



**Columbia Chapter, NIGP**  
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**EXECUTIVE BOARD MEETING MINUTES**  
**02/17/2010**  
**CITY OF PORTLAND**

**CALL TO ORDER:** Denice Henshaw called to order the Executive Board Meeting of the Columbia Chapter at 11:56 AM.

**MEMBERS PRESENT:** Denice Henshaw, CPPB, President, Kelly Davis, Website Committee, Louise Tamiesie, Website Committee, Cynthia Phillips, Meetings and Logistics Director, Suzi Fulcher, CPPB, Vice President, Barry Zimmerman, Pro-D Director, Travis Allison, Secretary, Gretchen Harold, CPPB, Past President, Rob Rickard, CPPO, OPPA Liaison

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

**TREASURER'S REPORT:** David was absent from the meeting, Denice provided the following information in David's absence: David is currently working on completing the Chapter taxes as well as the Chapter Financial Report due to NIGP National.

**SPEAKERS AND TOPICS:** Suzi spoke about Track 2 of the Joint Workshop in March. Suzi is planning on having a board available for a question and answer session on co-operative procurements. Jan Caruthers will also present on personal and career development in the second half of the track. A flyer for membership is forthcoming. In April Suzi plans to have Christine Moody or Jeff Baer of City of Portland do a presentation, the topic to be forthcoming. May is election of Columbia Chapter Officers.

**MEMBERSHIP REPORT:** Cinna'mon was absent from the meeting. Denice provided the following information from Cinna'mon in her absence: there were no new applications. There are currently 84 paid members, 9 pending receipt of payment. Cinna'mon is working on 2010 membership certificates.

**MEETINGS AND LOGISITICS:** Cynthia has scheduled April and May General Meetings at OAME.

**ICP REPORT:** Jim was absent from the meeting.

**RVTS:** Jerry was absent from the meeting. Barry provided the following updates from Jerry in his absence: the menu has been completed, there are

approximately 600 vendors registered to attend RVTs, and vendor sponsorship is greater than last year.

**PRO-D REPORT:** Seventeen people registered for the most recent class, Developing and Managing RFP's. Barry will provide an e-mail with upcoming class offerings. Barry is continuing to work in conjunction with OPPA regarding professional development.

**OPPA UPDATE:** Rob shared that OPPA is currently working on membership as Columbia Chapter is. OPPA is also currently reviewing their scholarship process.

**WEBSITE UPDATE:** Louise shared that the website development is continuing with training from Watermelon Works forthcoming. Louise hopes to have the website ready for preview in April prior to going live at the following General Membership meeting.

**MARKETING:** No new business to report on.

### **UNFINISHED BUSINESS**

1. Money Market – David will present information on Money Markets in March.
2. Strategic Plan – Gretchen moved to accept the draft strategic plan as the strategic plan, Suzi Fulcher seconded the motion, the strategic plan was approved unanimously.
3. Webinar – Barry shared that webinars are currently scheduled about six months out via NIGP National. If there are requirements and enough people interested in participating in the webinar, Barry may be able to work something out with NIGP National.

### **NEW BUSINESS**

1. By-Laws Review – postponed until March.
2. Nomination Committee – Suzi has made contact with a few people and plans on asking general membership for officer nominations.
3. Rewards Program – Gretchen presented seven applications for approval. The names of the applicants were: Brian Smith, Paula Rickman, Kristen J. Bentley, Kelly Davis, Linda Baumgartner, Lynne Waite, and Lawrence Russell. Suzi moved to accept the applications, Cynthia seconded the motion, the applicants were approved unanimously.

**ADJOURNMENT:** The meeting was adjourned at 12:53 PM.

**Respectfully submitted by:** Travis Allison, Secretary