



**Columbia Chapter, NIGP**

818 SW Third Avenue

PMB 1499

Portland, OR 97204

[www.columbiachapternigp.org](http://www.columbiachapternigp.org)

---

**EXECUTIVE BOARD MEETING**

**01/20/2010**

**CITY OF PORTLAND**

**CALL TO ORDER:** Denice Henshaw called to order the Executive Board Meeting of the Columbia Chapter at 11:49 AM.

**MEMBERS PRESENT:** David Laney, Treasurer, Denice Henshaw, President, Jim Van Nest, ICP Director, Suzi Fulcher, Vice President, CPPB, Rob Rickard, OPPA Liaison, CPPO, Cynthia Phillips, Meetings & Logistics Director, Louise Tamiesie, Website Committee, Kelly Davis, Website Committee, Barry Zimmerman, Professional Development Director, Cinna'mon Williams, Membership Director

**SECRETARY'S REPORT:** David Laney moved to accept the minutes as written, Suzi Fulcher seconded the motion, the minutes were unanimously approved.

**TREASURER'S REPORT:** Kelly Davis moved to accept the treasurer's report, Barry Zimmerman seconded the motion, the treasurer's report was unanimously approved.

**MEMBERSHIP REPORT:** Cinna'mon reported there are currently 80 paid members, 16 unpaid members, and 4 applications for approval to be provided at a later date. The membership roster form has been submitted to National.

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

**ICP REPORT:** Jim reported US Communities will present at the next ICP meeting. HB 2867 information will be available. National IPA will be present at February's meeting to discuss their business offerings.

**RVTS:** The board decided that rather than having a table to represent Columbia Chapter the chapter would provide a flyer instead. An e-mail vote was cast to provide two agencies with webinar scholarships via drawing at RVTS.

**PRO-D REPORT:** Barry presented an updated list of pro-d training information. Barry will be meeting with OPPA to review the five year plan. Columbia Chapter and OPPA pro-d will be targeting the northwest region for attendance, including Idaho.

**OPPA UPDATE:** Rob reports OPPA is sponsoring certification programs. The OPPA Board is doing a retreat to revisit their strategic plan which will provide a

time for new officer introductions as well as one on one sessions with past officers and new officers.

**WEBSITE UPDATE:** Louise presented a draft version of the new Columbia Chapter website. The new site will include a section titled “socially responsible procurement” which includes sustainable procurement as well as information relating to M/W/ESB’s.

**MARKETING:** Suzi Fulcher will provide an update on the February workshop.

### **UNFINISHED BUSINESS**

1. **Money Market** – Tabled until February meeting.
2. **Final Approved Budget** – covered during Treasurer’s report above.
3. **Strategic Plan** - The Strategic Plan was discussed and revised by those present. Denice Henshaw will send the updated Strategic Plan out via e-mail.

### **NEW BUSINESS**

1. **RVTS Suggestions** – covered during standing RVTS agenda item above.
2. **By-Laws Review** – postponed to February Meeting.
3. **President’s Message** – The President’s Message (on the new Columbia Chapter website) will be an annual message updated by the current President. This could be either an opening message or a closing message.
4. **Directors Committee** – Suzi Fulcher will take on the Directors Committee.

**ADJOURNMENT:** The meeting was adjourned at 1:37PM.

Respectfully submitted by: Travis Allison, Secretary