



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

www.columbiachapternigp.org

**EXECUTIVE BOARD MEETING
MINUTES
July 18, 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 12:05 p.m. Members present were President Kathleen Hinick, CPPB; Vice-President Gretchen Harold, CPPB; Secretary Denice Henshaw; ProD Don Hicks, CPPB; Meetings & Logistics Cindy Phillips; Membership Denise Johnson, CPPB; ICP Director Christine Moody, CPPB, CPPO; and OPPA Liaison Rob Rickard, CPPO, OPBC

2. OFFICER & COMMITTEE REPORTS:

a) Secretary's Report: The Board meeting report for June 20, 2007 was distributed and reviewed. It was asked that the board positions and people's certifications be added to the members present. A motion was made, seconded, and voted on to accept the report with amendments. The motion was passed.

b) Treasurer's Report: Treasurer not present, no report given.

c) Membership Report: No changes from last month.

d) Topics: The following were ideas for the upcoming meetings:

September: Review Forum with reports from scholarship awardees.

Give out plaques for Past President, Elaine Holt and Outstanding Service Award for Franna Hathaway.

"Get Involved" The secretary was asked to create a Columbia Chapter Volunteer Opportunities Board to show all the positions available and the openings that are yet to be filled.

October: No Plans as of yet. Need suggestions for a meeting that would last 45 minutes to an hour.

November: Don Hicks to present UPPCC Rules and Regulations for becoming certified. All the Where, What, When, and How of receiving your CPPB.

There was a discussion of having a "Take Your Procurement Professional to Meeting Day". The President would send a letter to the Agency Procurement Heads to get their staff involved. The letter would go to the agencies that are more involved, as well as the other agencies that pay their membership dues

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but do not show up for meetings. This would tie in nicely for all those people from the agencies wanting to become certified, but not knowing how.

December: Christmas Party

January: No Meeting

February: All day workshop with ½ day program on Insurance. Still need a topic for the other ½ day.

March: OPPA/Columbia Chapter joint meeting. It is our year to come up with a program, do the registration, etc.

April: Presenting Buyer & Manager of the year with their plaques.

May: Elections for next year's officers and presentation of special plaques.

- e) Meetings & Logistics: November 1st meeting changed from the Red Lion at the Quay to Holiday Inn Convention Center. The September and November meetings will need to have a larger room to make more space available to for extra guests. An announcement will be sent out for the August meetings.
- f) ICP: On summer break, no report.
- g) RVTS: The Wrap-Up meeting will be held July 20, 2007. Plans will be made for next year at this meeting, also. A new checking account will be established that can be kept open from year to year. This year's revenue was \$16,094.35 which was about \$6,000 more than last year. The expenses were \$8,811.44.
- h) Professional Development (ProD): July 18-20 class to be held on Developing RFPs. Eleven people signed up, one cancelled, ten attendees. When classes are NIGP sponsored classes, NIGP will do the scheduling of the classes, including collecting the tuitions. OPPA and the Columbia Chapter met on June 27th to co-ordinate the classes they will each be offering. A meeting schedule was handed out. There was a motion to accept the class schedule as presented, it was moved and seconded, voted on and approved. Gretchen Harold, Diane Seaton, and Elaine Holt will be teaching "Purchasing as a Second Language" this year. Gretchen will work with Don to plan the date and details of the training.
- i) OPPA: Rob Rickard went over OPPA's training calendar for the year. All of the OPPA trainings will be held in Salem or further South this year. There is a workshop on September 14th in South Salem. Eileen resigned as treasurer, Tara moved to the Treasurer position and Diane Seaton filled the Secretary position. There was a discussion in OPPA to have the Treasurer's position be held for more than one year. It could possibly be a director's position, voted in by the General Membership. At present they have 468 members, 160 of which have not yet paid.

3. UNFINISHED BUSINESS

- a) Elections via Email: Topic put off until Elaine is back.
- b) Chapter Committee List: It was decided that the Chapter Committee List should be posted by September.
- c) Budget: The Budget discussion was put off until the Treasurer is present.
- d) CPPB Conference: To be discussed at the August special meeting.

- e) Event Calendar: The event calendar was passed around. It needed to be updated with the new trainings and the new general meetings, and then it will be posted to the Chapter website
- f) Forum Silent Auction: It was decided that a \$100 Made in Oregon gift certificate would be put in a basket with a catalogue, card, and email instructions for our contribution to the Silent Auction.
- g) Officer and Director Handbook: Edit your piece of the handbook by August 20th and email it to Kathleen Hinick. It will need to be approved by the board at the August 22nd Executive Board Meeting. Think about the formatting and how the handbook is to be used.

4. NEW BUSINESS

- a) Officers and Director Bios: The Officer's Bios need to be sent to Mike Westerman.
- b) Passing of Harold Vaughn: It was decided that the President would make note of Harold's passing in September, including in that note the large part that Harold played in the Columbia Chapter. A motion was submitted to donate \$100 to Kaiser Hospice in honor of Harold; it was moved, seconded, and approved.
- c) Mid-Size chapter Finalists: We are one of the Mid-Size Chapter of the Year finalist; as a result we received a reserved table up close and personal at the Forum Banquet.
- d) Forum: It was decided to make sure that everyone going to Forum from the Chapter get a list of all the other Chapter people that are going. This would enable a person, who is the only one going from their agency, to be able to hook up with fellow chapter members from other agencies.
- e) SOSI: Strategic Oregon Schools Initiative is talking about how schools are going sustainable. Christine requested that Don send her some information about the group
- f) Newsletter Editor: A discussion came up of whether the new Newsletter Editor should be invited to attend the Executive Board meetings. No final decision at this point.
- g) Reimbursement: Rob Rickard requested a reimbursement of \$16.70 that he spent for the Chapter's portion of the joint Pro-D Chapter and OPPA meeting.

The Meeting was adjourned at 1:28 p.m.

Respectfully Submitted by Denice Henshaw, Secretary NIGP Columbia Chapter