



Columbia Chapter, NIGP
818 SW Third Avenue
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**EXECUTIVE BOARD MEETING
MINUTES
December 13, 2005, 10:30 am
The Charthouse
Portland**

1. CALL TO ORDER:

President Diane Seaton, CPPB, called the executive Board Meeting of the NIGP Columbia Chapter to order at 10:45 a.m. Members present were Elaine Holt, CPPB, Vice President; Kathleen Hinick, CPPB, Secretary; Gretchen Harold, CPPB, Treasurer; Leslie Johnson, CPPB; Louise Tamiesie, CPPB; and Dave Laney.

2. OFFICER & COMMITTEE REPORTS:

- a) Secretary's Report: The Board meeting report for November 17, 2005 was distributed, reviewed and a motion was made, seconded and the report was accepted with amendments.
- b) Treasurer's Report: The Treasurer's report will be emailed to board members for their review.
- c) Membership Report: The Columbia Chapter with new applications totals 87 members. Eleven new member applications were received and approved, one moving agency application and 2 members dropping off
- d) Topics: Elaine Holt is continuing to confirm the February all day workshop agenda. Michael Kolodisner, CPPO from Los Angeles has been confirmed as the afternoon presenter at the February workshop. Mr. Kolodisner will provide a presentation on problem solving and decision making. Sharon Kennedy from Portland Fire Emergency Management will speak in the morning. Looking for another speaker to speak in the A.M. also.
- e) Medium Chapter of the Year Application: Elaine is working on application which is due to NIGP by May.
- f) Scholarships: Will update after upon completion of rewards program process and Reverse Vendor Trade Show.

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- g) Public Relations/Meeting Notices: Next board meeting will be held January 18, 2006 at the Sweetbrier Inn. Board meetings for Feb., March and April will take place at Who Song and Larry's. April general meeting will be at the Stockpot. May general meeting and elections will be held at the Lloyd Center Holiday Inn. February 3, 2006 all day workshop will have a continental breakfast and lunch buffet. Leslie suggested at our awards general meeting all chapter award recipients be given a paper award certificate in addition to the award plaque. The paper certificate could be easily duplicated for use in NIGP re-certification.

General Meetings	Board Meetings
February 3, 2006: All day workshop @ Wilsonville Holiday Inn.	January 18, 2006: Board Meeting @ Sweetbrier Inn, 11:30 AM
March 2, 2006: OPPA/NIGP Joint Conference	February 15, 2006: Board Meeting @ Who Song & Larry's

- h) Chapter Newsletter: No report.
- i) OPPA Liaison: No report.
- j) ICP: No report. Next meeting is January 25, 12:00, at Portland Public Schools.
- k) Reverse Vendor Trade Show (RVTS): 300 vendors to date have been identified as potential participants. RVTS flyer will be on OPPA, CCNIGP and DAS web sites by mid December.
- l) Information Services: Web site will have Reverse Vendor Trade Show flyer available for download.
- m) Professional Development: No report.
- n) Government Affairs: No report.
- o) Cookbook Fundraiser: Committee needs recipes! Email, fax or deliver to any of the committee members.

3. UNFINISHED BUSINESS:

- Rewards Program: Leslie has completed the draft.
- Certifiable Guide Update: No report.
- Strategic Planning: Kathleen will provide meeting minutes at the January board meeting.
- Membership Handbook: No report.
- List of Officer/Director Duties: No report.

4. NEW BUSINESS:

- CPPO Review and Testing: Diane will talk to Craig Johnsen regarding OPPA chapter schedule.
- Elaine Holt suggested the Chapter entertain the idea of having a booth at National this year. Topic will be included in January Board meeting.
- Electronic Voting: No report. Discuss at January Board meeting.
- Budget: No report. Discuss at January Board meeting.

5. ADJOURNMENT:

There being no further business to be brought before the Board, the meeting was adjourned at 11:20 pm.

Respectfully submitted,

Kathleen Hinick, CPPB, Secretary

Approved by the Board on: _____01-18-2006_____