



**Columbia Chapter, NIGP**  
818 SW Third Avenue  
PMB 1499  
Portland, OR 97204

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

**EXECUTIVE BOARD MEETING  
MINUTES**

**January 21, 2009; 11:30 am  
Port of Portland**

**1. CALL TO ORDER:**

President Gretchen Harold called the Executive Board Meeting of the NIGP Columbia Chapter to order at 11:41 p.m. Members present were President Gretchen Harold, CPPB; Vice-President Denice Henshaw; Secretary Suzi Fulcher, CPPB; Meetings & Logistics Cindy Phillips; Past President, Kathleen Hinick, CPPB; Pro D Don Hicks, CPPB, CPPO; ICP Director Christine Moody, CPPO; OPPA Liaison Rob Rickard, CPPO, and Louise Tamiesie, CPPB.

**2. OFFICER & COMMITTEE REPORTS:**

- a) Secretary's Report: Denice moved to accept the November minutes as written, Kathleen seconded the motion, and the minutes were unanimously approved.
- b) Treasurer's Report: David submitted Novembers report via Gretchen. The anticipated correcting entry was not listed so the report was not accepted.
- c) Membership: Cinna'mon Williams put forth three applications for review and approval. The following were unanimously approved for regular membership:
  - i. Mary Jamieson, Buyer, Washington County
  - ii. Michael L. Smelser, CPPB, Purchasing Agent IV, Port of Portland
  - iii. Julie Shibata, Buyer IV, Port of PORTland
- d) Topics: The February all day workshop is lined up and ready to go. Denice would like Cindy to do a blitz and mention that lunch is an additional charge for associate members.
- e) Meetings & Logistics: February and March meetings will be held at the Holiday Inn Wilsonville. Food prices have increased. Reservations are for one room in February and two rooms in March.
- f) ICP: Diane Lancaster will attend the next meeting to update the group on upcoming WSCA solicitations and talk about the office supply solicitation.
- g) RVTS: The save the date flier has been sent out.

A CHAPTER OF THE  
NATIONAL INSTITUTE OF GOVERNMENTAL PURCHASING



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- h) PRO D: Don reported that three people from Oregon received their certification in the first round of the new testing process that took place last October; Amy Wong of PSU, CPPB; Brian Smith of Multnomah County, CPPO and Don Hicks of Multnomah ESD, CPPO.

Don is looking for assistance do to changes in his workload. See attached hand out. Rob suggested that Don make a quick presentation at the February workshop to find an apprentice.

#### Broke for Lunch at 12:20 – Resumed Meeting at 12:40

- f) OPPA Update: OPPA Program committee is trying to put together a free webinar for the January workshop. OPPA is considering a new award category titled “Mentor of the Year”. The budget is healthy and they are looking for a theme to celebrate the 40<sup>th</sup> anniversary of OPPA.
- g) WEBSITE: The site is up to date including scholarship information and community service project update. Kathleen suggested that we include a reference to the updated website in the next blitz. Gretchen asked that the username and password to the members only section of the website be included in the next blitz. Louise asked for the membership roster for inclusion in the RVTS directory.
- h) MARKETING: Kathleen presented a draft for the new lapel pins. After looking at the sizes the Board chose the 1 ¼ inch size to include the NIGP logo at a cost of \$1.85 each for 500. Gretchen requested a final price quote after Kathleen had met with the supplier. Christine moved to go ahead with the pin purchase; Kathleen seconded the motion and it passed unanimously.

Marketing will review the letter of welcome to be sent with a pin and certificate to each new member.

### **3. UNFINISHED BUSINESS:**

- a) MISSION STATEMENT: Waiting.
- b) MARKETING COMMITTEE: Board will review and refine draft of committee description, responsibilities, and purpose.
- c) MEMBERSHIP REALIGNMENT: On hold.
- d) CHAPTER SOFTWARE: Discussed the Chapter Manager software information; David moved to table the discussion until Louise was in attendance, Suzi seconded the motion and the subject was tabled.
- e) Purchasing as a Second Language again this year and if so when? The Board discussed a possible May date; will continue discussion at the January Board meeting.

### **4. NEW BUSINESS:**

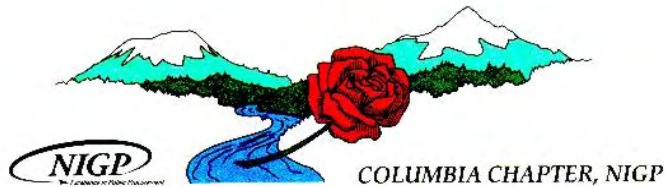
- a) RVTS Vendor Cold Calls: Waiting for guidance from David on protocol or script. Get list of last years attendees and send email.
- b) PURCHASING MONTH: Table at the capital? Yes or No, who will staff it?

The Meeting was adjourned at 1:30 p.m.

**ACTION ITEMS:**

- 1) Suzi Fulcher and Kathleen Hinick - Draft the mission statement.
- 2) Gretchen Harold – Complete realignment proposal for Board consideration
- 3) Audit Committee – Biannual audit
- 4) New member email
- 5) New chapter software

Respectfully Submitted by Suzi Fulcher, Secretary NIGP Columbia Chapter



Date: January 20, 2008  
 To: NIGP/Columbia Chapter Board of Directors  
 Re: Applications for Membership

This is written to propose the following name for membership in the NIGP/Columbia Chapter. Attached is the application and it appears to meet the qualifications for membership.

<u>Name</u>	<u>Agency</u>	<u>Position/Title</u>	<u>Type of Membership</u>
Mary Jamieson	Washington County	Buyer	Regular
Michael L. Smelser, CPPB	Port of Portland	Purchasing Agent IV	Regular
Julie Shibata	Port of Portland	Buyer IV	Regular

In accordance with the By-Laws of the NIGP/Columbia Chapter, I hereby nominate the above listed name(s) for NIGP/Columbia Chapter membership.

Respectfully submitted,

Cinna'Mon Williams, MCA, CPPB  
 NIGP/Columbia Chapter Membership Chair

Date of Meeting: January 21, 2009

Approved: \_\_\_\_\_  
 Gretchen , CPPB, NIGP/Columbia Chapter President,



National Institute of Governmental Purchasing  
Columbia Chapter  
Serving  
The Greater Portland Area and Southwest Washington.

**MEMBERSHIP APPLICATION**

Type of Membership: (Check One)  Regular  Associate

If admitted to membership, I agree to abide by the Rules and Regulations and Ethics of N.I.G.P. I agree to resign from the chapter in case my duties of employment change and I am no longer qualified to hold membership.

An individual application must be filled out by each applicant

SIGNATURE OF APPLICANT: Julie Shibata

NAME (Print or Type): Julie Shibata

POSITION/TITLE: Buyer IV

PRESENT CERTIFICATION:  C.P.M.  CPPPO  CPPB  OTHER

PROVIDE A BRIEF DESCRIPTION OF YOUR PURCHASING FUNCTION

procure goods and services for the  
Port of Portland's Aviation division.

AGENCY: Port of Portland

DEPARTMENT: Contracts and Procurement

ADDRESS: PO Box 3529

CITY: Portland STATE: OR ZIP: 97208

PHONE: 503 460-4593 FAX: 503 548-5737

EMAIL ADDRESS: Julie.Shibata@portofportland.com

Fax your application to: Cinna Mon Williams, MCA, CPPB, NIGP/Columbia Chapter Membership Director, c/o Housing Authority of Portland, Purchasing Department, 135 SW Ash Street, 5<sup>th</sup> Floor, Portland, OR 97204, Phone: 503-802-8533, Fax: 503-802-8496, Email Address: cinnamonw@hapdx.org.

No Payment Due Now: You will be invoiced after NIGP/Columbia Chapter Board approves your application.

Regular Membership Fee \$150.00

Associate Membership Fee \$50.00



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SIGNATURE OF APPLICANT: Mary Jamieson

NAME (Print or Type): Mary Jamieson

POSITION/TITLE: Buyer

PRESENT CERTIFICATION:  C.P.M.  CPPO  CPPB  OTHER

PROVIDE A BRIEF DESCRIPTION OF YOUR PURCHASING FUNCTION

Prepare + process solicitations, process + track contracts, surplus property, prepare purchase orders + other misc. administrative tasks as needed.

AGENCY: Washington County

DEPARTMENT: Dept. of Support Services, Purchasing Division

ADDRESS: 155 N First Ave., Suite 270, M/S #28

CITY: Hillsboro STATE: OR ZIP: 97124

PHONE: 503 846-3819 FAX: 503 846-8329

EMAIL ADDRESS: mary\_jamieson@co.washington.or.us

Fax your application to: Cinna'Mon Williams, MCA, CPPB, NIGP/Columbia Chapter Membership Director, c/o Housing Authority of Portland, Purchasing Department, 135 SW Ash Street, 5<sup>th</sup> Floor, Portland, OR 97204, Phone: 503-802-8533, Fax: 503-802-8496, Email Address: cinnamonw@hapdx.org.

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SIGNATURE OF APPLICANT *Michael L. Smelser*

NAME (Print or Type) Michael L. Smelser, CPPB

POSITION/TITLE: Purchasing Agent IV

PRESENT CERTIFICATION:  C.P.M.  CPPO  CPPB  OTHER

PROVIDE A BRIEF DESCRIPTION OF YOUR PURCHASING FUNCTION

Develop RFPs, Bids + Quotes to Support Ports  
Navigation + Engineering Divisions, w/ focus on  
Construction, A/E, Vehicles + Heavy Equipment.

AGENCY: Port of Portland

DEPARTMENT: Contracts + Procurement

ADDRESS: 121 New Everett St.

CITY: Portland STATE: OR ZIP: 97209

PHONE: ( ) 503-944-7623 FAX: ( ) 503-548-5513

EMAIL ADDRESS: michael.smelser@portofportland.com

Fax your application to: **Cinna' Mon Williams, MCA, CPPB, NIGP/Columbia Chapter Membership Director.** c/o Housing Authority of Portland, Purchasing Department, 135 SW Ash Street, 5<sup>th</sup> Floor, Portland, OR 97204, Phone. 503-802-8533, Fax: 503-802-8496. Email Address: [cinnamonw@hapdx.org](mailto:cinnamonw@hapdx.org).

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**Columbia Chapter NIGP**  
**Executive Board Meeting**  
**Date: January 21, 2009**  
**Time: 11:30 AM – 1:30 PM**  
**Location: Port of Portland, Conference Room 1 South**  
**Facilitator: Gretchen Harold, CPPB – President**

**MEETING AGENDA**

**REPORTS**

<b>Report</b>	<b>Presenter</b>	<b>Position</b>
1. Meeting Minutes	Suzi Fulcher	Secretary
2. Finance	David Laney / Missing	Treasurer
3. Membership	Cinna'mon Williams / Missing	Membership Director
4. Topics	Denice Henshaw	Vice-President
5. Meetings and Logistics	Cynthia Phillips	Meetings and Logistics Director
6. Intergovernmental Cooperative Purchasing (ICP)	Christine Moody, CPPB, CPPO	ICP Director
7. RVTS	Christine Moody, CPPB, CPPO Gretchen Harold, CPPB	Co-Chairwoman
8. Seminar update	Don Hicks, CPPB	Pro-D Director
9. OPPA Update	Rob Rickard, CPPO	OPPA Liaison
10. Website Updates	Louise T. / Michael P.	Webmaster
11. Marketing	Kathleen Hinick/Suzie Fulcher	Marketing Co-Chairs

**UNFINISHED BUSINESS**

1. Membership Realignment	HOLD
2.	
3.	

**NEW BUSINESS**

1. RVTS Vendor Cold Calls	
2. Capital Table Purchasing Month	
3. National Reports	Complete?

**UPCOMING EVENTS AND MEETINGS**

February All Day Meeting	February 5
Board Meeting	February 18