the event.
- 6. For each Event held the Chapters shall equally divide the following:
  - i. Event expenses
  - ii. Event receipts

Columbia Chapter

OPPA

Kelly Davis-McKernan  
President

Kate Shaw  
President

5/8/13  
Date

5/8/13  
Date