



**Columbia Chapter, NIGP**  
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**EXECUTIVE BOARD MEETING  
MINUTES  
August 22, 2007, 11:30 am  
Port of Portland**

**1. CALL TO ORDER:**

President Kathleen Hinick called the executive Board Meeting of the NIGP Columbia Chapter to order at 12:07 PM. Members present were President Kathleen Hinick, CPPB; Vice-President Gretchen Harold, CPPB; Secretary Denice Henshaw; Treasurer Dave Laney; ProD Don Hicks, CPPB; Meetings & Logistics Cindy Phillips; Membership Denise Johnson, CPPB; Past President Elaine Holt, CPPO; OPPA Liaison Rob Rickard, CPPO; and Newsletter Editor Paula Harlin.

**2. OFFICER & COMMITTEE REPORTS:**

- a) Secretary's Report: It was moved and seconded to accept the July 2007 meeting notes as written..
- b) Treasurer's Report: No treasurer report given. Dave is working on a comparison report on food/venues.
- c) Membership Report: Karen Therieaux voted in as a member.
- d) Topics: Diane Seaton will speak on changes to ORS 279 at the October meeting. Don Hicks will speak on changes to CPPB/CPPO certification tests and requirements in November.
- e) Meetings & Logistics: Cindy reported that we will be meeting at the Port of Portland on going.
- f) ICP: Meeting on the 26<sup>th</sup> will include representation from custodial companies awarded state contracts.
- g) Information Services: No report.
- h) Professional Development (ProD): "Introduction to Public Procurement" is being offered November 28 – 30. "Contract Administration" class to be held in January. "Principle & Techniques of Problem Solving" to be offered in April. There have been a few glitches on new web-based registration system through National NIGP. Don suggested that we try to get more information from members on classes they have attended.
- i) OPPA Liaison: Rob Rickard not present but left the following as his report: The OPPA had a full day of training on September 14<sup>th</sup> in Salem. The training followed a two-track theme providing opportunities for both new buyers and seasoned buyers. There were almost 100 in attendance with an even split in attending the two tracks. (The tracks were on Negotiations and the

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session will be the fall conference on November 9<sup>th</sup> at Salishan. On the 8<sup>th</sup> of November, in conjunction with the conference, they will have an all-day training on "Adding Value to the Process".

- j) Silent Auction: Introduced Suzi Fulcher as the new chair. In the past the Silent Auction Chair has received a check from the chapter. Portland Public Schools will donate school supply baskets. PPS will look for more recent records.

### **3. UNFINISHED BUSINESS**

- a) Lonestar Conference: We voted that the CPPB "Lonestar Conference" is retired immediately. This was a unanimous vote. We will instead have a new scholarship for CPPBs who have not attended forum before. (2002 does not count because we "worked" that forum.)
- b) Volunteer Request Effort: Christine will bring the volunteer board to all General Meetings.

### **4. NEW BUSINESS**

- a) RVTS: The RVTS will be added to each meeting agenda.
- b) Member Survey: Don Hicks is working on survey tools to conduct member surveys and electronic voting.
- c) Marketing Committee: Suzi Fulcher has volunteered to chair this new committee. We are low on member pins, NIGP & Rose. Denise Johnson and Dave Laney will see which company we ordered from & how much the cost was. Suzi wants to have the information regarding the past purchase.
- d) Newsletter Editor: Suzi Fulcher was given the job of hounding people for articles. Ideas for articles in the newsletter: a list of volunteers; interview someone new, perhaps our newest member; update on Sustainable Procurement, possibly from Jeff Baer; a note about the Handbook that has been published.

The Meeting was adjourned at 1:00 p.m.

Respectfully Submitted by Denice Henshaw, Secretary NIGP Columbia Chapter