



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

www.columbiachapternigp.org

**EXECUTIVE BOARD MEETING
MINUTES
August 20, 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 11:50 a.m. Members present were President Gretchen Harold, CPPB; Vice-President Denice Henshaw; Secretary Suzi Fulcher, CPPB; Pro D Don Hicks, CPPB; Meetings & Logistics Cindy Phillips; Past President, Kathleen Hinick, CPPB; and Louise Tamiesie, CPPB.

2. OFFICER & COMMITTEE REPORTS:

- a) Secretary's Report: Suzi forgot to bring minutes from the July meeting; it was decided that they would be emailed out for acceptance.
- b) Treasurer's Report: David was not in attendance, but sent word that the report would be sent out by Monday August 25. President Gretchen Harold requested that a mid-year audit be completed and the results made available at the October meeting.
- c) Membership: Cinna'mon Williams was not in attendance, but sent three new applications for review and approval. The following were unanimously approved for membership:
 - i. Lawrence Russell, Procurement Analyst, Multnomah County
 - ii. Julie Totman, Fiscal Administrative Assistant, Newberg School District
 - iii. Julie Hoffman, Procurement Analyst, MERC
- d) Topics: Denice Henshaw presented the following list of dates and topics:
 - September General Meeting – Review of 2008 Forum by attending members
 - October General Meeting – Darin Matthews on Web Based Procurement Classes
 - November General Meeting – Stacey Foreman on Sustainable Procurement
 - February All Day Workshop - Learning Styles and Presentations by Figure 8
 - March Joint Workshop topic to be decided by OPPA, venue will be Wilsonville Holiday Inn
 - April – Rob Rickard on the Future of Procurement
 - May General Meeting – General Elections

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- e) Meetings & Logistics: Cindy Phillips reported that she has scheduled the following meeting locations:
- September - Marie Callendar's in Beaverton, OR
 - October – Stockpot Restaurant in Tigard, OR
 - November - Marie Callendar's in Beaverton, OR
 - December – Chart House, Portland, OR
 - February - Wilsonville Holiday Inn
 - March - Wilsonville Holiday Inn
- f) ICP: Christine Moody was not in attendance.
- g) Professional Development (ProD): Don Hicks reported that the December event was moved to the second week of December and will be held in Hillsboro. Linda Baumgartner has agreed to take charge of the onsite preparations. Online registration is scheduled to be activated within the next week.

The Project Management class scheduled for September has been cancelled. The class never showed up on NIGP's website to allow for registration.

Don requested help from the marketing committee on promoting the upcoming classes. Suzi Fulcher will put something together for the October class and send to Don for approval.

OPPA has decided not to use Purchasing as a Second Language in their September Workshop and instead is developing a Purchasing 101 class.

- h) WEBSITE: Louise Tamiesie indicated that she still needs bios from Suzi and Denice to post to the website. She also asked for an updated calendar, a list of classes from Don, and a list of OPPA events. Don offered to with links from our site to the NIGP site to facilitate registration.
- i) MARKETING: Suzi Fulcher presented a draft of Marketing Committee description and responsibilities and a draft of the membership survey for review and comment. Kathleen and Suzi will solicit input from members before drafting a Mission Statement or Motto.
- Suzi will check into the cost of using Survey Monkey to perform the survey once the Board has approved the member survey.

3. UNFINISHED BUSINESS:

- a) SEPTEMBER GENERAL MEETING: Agreed on review of Forum for September topic.
- b) SURVEY: To be completed and ready for Board approval by the September Board Meeting.
- c) MISSION STATEMENT: Waiting for survey and member input.
- d) INTER-CHAPTER AGREEMENT: Kathleen Hinick continues to work on the 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.

- e) MARKETING COMMITTEE: Board will review and refine draft of committee description, responsibilities, and purpose.
- f) COMMUNITY OUTREACH: Gretchen proposed that Chapter members volunteer for the Oregon Food Bank in December.
- g) MEMBERSHIP REALIGNMENT: On hold.

4. NEW BUSINESS:

- a) REWARDS REQUEST: A member requested that they be able to use the rewards that they earned to become an individual member of NIGP national and the remainder toward recertification. Denice moved that this be allowed and that the Board discuss revising the rewards policy at a future meeting. Kathleen Hinick seconded the motion which passed unanimously. Updating of the rewards program was tabled.
- b) RETIREEES: Discussed purchasing plaques to present at the November meeting for Leslie Johnson and Denise Johnson. Suzi Fulcher is to get a bio for Leslie and Denice Henshaw will put together a bio for Dense.

The Meeting was adjourned at 1:10p.m.

ACTION ITEMS:

- 1) David Laney – Updated Treasurer's reports
- 2) Christine Moody – Confirm ICP meeting room for 08-09
- 3) Christine Moody – Finalize contract with Salem Convention Center for 2009 RVTS
- 4) Don Hicks and Marketing Committee - Develop a marketing strategy for the classes
- 5) Suzi Fulcher and Kathleen Hinick - Draft the mission statement.
- 6) Kathleen Hinick – Complete Inter-Chapter Agreement
- 7) Gretchen Harold – Complete realignment proposal for Board consideration
- 8) Audit Committee – Biannual audit
- 9) Suzi Fulcher – Email July minutes for approval
- 10) Gretchen Harold – Verbiage for retiree plaques
- 11) Suzi Fulcher and Denice Henshaw – Bios for retirees
- 12) Suzi Fulcher – Check in price for Survey Monkey and revise draft per comments

Respectfully Submitted by Suzi Fulcher, Secretary NIGP Columbia Chapter

**Columbia Chapter NIGP
Executive Board Meeting**

Date: August 20, 2008

Time: 11:30 AM – 1:30 PM

Location: Port of Portland, Conference Room 1 South

Facilitator: Gretchen Harold, CPPB – President

MEETING AGENDA

REPORTS

Report	Presenter	Position
1. Meeting Minutes	Suzi Fulcher	Secretary
2. Finance	David Laney	Treasurer
3. Membership	Cinna'mon Williams	Membership Director
4. Topics	Denice Henshaw	Vice-President
5. Meetings and Logistics	Cynthia Phillips	Meetings and Logistics Director
6. Intergovernmental Cooperative Purchasing (ICP)	Christine Moody, CPPB, CPPO	ICP Director
7. Seminar update	Don Hicks, CPPB	Pro-D Director
8. OPPA Update	Rob Rickard, CPPO	OPPA Liaison
9. Website Updates	Louise T. / Michael P.	Webmaster
10. Marketing	Kathleen Hinick/Suzie Fulcher	Marketing Co-Chairs

UNFINISHED BUSINESS

1. September General Meeting	Agenda
2. Survey	Review and set date
3. Mission Statement	Review
4. Marketing committee	Review
5. Community Outreach	December Food Bank?
6. Move October General Meeting	Leadership Class Oct 2-3
7. Membership Realignment	HOLD

NEW BUSINESS

New Members	Review for membership

UPCOMING EVENTS AND MEETINGS

General Meeting	Sept 4 @ TBD
Board Meeting	Sept 17 @ Port of Portland



**National Institute of Governmental Purchasing
Columbia Chapter**

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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: _____

NAME (Print or Type):

LAWRENCE E. RUSSELL

POSITION/TITLE:

PROCUREMENT ANALYST

PRESENT CERTIFICATION:

C.P.M.

CPPO

CPPB

OTHER

PROVIDE A BRIEF DESCRIPTION OF YOUR PURCHASING FUNCTION

REVIEW BIDS, REQUEST FOR PROPOSALS, PROCESS P.O., FORMAL PROCUREMENTS

PERFORM ANALYSIS TO DETERMINE IF ANY PROCEDURES CAN BE DONE, ASSIST

COUNTY USERS WITH INFORMATION AND TRAINING, DEVELOP AND IMPLEMENT POLICIES AND PROCEDURES

AGENCY: MULTNOMAH COUNTY OREGON

DEPARTMENT: CENTRAL PROCUREMENT & CONTRACT ADMINISTRATION (CPCA)

ADDRESS: 501. SE. HAWTHORNE SUITE # 400

CITY: PORTLAND

STATE: OR

ZIP: 97214

PHONE: (503) 988-5111 X22870

FAX: (503) 988-3252

EMAIL ADDRESS:

LAWRENCE.E.RUSSELL@CO.MULTNOMAH.ORG.US

Fax your application to: Denise Johnson, CPPB, NIGP/Columbia Chapter Membership Director, c/o City of Portland, Bureau of Purchases, 1120 SW 5th Ave., Room 750, Portland, OR 97204, Phone: 503-823-2505, Fax: 503-823-6865, Email Address: denisej@ci.portland.or.us

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: [Handwritten Signature]

NAME (Print or Type): JUNE Toman

POSITION/TITLE: Fiscal Administrative Assistant

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

PROVIDE A BRIEF DESCRIPTION OF YOUR PURCHASING FUNCTION
I do the purchasing for the district.
RFQ & RFP.

AGENCY: Newberg School District

DEPARTMENT: Business office

ADDRESS: 714 E 6th St

CITY: Newberg STATE: OR ZIP: 97132

PHONE: (503) 534-5010 FAX: (503) 537-3237

EMAIL ADDRESS: totmanj@newberg.k12.or.us

Fax your application to: Denise Johnson, CPPB, NIGP/Columbia Chapter Membership Director, c/o City of Portland, Bureau of Purchases, 1120 SW 5th Ave., Room 750, Portland, OR 97204, Phone: 503-823-2505, Fax: 503-823-6865, Email Address: denisej@ci.portland.or.us

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SIGNATURE OF APPLICANT: Julie Hoffmann

NAME (Print or Type): Julie Hoffmann

POSITION/TITLE: Procurement Analyst

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

PROVIDE A BRIEF DESCRIPTION OF YOUR PURCHASING FUNCTION

I am the purchasing resource for my agency. I
advise & review procurements contracts, I purchase
goods & services to be used by all venues, & I write policy & procedure

AGENCY: Metropolitan Exposition Recreation Commission (MERC)

DEPARTMENT: Procurement & Budget

ADDRESS: 777 NE MLK Blvd

CITY: Portland STATE: OR ZIP: 97232

PHONE: (503) 731-7905 FAX: (503) 731-7870

EMAIL ADDRESS: julie.hoffman@mercvenues.org

Fax your application to: Denise Johnson, CPPB, NIGP/Columbia Chapter Membership Director, c/o City of Portland, Bureau of Purchases, 1120 SW 5th Ave., Room 750, Portland, OR 97204, Phone: 503-823-2505, Fax: 503-823-6865, Email Address: deniscj@ci.portland.or.us

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