



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

www.columbiachapternigp.org

**EXECUTIVE BOARD MEETING
MINUTES
June 18, 2008; 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 11:57 a.m. Members present were President Gretchen Harold, CPPB; Vice-President Denice Henshaw, Treasurer, David Laney; Pro D Don Hicks, CPPB; Meetings & Logistics Cindy Phillips; Membership Director, Cinna'mon Williams, CPPB; ICP Director Christine Moody, CPPO; Past President, Kathleen Hinick, and CPPB; Louise Tamiesie, CPPB.

2. OFFICER & COMMITTEE REPORTS:

- a) Secretary's Report: Moved, seconded, and approved to accept the notes as written.
- b) Treasurer's Report: Dave handed out a snap shot view of the finances at this time. He will provide April, May & June full Treasurer's Reports at the July meeting. He reported the income from Purchases as a Second Language class on the snap shot should be changed from \$4,640 to \$4,062.50. After checking how much it was to buy meals at the general meeting as an associate member, he will need to re-bill for the meals.
- c) Membership: Cinna'mon Williams reported that she had been in conversation with Denise Johnson about getting a copy of the membership computer program which is in access. At this time she had no report on membership because she has not received all the information.
- d) Topics: Denice Henshaw reported that she has started a list of possible topics which should be complete by next board meeting. The first meeting topic will be due for the October General Meeting. A brief discussion was held regarding the February all day training, which could possibly be a presentation on "Learning Styles" and possible having some training on "Presenting" along with that.
- e) Meetings & Logistics: Cindy reported that she has not started scheduling for next year's meetings as of yet. She is checking into both Marie Calendars and Izzy's which both provide buffets. She said the places should be scheduled by the next Executive Board Meeting.
- f) ICP: Christine Moody said the last meeting before summer break was held in May. During the summer break she will be working on updating the Contract listing.

A CHAPTER OF THE
NATIONAL INSTITUTE OF GOVERNMENTAL PURCHASING



WWW.NIGP.ORG

- g) RVTS: Next year's RVTS will be held on March 18th, 2009. Nancy Albin is working on the contract with the Salem Convention Center.
- h) Professional Development (ProD): Don reported that he was behind in scheduling but has a plan of action to get everything in place. Columbia Chapter and OPPA laid out their plans for classes at their June meeting. The plan is that 7 different classes would be provided by each Chapter. (The feeling of the Board is that this is too many classes for our Chapters.) Kathleen Hinick will be working on an Inter-Chapter Agreement which will have a general agreement to which we can add Exhibits for each specific event. These exhibits will clearly state who is responsible for what at each event.
- i) OPPA: No report, no representatives present.
- j) WEBSITE: Louise Tamiesie, who is one of Mike Westerman's back-ups, reported that she and Michael Pierre will continue to help with the website for the coming year. Gretchen reported that she would like to have the Board Member's pictures and Bios updated on the website before Forum in July.

3. UNFINISHED BUSINESS:

- a) MARCH JOINT WORKSHOP: Revenue received is supposed to be \$604.23. We have not received the check as of yet.
- b) FORUM '08 UPDATES: It has been requested that a list be made of all the delegates that are going to Forum from the Oregon Chapters of the NIGP.

4. NEW BUSINESS:

- a) FORUM '08 SHIRTS: Kathleen Hinick checked with two different vendors. She decided to use Class Act. The prices are \$16.00 for regular sizes and \$20.50 for the plus sizes and tall shirts. A vote was taken to cover the \$150 to pay for the logo that will be embroidered on the shirts. An additional discussion was held and it was decided to provide all the current members a shirt as a thank you for all their hard work at the RVTS and other events that were held this year.
- b) MEMBERSHIP REALIGNMENT: Gretchen proposed to do away with the associate membership and realign the regular membership with a lower per member charge. She will do up a proposal and email it to all the Board Members to review.

Add Committee Assignments and Strategic Plan to the July 10th Special Board Meeting
Add Laptop Computer the July 16th Executive Board Meeting

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

Respectfully Submitted by Denice Henshaw, Vice President NIGP Columbia Chapter