



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

www.columbiachapternigp.org

**EXECUTIVE BOARD MEETING
MINUTES
December 19, 2007, 11:30 am
Port of Portland**

1. CALL TO ORDER:

President Kathleen Hinick called the executive Board Meeting of the NIGP Columbia Chapter to order at 11:45 a.m.. Members present were President Kathleen Hinick, CPPB; Vice-President Gretchen Harold, CPPB; Treasurer Dave Laney; Secretary Denice Henshaw, ProD Don Hicks, CPPB; Meetings & Logistics Cindy Phillips; Membership Denise Johnson, CPPB; Past President Elaine Holt, CPPB, CPPO, and OPPA Liaison Rob Rickard.

2. OFFICER & COMMITTEE REPORTS:

- a) Secretary's Report: Moved and seconded to accept as written.
- b) Treasurer's Report: No treasurer report given due to technical difficulties.
- c) Membership Report: Six new members were voted in. We now have 16 Associate and 67 Regular, for a total of 83 members. The new members are Travis Allison, Carol Apple, Kellie Lindstrom, Zhai Man, Sherry Taylor, and Lynne Waite. Dues received so far total \$4,675 with \$5,925 still outstanding.
- d) Topics: February – Insurance, BOLI, and Ethics 2 hours on Insurance, 1hr Panel on how the different agencies are handling the new BOLI regulations, and 1 to 2 hours on Ethics, comparing the old rules to the new.

March – Project Management training
April – Karen from Portland Public Schools
May – Elections

Gretchen recommended doing a joint committee for the March meeting.
- e) Meetings & Logistics: 45 Members attended the Holiday meeting. April and May general meeting locations not set as of yet. Cindy asked for suggestions of possible new locations for the general meetings.
- f) ICP: The meetings are going fine. The contracts listing is being updated.
- g) RVTS: The speaker has been chosen for the trade show.
- h) Service Project: Pictures taken at the Ronald McDonald House have been posted on the website. It was a very successful service project, the people were very pleased with the food that was provided.
- i) Professional Development (ProD): "Introduction to Public Procurement" 12

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registrants attended November 28 – 30. The third day of the class was moved to Metro due to an AFSCME strike. Don wanted to give a great big thank you to Metro for being open to hosting the last day of the class on such short notice. “Contract Administration” class to be held on January 28-30 at MESD. Currently there are 4 signed up and a promise of 1 more. Eight participants are needed to do the class.

A discussion was held regarding whether the registration through National is going well or not. The number of attendees is not always updated and we have no idea how long it will take to get our share of the funds back.

- j) OPPA: OPPA membership is at 427 members currently. General membership adopted 2008 Budget and Handbook. Gail Rubin appointed as marketing chair. Jeff Morgan is the chair of the Legislative Committee. January 11, 2008 is the next Board meeting. OPPA has decided to do a free Webinar rather than issue 100 free scholarships for the Spring seminar.

3. UNFINISHED BUSINESS

- a) Survey: The Survey is complete and ready to go. It will be done through Zoomerang. It has been tested and seems to be working well. The Survey will be posted before Christmas with a reminder going out the week before it is due in mid January.
- b) Membership Pins: Membership pins are on hold until next year. The Logo is kind of stale and we will need to do some new artwork.

4. NEW BUSINESS

- a) Treasurer Position: A discussion was held regarding making Treasurer a position that would be held for a three or four year time period. A move was made to have Dave Laney write up a description of what the new position would entail and how it would affect the By-Laws. The report is due in January for the Executive Board to review. It would be presented to the membership by February in order for them to give us feedback. The Executive Board will review the comments in March, it will be presented at the General Meeting in April as a vote to change the position, then in the May elections we would vote in a new Secretary and Treasurer.
- b) Budget: The Budget is to be sent to the executive Board for review prior to the January meeting so it can be discussed at the meeting..
- c) Elections via Email: Don suggested that we wait for this discussion until after the survey is complete. That way we would have a better idea if we could use Zoomerang for our elections.

The Meeting was adjourned at 1:22 p.m.

Respectfully Submitted by Denice Henshaw, Secretary NIGP Columbia Chapter