



Columbia Chapter, NIGP
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**EXECUTIVE BOARD MEETING
MINUTES
December 16, 2009; 11:30 am
Port of Portland**

1. CALL TO ORDER:

President Denice Henshaw called the Executive Board Meeting of the NIGP Columbia Chapter to order at 12:00 p.m. Members present were President Denice Henshaw, CPPB; Vice-President Suzi Fulcher CPPB; Treasurer David Laney; Meetings & Logistics Cindy Phillips; Louise Tamiesie; Kelly Davis; Barry Zimmerman; Jerry Jelusich; Rob Rickard, and ICP Director Jim Van Nest.

2. OFFICER & COMMITTEE REPORTS:

- a) Secretary's Report: Travis was not in attendance so there was no report.
- b) Treasurer's Report: David handed out reports covering October and November Cindy moved to accept the Treasurer's Reports and Barry seconded the motion. Motion passed unanimously.
- c) Membership: Cinna'mon was not in attendance but provided an email presenting applications for two new members and providing the information that we ended 2009 with 64 regular members and 27 associate members for a total of 91 members. See attached email. David moved to accept the two new members, Barry seconded and the motion passed unanimously.
- d) Logistics: Cindy indicated that there was nothing new to report.
- e) ICP: Jim reported that the last meeting had 19 attendees and HB 2867 was discussed the State Procurement Office is in the process of distributing forms and procedures for compliance with HB 2867, Jim will have further information after a meeting on the 17th and will report back. A representative from US Communities will be presenting at the next ICP meeting.
- f) RVTS: Jerry introduced himself as the CC co-chair for the upcoming RVTS and reported that the save the date flyers have gone out to vendors and agencies. He is working on finding solutions to the parking issue.
- g) PRO D: Barry reported that the January class is a go with 12 attendees currently signed up. February class has 4 at this point. Talked about the new fee structure established by National.

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- f) OPPA Update: Rob reported that the Fall Conference in Eugene went well and that the January workshop will be free to the first 100 members to sign up.
- g) WEBSITE: Louise presented the estimate from Watermelon Works to upgrade the site.
- h) MARKETING: Suzi presented the silent auction report for 2009. See attached.

3. UNFINISHED BUSINESS:

- a) Strategic Plan: Tabled until January meeting.
- b) Bylaws Update: Tabled until January meeting.

4. NEW BUSINESS:

- a) BUDGET 2010: Denice and David presented the budget for 2010, after discussion Barry moved to accept the budget with a carry forward for the laptop and website. Jim seconded and the motion passed unanimously.
- b) MONEY MARKET: Dave indicated that he would present some options at the January Board meeting.
- c) PRESIDENT' MESSAGE: Louise had left the meeting by the time we came to this topic, Denice said she would meet with Louise at another time.
- d) CERTIFICATION: Rob discussed the idea of the Chapter helping members achieve certification. Barry asked if he could get a listing of members who where not certified so he could assist them into getting into the classes they need and maybe networking them if they were interested.

The Meeting was adjourned at 1:25 p.m.