



Columbia Chapter, NIGP
818 SW Third Avenue
PMB 1499
Portland, OR 97204

www.columbiachapternigp.org

EXECUTIVE BOARD MEETING
10/21/2009
CITY OF PORTLAND

CALL TO ORDER: Suzi Fulcher called to order the executive board meeting of the Columbia Chapter at 11:40 a.m.

MEMBERS PRESENT: Gretchen Harold, Past President, Jim Van Nest, ICP Director, Travis Allison, Secretary, Cinna'mon Williams, Meetings and Logistics Director, Suzi Fulcher, Vice President, Kelly Davis, Website Committee, David Laney, Treasurer, Barry Zimmerman, Pro-D Director

SECRETARY'S REPORT: David Laney moved to accept the minutes as written, Gretchen Harold seconded the motion, the motion was approved unanimously.

TREASURER'S REPORT: David Laney provided a current balance sheet and a chart of accounts as of September 30, 2009. Gretchen Harold moved to accept the report and chart of accounts as written, Jim Van Nest seconded the motion, the motion was approved unanimously.

MEMBERSHIP REPORT: Cinna'mon presented three new members to the board for approval. Cinna'mon Williams moved to accept the membership applications for membership, David Laney seconded the motion, the motion was approved unanimously.

MEETINGS AND LOGISITICS: No new business to report on.

ICP REPORT: Jim Van Nest reported Portland Habilitation Center will be present at the next ICP meeting and will highlight their sustainability efforts. US Communities has also been scheduled for the January ICP meeting. Jim is currently working on an updated list of contracts from agencies with ICP language.

RVTS: Suzi Fulcher shared that the draft treasurer's report had been received by herself and David Laney. Co-chair requests for RVTS have been sent by both OPPA and Columbia Chapter to their respective memberships, neither chapter have had a volunteer surface for the position at this time.

PRO-D REPORT: Barry reported that the course Planning and Scheduling Requirements had the minimum participants met. Barry provided Kelly Davis with an updated calendar of professional development for updating on the web. Preliminary survey results from the pro-d survey were shared. Barry has met

with Sandra Kaylin and Rob Rickard from OPPA and they are jointly creating a five year plan for pro-d. Barry has gone to M/W/ESB meetings and shared that requests were made for public procurement officers to offer a course for M/W/ESB's in how to respond to solicitations. Discussion opened around Columbia Chapter past efforts.

OPPA UPDATE: No new business to report on.

WEBSITE UPDATE: No new business to report on.

MARKETING: No new business to report on.

UNFINISHED BUSINESS

1. Chapter Computer	Travis Allison presented laptop options. Jim Van Nest moved to accept the second option for a Chapter Computer in the amount of \$760.96, Gretchen Harold seconded the motion, all approved the motion unanimously.
2. Chapter Volunteering Ideas	A draft of the volunteering survey ideas were presented. Suzi received 40 responses. The top contenders were the Oregon Foodbank and Ronald Mcdonald House.
3. Strategic Plan	Tabled until next meeting.

NEW BUSINESS

1. GOSGMP	Tabled until next meeting.
2. Proposed Budget Change	Discussion opened about splitting the chart of accounts line items further, it was decided the chart of accounts would be further discussed at the next meeting, including discussion about process for going over budget.
3. Money Market	David Laney suggested the Money Market as a fixed line item. Gretchen recommended discussing the Money Market with Paul Edwards as the Chapter may have been down this path prior.
4. By-Laws Review	Discussion opened around the impact of the change in membership fees to the by-laws.
5. President's Message	Tabled until next meeting.
6. Certification Idea from Rob	Tabled until next meeting.

The Columbia Chapter Executive Board Meeting was adjourned 12:35 pm.

Respectfully submitted by: Travis Allison, Secretary