



**Columbia Chapter, NIGP**  
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**EXECUTIVE BOARD MEETING**  
**08/19/2009**  
**CITY OF PORTLAND**

**CALL TO ORDER:** Denice Henshaw called to order the Executive Board Meeting of the Columbia Chapter at 11:42 AM.

**MEMBERS PRESENT:** Denice Henshaw, President, Suzi Fulcher, Vice President, Jim Van Nest, ICP Director, Cynthia Phillips, Meetings & Logistics Director, Rob Rickard, OPPA Liaison, Travis Allison, Secretary, Barry Zimmerman, Pro-D Director

**SECRETARY'S REPORT:** A motion was made to accept the July executive board meeting minutes, the motion was seconded, the minutes were unanimously approved.

**TREASURER'S REPORT:** No new business to report on.

**MEMBERSHIP REPORT:** No new business to report on.

**MEETINGS AND LOGISITICS:** No new business to report on.

**ICP REPORT:** Jim reported that he issued an email with the September agenda and list of meeting dates for the upcoming year. He asked for suggestions on topics and speakers for the meetings; Barry suggested Stacey Foreman.

**RVTS:** Gretchen has stepped down as co-chair as the RVTS Steering Committee elected to ask the Presidents of the respective chapters to call for volunteers. The volunteers will need to complete an application that will be evaluated by the current RVTS co-chairs and the Presidents of the respective chapters.

**PRO-D REPORT:** Barry handed out an updated list for professional development courses. Rob Rickard's CPPB prep class is booked and had 11 attendees at last count.

**OPPA UPDATE:** No new business to report on.

**WEBSITE UPDATE:** Kelly Davis has volunteered to assist Louise with the website. They will meet with marketing to discuss the upgrade and put together a recommendation to present to the Board.

**MARKETING:** Marketing ordered pins in celebration of the 25<sup>th</sup> anniversary which will be drop shipped to Forum so delegates can share them with others. Suzi Fulcher proposed inviting local government entities not currently represented in the Columbia Chapter as a means of outreach. Denice requested the group bring ideas to the next executive board meeting.

## **UNFINISHED BUSINESS**

1. **MEMBERSHIP REALIGNMENT:** Tabled.
2. **CHAPTER COMPUTER:** Travis will research a chapter computer within budget.
3. **CHAPTER VOLUNTEERING IDEAS:** Discussion opened around chapter volunteering ideas. Members of the board will bring ideas to next month's executive meeting.
4. **25<sup>th</sup> ANNIVERSARY / SEPTEMBER KICK OFF MEETING:** Discussed items for the September meeting including the volunteer board and asking the membership to choose from a pool of 4 or 5 charity events to participate in or sponsor.

## **NEW BUSINESS**

1. **2009-2010 CALENDAR:** An updated calendar was passed around for review and approved.
2. **WEBSITE DEVELOPMENT SUSTAINABLE PROCUREMENT:** Stacey Foreman presented ideas on grouping sustainable solicitations with co-operative language for use by membership. She has been working with OPPA on this as well. The idea of using the existing ICP membership surfaced.
3. **NIGP NEW GOVERNANCE MODEL:** Rob Rickard reported there are new governance models for NIGP, in short, state and local chapters now have a channel to NIGP National as chapters have been grouped into divisions with representation.

**ADJOURNMENT:** The Columbia Chapter Executive Meeting was adjourned at 1:28 PM.

Respectfully submitted by: Travis Allison, Secretary