



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

www.columbiachapternigp.org

**EXECUTIVE BOARD MEETING
MINUTES
February 18, 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 12:11 p.m. Members present were President Gretchen Harold, CPPB; Vice-President Denice Henshaw; Secretary Suzi Fulcher, CPPB; Meetings & Logistics Cindy Phillips; Treasurer David Laney; Past President, Kathleen Hinick, CPPB; Pro D Don Hicks, CPPB, CPPO; ICP Director Christine Moody, CPPO via telephone, and OPPIA Liaison Rob Rickard, CPPO.

2. OFFICER & COMMITTEE REPORTS:

- a) Secretary's Report: Don moved to accept the January minutes as written, David seconded the motion, and the minutes were unanimously approved.
- b) Treasurer's Report: David re-submitted November's report and after an explanation of the correction Don moved to accept the November statement and Denice seconded the motion. The November report was unanimously accepted. David forgot December's report and will send it out to be voted on via email. January's report could not be accepted prior to December being accepted.
- c) Membership: Cinna'mon Williams put forth two applications for review and approval. The following were unanimously approved for associate membership:
 - i. Valentine E Hellman, Assistant Procurement Specialist, City of Portland
 - ii. Nicole Murphy-Garcia, Procurement Assistant, City of Portland
- d) Topics: The February all day workshop received good comments. April meeting is set with the topic being the future of procurement presented by Rob Rickard. The May meeting will be elections. Gretchen reminded Suzi and Denice to get registered for Forum.
- e) Meetings & Logistics: Cindy reported that registration for the March workshop need to be done through the OPPIA website. Cindy also recommended that the Directors positions be looked at as there are those that are at the end of their term.
- f) ICP: Nothing to report.
- g) RVTS: Everything is on track agencies and vendors are registering. Christine did a vendor blast and is getting results.

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WWW.NIGP.ORG

- h) PRO D: Don reported that the Legal Aspects class was very successful with 24 attendees and the upcoming Construction Contracts class had 14 attendees registered.
- f) OPPA Update: OPPA is putting together a tracking matrix for bills going through the legislature; they will forward to Columbia Chapter President when complete. The fund raiser for the March workshop will benefit the Oregon Food Bank.
- g) WEBSITE: Is up to date.
- h) MARKETING: Kathleen has ordered the pins.

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: 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:

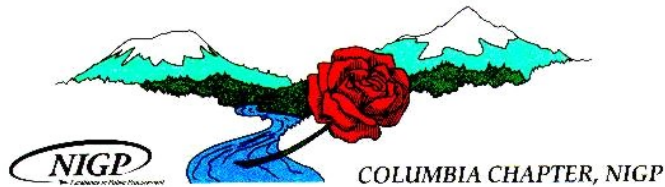
- a) Gretchen will contact Kevin regarding OPPA Scholarship quandary on February 19 and disseminate his thought on going with an attorney rather than back to the State.
- b) Gretchen read a thank you letter from the Oregon Food Bank for the Chapter's donations.

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) Marketing & Membership committees - New member email

Respectfully Submitted by Suzi Fulcher, Secretary NIGP Columbia Chapter



Date: February 18, 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>
Valentine E Hellman	City of Portland	Assistant Proc. Specialist	Associate
Nicole Murphy-Garcia	City of Portland	Procurement Asst.	Associate

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: February 18, 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: Valent E Hellman

NAME (Print or Type): Valentine E Hellman

POSITION/TITLE: Assistant Procurement Specialist

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

PROVIDE A BRIEF DESCRIPTION OF YOUR PURCHASING FUNCTION

Responsibilities include but are not limited to the following areas: proofing and preparing documents for the Procurement, Technical or Expert Services Department of Purchases (RFP (Request For Proposal), RFQ (Request For Qualifications), QBS (Qualifications Based Selection) Contracts) approving Purchase Orders, finding new sources for product and researching vendors, helping insure that the bid process is fair and allows for maximum competition, and administrative tasks as needed.

AGENCY: City of Portland

DEPARTMENT: Purchases

ADDRESS: 1120 SW Fifth Ave, Room 750

CITY: Portland STATE: Oregon ZIP: 97204

PHONE: () (503) 823-6858 FAX: () (503) 823-6945

EMAIL ADDRESS: valentine.hellman@ci.portland.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, 5th 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: Nicole Murphy-Garcia

NAME (Print or Type): NICOLE MURPHY-GARCIA

POSITION/TITLE: Procurement Assistant

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

PROVIDE A BRIEF DESCRIPTION OF YOUR PURCHASING FUNCTION

Review Professional, Technical contracts +
amendments for City of Portland

AGENCY: City of Portland

DEPARTMENT: Bureau of Purchases

ADDRESS: 1120 SW 5th Ave Rm 750

CITY: Portland STATE: OR ZIP: 97204

PHONE: (503) 823-6872 FAX: (503) 823-6865

EMAIL ADDRESS: nicole.murphy-garcia@ci.portland.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, 5th Floor, Portland, OR 97204, Phone: 503-802-8533, Fax: 503-802-8496, Email Address: cinnamonw@hapdx.org.**

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