



**Columbia Chapter, NIGP**  
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**EXECUTIVE BOARD MEETING  
MINUTES  
June 20, 2007, 11:30 am  
Baja Fresh**

**1. CALL TO ORDER:**

President Kathleen Hinick, called the executive Board Meeting of the NIGP Columbia Chapter to order at 12:10 p.m. Members present were Past President Elaine Holt, CPPB, CPPO; President Kathleen Hinick, CPPB; Secretary Denice Henshaw; Treasure David Laney; ProD Don Hicks, CPPB; Meetings & Logistics, Cindy Phillips; and Membership Denise Johnson, CPPB.

**2. OFFICER & COMMITTEE REPORTS:**

- a) Secretary's Report: The Board meeting report for May 16, 2007 was distributed and reviewed. A motion was made, seconded and voted on to accept the report with amendments. The motion was passed.
- b) Treasurer's Report: The Treasurer's report was distributed to board members. The report did not reflect the money earned for the RVTS, as we have not received the check as of yet. A motion was made, seconded and the report was accepted.
- c) Membership Report: The Columbia Chapter has 81 members: 66 regular members and 15 associate members. All members are paid and up to date.
- d) Topics: Topics are still in the works.
- e) Meetings & Logistics: Cindy to schedule General Meetings and locations for the rest of the year. All Executive Board Meetings to be scheduled at the Port of Portland. Gretchen Harold has already reserved the room.
- f) Newsletter: The new Newsletter Editor is Paula Harlin from Portland Public Schools, with Suzanne Fulcher from Washington County as the Assistant Editor.
- g) OPPA: No Report

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- h) ICP: The ICP is on summer break, planning being done, no special projects at this time. The next Meeting will be September 26<sup>th</sup> at Portland Public Schools at 11:30 a.m.
- i) Information Services: No report. A decision was made by the Board to remove this report from the Committee Reports temporarily.
- j) Professional Development (Pro-D): Bobbi Matthews turned in a letter of resignation as the head of this committee, effective June 11, 2007. It was moved, seconded, and passed to accept the resignation. Don Hicks from MESD agreed to fill the position. It was moved, seconded, and passed to instate Don into the Pro-D position.

Don provided several handouts, that will be made available electronically, that included some of the upcoming events and changes in the processes that are taking place as of July 1, 2007. One of those changes had to do with class registrations. Membership Registration for classes will be National or Non-Member; there will be no discounts for members that only have Chapter Memberships.

Don gave a report on the 6/14 to 6/15 NIGP class on Performance Based RFPs.

Don asked if the NIGP class scheduled for Developing & Managing RFPs, scheduled for July should be a go or no go. Presently there are only four people signed up for the class. Usually the minimum is 8. Other agencies agreed to send more people to bring the class up to the minimum, so it was suggested that the class be a go.

Don said the Chapter Seminar Agreement needed to be signed by the President Kathleen Hinick. She signed it. Both Kathleen and Don were going to be involved in the Webinar "Seminar Registration". After the webinar Don will send the Seminar Agreement in to NIGP.

Don will be meeting with representatives from OPPA to plan and co-ordinate seminar calendars.

(During the course of all this discussion, Denise Johnson was asked to send an email to all the chapter members with the Membership log-in and password to the Columbia Chapter website.)

- k) Government Affairs: House Bill 2620 states that Construction/Reconstruction should contain 1.5% solar energies. It passed and will become part of ORS 279.

### **3. UNFINISHED BUSINESS**

- a) Committee Assignments: Denise Johnson will be entering the assignments information in an access program to show who is doing what on which committees. Denise is asking for more names to place in the spaces.

Kathleen will send the information to Denise to let her know which committees to keep track of, and to give her extra data for the report.

- b) Budget: Two Budgets will be worked on. One will be for June through December of 2007, and then one for the calendar year of 2008. This is a move to bring the budget cycle back in line with the calendar year, January through December. This will be handled by the Budget Committee.

Due to the length of discussions, it was decided to move the rest of the meeting agenda forward to the next Executive Board Meeting.

The Meeting was adjourned at 1:35 p.m.

Respectfully Submitted by

Denice Henshaw

Secretary NIGP Columbia Chapter

Approved by the Board 7/18/07