



**Columbia Chapter, NIGP**  
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**EXECUTIVE BOARD MEETING**  
**09/22/2009**  
**CITY OF PORTLAND**

**CALL TO ORDER:** Denice Henshaw called to order the Executive Board meeting of the Columbia Chapter, NIGP at 12:03 PM.

**MEMBERS PRESENT:** Denice Henshaw, Cynthia Phillips, Kelly Davis, Louise Tamiesie, Travis Allison, Suzi Fulcher, Jim Van Nest, Barry Zimmerman, Rob Rickard

**SECRETARY'S REPORT:** Suzi Fulcher moved to accept the August minutes as corrected, Barry Zimmerman seconded the motion, the August minutes were approved unanimously.

**TREASURER'S REPORT:** Travis Allison moved to accept the Treasurer's Report as proposed. Jim Van Nest seconded the motion, the Treasurer's Report was approved unanimously.

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

**MEETINGS AND LOGISTICS:** The next General Membership meeting is scheduled to be held at Oregon Association of Minority Entrepreneurs (OAME). Cynthia has received feedback from members regarding the desire for Columbia Chapter to support M/W/ESB caterers at General Membership meetings, Cynthia is researching this possibility.

**ICP REPORT:** The first meeting is set, state representation will be present for the first meeting. Stacey Foreman and Julia Frasier will also be present to discuss sustainability. The price agreements and contracts list has been sent to ICP members for updating.

**RVTS:** Volunteer information has been provided to Denice Henshaw for distribution to the membership.

**PRO-D REPORT:** There are no new dates set for the professional development schedule. Barry is continuing to work in collaboration with OPPA regarding scheduling pro-d courses. As the survey is complete, Barry anticipates providing preliminary information at the next executive board meeting.

**OPPA UPDATE:** Rob shared the OPPA business meeting had been postponed due to board members workloads. OPPA is currently reviewing their handbooks and bylaws. OPPA is also working on a website update.

**WEBSITE UPDATE:** Kelly Davis will be assisting Louise Tamiesie with the chapter website. The Website Committee is working in conjunction with The Marketing Committee on the update. The Website Committee is meeting with Watermelon Works to get the ball rolling as soon as November. The feedback cards provided at the General Membership meeting were positive; Website Committee hopes to do that again. Photos from Chapter and related events were requested several times by membership as well as polls with immediate results. Denice requested an “Ask The Prez” feature where membership could pose questions to the current president. A “Message from The Prez” feature suggested by Louise Tamiesie.

**MARKETING:** The Marketing Committee is looking for ways to promote the chapter and is drafting the mission statement.

### **UNFINISHED BUSINESS**

<p>1. Membership Realignment</p>	<p>\$100 was proposed as a flat rate for membership, eliminating the associate membership and only offering a regular membership. Currently, 2/3 of Columbia Chapter are Regular members, 1/3 are Associate members.</p> <p>The board will recommend the membership realignment to the general membership at a General Membership meeting.</p> <p>Denice Henshaw proposed to make recommendation of the elimination of associate membership and reducing the regular membership price to \$100.00. Suzi Fulcher moved to accept making the recommendation, Travis Allison seconded the motion, the motion was passed unanimously.</p>
<p>2. Chapter Computer</p>	<p>Travis Allison presented research information to the executive board. It was determined by the board that the current budget is insufficient. Denice Henshaw is going to review budgetary information for the computer.</p>
<p>3. Chapter Volunteering Ideas</p>	<p>The Marketing Committee is going to take the lead on a chapter volunteering survey. Organizations to volunteer for include Oregon Food Bank; Ronald McDonald House (providing meal); OPB (phone banking); Shriners Hospital</p>

	(providing gifts for children).
4. Chapter Committees	Denice Henshaw suggested making the following changes to the chapter committees; add Kelly Davis to Website Committee; roll Newsletter and Website Committee into one committee (with Board being responsible for newsletter content); Audit Committee to complete audit by March 31 of every year. Jim Van Nest moved to accept the changes, Barry Zimmerman seconded the motion, the changes to Chapter Committees were unanimously approved.
5. Strategic Plan	Strategic Plan discussion was tabled until additional time is available.

### **NEW BUSINESS**

1. ICA with OPPA – New Exhibits	Denice Henshaw called for volunteers for the addition of exhibits to the inter-chapter agreements with OPPA, Barry Zimmerman offered to assist.
2. Kentucky Chapter Scholarships Rob Rickard	Rob Rickard shared that Kentucky has committed to their members that if they are not certified, Kentucky will pay for certification testing.

The Columbia Chapter Executive Board Meeting was adjourned 1:42 PM.

Respectfully submitted by: Travis Allison, Secretary