



Columbia Chapter, NIGP

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EXECUTIVE BOARD MEETING MINUTES

June 21, 2006

PORT OF PORTLAND

CALL TO ORDER: President Holt called the board meeting of the NIGP Columbia Chapter to order at 11:45 pm. Members present were Elaine Holt, CPPO, CPPB, President; Kathleen Hinick, CPPB, Vice President; Gretchen Harold, CPPB, Secretary; David Laney, Treasurer; Leslie Johnson, CPPB, Public Relations/Meeting Notices; Cynthia Phillips, Public Relations/Meeting Notices; Denise Johnson, CPPB, Membership; Guy Milton, CPPB, Newsletter; Bobbi Matthews, CPPO, CPPB, Pro D; Rob Rickard, CPPO, OPBC, Government Affairs, OPBA Liaison; and Diane Seaton, CPPB, Past President.

OFFICER/COMMITTEE REPORTS

Secretary: The Secretary's report on the Board meetings of April 19, 2006 and May 17, 2006 and the General meeting of May 4, 2006 were distributed, a motion to accept the minutes as a group was made by Bobbi Matthews, and seconded by Gretchen Harold. All three minutes documents were approved.

Treasurer: The Treasurer's report as of June 21, 2006 was distributed; a motion to accept the Treasurer's report was given by David Laney and seconded by Denise Johnson. The report was approved. Gretchen Harold requested of the Board that we pay for an additional year of "Mailboxes etc." at \$132.00 before the prices go up. This request was approved by the Board.

Membership: Due to David Laney's election to Treasurer, Denise Johnson was asked and agreed to serve out David's term as Membership Director. One new Membership Application was brought to the Board for Jason Weinstein of the City of Portland, a motion to accept Jason Weinstein as a new member was made by Kathleen Hinick, and seconded by David Laney. The new member was approved. It was reported that we have 85 members (43 Regular, 23 Associate, 18 Retired, and 1 honorary).

Topics: Kathleen has the first three General Meeting topics set up as follows:

- September 7, 2006 Forum wrap-ups by President Elaine Holt, and Vice President Kathleen Henick and any other attendees that wish to speak.
- Lone Star Conference wrap-up by Allyson Anderson.

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- October 5, 2006 Jeff Baer will talk about “Responsible Purchasing Network, Green Procurement”.
- November 2, 2006 Marty Gault will talk about “Cost Analysis Tools”.

Kathleen mentioned to the Board that she would like to have speakers that spoke about ethics, leadership skills, facilitating meetings, and Elaine suggested public speaking. Rob brought up train-the-trainer workshops offered by DAS if interested contact Nancy Albin.

Public Relations/Meeting Notices: Cindy Phillips will be working with Leslie to transition into this position over the next year. They will be trading off each month for the Board Meetings. All dates are confirmed for Board Meetings and General Meetings including the Holiday Luncheon.

Chapter Newsletter: Draft of the newsletter should be ready to proof by Friday June 23, 2006. Anticipated publish date is June 27, 2006.

OPPA Report: Rob reported the new officers are in place on the OPPA Board they are:

- Craig Johnsen, Past President
- Brian Woodall, President
- Christy Ellis, Vice President
- Kevin Yen, Treasurer
- Elaine Miller, Secretary

OPPA reports 409 Members strong, there are many new faces in the committee slots, they are working on their mentor program, and it is going well, selling cookbooks, and selling OPPA shirts for the Forum.

ICP: No Report

Information Services: No Report

Professional Development: Bobbi reported that the LEAP Class sponsored by OPPA “Sourcing in the Public Sector” July 12-14, 2006 is a go. The one day class with Fred Marks sponsored by C.C. “How to award to your favorite vender” July 10, 2006 is also a go. The C.C sponsored CPPO/CPPB review is set for September 27-29, 2006. Mike Westerman will host as Pro D chair Bobbi Matthews will be out of town.

Government Affairs: Rob reported all was quiet at the capital.

UNFINISHED BUSINESS

2006 Budget: Gretchen presented a Draft 2006 budget; the 2005 budget was not available to review actual expenditures so the discussion was tabled until our special July meeting when we can compare "05" and "06" budgets.

Chapter Showcase Results and Booth: Our application to have a Showcase booth at National Forum in Tampa has been accepted. Gretchen volunteered to coordinate the booth and get volunteers to man it through out the day. Kathleen, Bobbi, Diane, and Elaine have volunteered some time to set up the booth and man it. The two things we will focus on will be the Cook Book and ICP. Diane will create some order forms to have available for Cook Book orders. Elaine will talk to ICP Chair, Christine Moody about handouts for ICP.

Donation for LES Silent Auction: It was suggested that the C.C. go in with OPPA and donate something together. It was suggested that \$100 dollars should just be given to OPPA. Gretchen Harold set forth a motion, it was seconded by Elaine Holt. The motion passed unanimously.

Scholarships: No progress on the Rewards program, Leslie will be working on forms so members may keep track of their hours.

Tribute at Forum: Leslie will send out a notice to all members asking for information on anyone that has passed this year so that the information can be forwarded to NIGP National for the Forum.

The Changing of the Boxes: David brought up the changing of the boxes, Leslie suggested that we look into archiving onto disk. Paul has put in a call to NIGP National to get information on how long we need to archive things. The need for a Chapter Historian was again brought up, it was suggested that perhaps Paul Edwards might be persuaded???

NEW BUSINESS

Committee Assignments: Committee Assignments need to be updated for the 06/07 year. New pictures need to be taken, it was suggested that Mike take the photos and update the website.

Change the title of Public Relations Committee: Leslie suggested that as the responsibilities of this job are more diverse than they were originally, we update the Committee title to reflect those changes. Bobbi suggested "Meetings and Logistics Committee". Gretchen Harold made a motion to approve, it was seconded by David Laney. The motion passed unanimously.

Leslie would like to see this Committee Chair be a “Director” position, this item was tabled until we look at updating the By-Laws.

MEETING SCHEDULES

- Special Summer Planning Meeting – **July 12, 2006**, Bylaws and Officer Duties, **August 3, 2006** Duties and Member Handbook, both meetings will be held @ Port of Portland.
- Next Board Meeting – July 17, 2006 will be held at Baja Fresh in Tigard
- Next General Meeting – September 7, 2006 @ 11:30, Stock Pot in Beaverton Oregon
- Next ICP Meeting – September 27, 2006 @ Portland Public Schools

AJOURNED @ 1:15 PM.

Respectfully Submitted by Gretchen Harold, CPPB