



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

[www.columbiachapternigp.org](http://www.columbiachapternigp.org)

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**EXECUTIVE BOARD MEETING  
MINUTES  
September 17, 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 11:55 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; ICP Director Christine Moody, CPPB, CPPO and Membership Director Cinna'mon Williams.

**2. OFFICER & COMMITTEE REPORTS:**

- a) Secretary's Report: Denice moved to accept the July and August minutes as written, Kathleen seconded the motion, minutes were unanimously approved.
- b) Treasurer's Report: David was not in attendance, Gretchen moved that the Treasurer's reports from April thru July be accepted, the motion was seconded by Don; the reports were unanimously accepted.
- c) Membership: Cinna'mon Williams presented two new applications for review and approval. The following were unanimously approved for membership:
  - i. Guy Melton of the Port of Portland
  - ii. Nathan Mosley Jr. of the Portland Development Commission

Cinna'mon verified procedure for membership applications and indicated that she will send prorated invoices to members accepted at the last meeting. She will also count the lapel pins left and let the marketing committee know the count so more can be ordered.

Gretchen indicated that invoices for membership should be sent out in November and discussion ensued on procedure.

- d) Topics: Denice Henshaw had nothing new on topics.
- e) Meetings & Logistics: Cindy Phillips reported that she has re-scheduled November's meeting to Thursday the 13<sup>th</sup> to avoid conflict the OPPA Fall Conference. Gretchen requested that Cindy perform an email blitz every Friday to inform membership of the date changes for the October and November meetings, and that the November meeting will now be at the Stockpot rather than Marie Callendars as originally scheduled.

A CHAPTER OF THE  
NATIONAL INSTITUTE OF GOVERNMENTAL PURCHASING



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- f) ICP: Christine Moody reported that the first meeting of the new year would be held on Wednesday September 24th. Representatives from National IPA will be speaking about their organization, and checking interest in being a lead agency on a procurement with them. Christine said that she would have an updated contract listing by month end.

Professional Development (ProD): Don Hicks reported that there are nine registrants for the Fundamentals of Leadership class so the class will be held. Don is watching for registration availability of online registration for our other seminars on the NIGP website.

Don is working with OPPA on the May 20-22 Train the Trainer class as the NIGP website has issues in dealing with no charge classes. The class will hold 10-15 participants and will be first come first served. Discussion ensued on how to ensure that local members got a chance to register before all spots were taken by those from out of the area.

- g) OPPA: Rob Rickard was not in attendance and no report was submitted.
- h) WEBSITE: Louise Tamiesie was not in attendance but sent an email with the following update:

At our general meeting in September, Mike Westerman gave me directions on how to change the Calendar of Events 2007-2008 to 2008 - 2009, so that's now corrected. I have posted the class info for the Fundamentals of Leadership and Management & the CPPB Prep Class. I will be posting the rest of the 2008-09 classes over the next few weeks.

Gretchen will be sending me the updated Calendar for 2008-09, which I will post as soon as I get it.  
If you send me the info about the Community Outreach opportunity with the Oregon Food Bank I can post it to the Main page.

Let me know if you see errors or want something posted.

- i) MARKETING: Suzi Fulcher presented the final draft of the membership survey for review and comment. Survey monkey was chosen as the survey engine to use on the upcoming survey. A target date of October 14 was set and the survey release will be announced at the October 9<sup>th</sup> General Meeting. Gretchen moved to a lot \$100 to pay for the current and any subsequent survey. Cinna'mon moved to accept and Cindy seconded the motion which was approved unanimously.

Kathleen Hinick reported that the second order of shirts had been submitted and the cost was estimated at \$750.00.

Gretchen requested that the survey be updated with Board suggestions and emailed out for approval.

### **3. UNFINISHED BUSINESS:**

- a) MISSION STATEMENT: Waiting for survey and member input.
- b) 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.

- c) MARKETING COMMITTEE: Board will review and refine draft of committee description, responsibilities, and purpose.
- d) COMMUNITY OUTREACH: Gretchen has requested a date from the Oregon Food Bank in late November or early December.
- e) MEMBERSHIP REALIGNMENT: On hold.

#### **4. NEW BUSINESS:**

- a) GOING DIGITAL: Suzi suggested that meeting minutes, Treasurer's reports and the membership directory be kept on jump drives with the President having a back up of each drive. Denice moved that we purchase two 8 GB and four 4 GB jump drives, seconded by Suzi and approved unanimously.
- b) EMAIL: Discussed an email received from National requesting school supplies for Louisiana to help children affected by the hurricane. It was decided that there was not enough information in the email and the subject was tabled.
- c) COMMITTEE MEETINGS: Gretchen requested a meeting with the Marketing and Website committees in October.

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

#### **ACTION ITEMS:**

- 1) David Laney – Updated Treasurer's reports
- 2) Christine Moody – Verify contract with Salem Convention Center for 2009 RVTS has been finalized
- 3) Don Hicks and Marketing Committee - Develop a marketing strategy for the classes
- 4) Suzi Fulcher and Kathleen Hinick - Draft the mission statement.
- 5) Kathleen Hinick – Complete Inter-Chapter Agreement
- 6) Gretchen Harold – Complete realignment proposal for Board consideration
- 7) Audit Committee – Biannual audit
- 8) Gretchen Harold – Verbiage for retiree plaques
- 9) Suzi Fulcher and Denice Henshaw – Bios for retirees
- 10) Suzi Fulcher – Purchase jump drives

Respectfully Submitted by Suzi Fulcher, Secretary NIGP Columbia Chapter



**National Institute of Governmental Purchasing  
Columbia Chapter  
Serving  
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: Guy Melton

NAME (Print or Type): Guy Melton

POSITION/TITLE: Buyer IV

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

PROVIDE A BRIEF DESCRIPTION OF YOUR PURCHASING FUNCTION

Construction contracting, formal procurements

CDT

AGENCY: Port of Portland

DEPARTMENT: Contracts & Procurement

ADDRESS: 121 NW Everett St.

CITY: Portland      STATE: OR      ZIP: 97209

PHONE: ( 503 ) 944-7620      FAX: ( 503 ) 548-5869

EMAIL ADDRESS: guy.melton@portofportland.com

Fax your application to: **Cinna' Mon Williams, MCA, CPPB, NIGP/Columbia Chapter Membership Director, c/o Housing Authority of Portland, Purchasing Department, 135 SW Ash Street, 5<sup>th</sup> Floor, Portland, OR 97204, Phone: 503-802-8533, Fax: 503-802-8496, Email Address: cinnamonw@hapdx.org.**

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**



# National Institute of Governmental Purchasing Columbia Chapter

Serving  
The Greater Portland Area and Southwest Washington.

## MEMBERSHIP APPLICATION

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An individual application must be filled out by each applicant

SIGNATURE OF APPLICANT: *Nathan P. Mosley, Jr.*

NAME (Print or Type): NATHAN P. MOSLEY, JR.

POSITION/TITLE: CONSTRUCTION SERVICES SUPERVISOR

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

PROVIDE A BRIEF DESCRIPTION OF YOUR PURCHASING FUNCTION

ISSUE, FACILITATE ITB/RFP FOR INFRASTRUCTURE + FORMER PROJECTS FOR PORTLAND DEVELOPMENT COMMISSION (PDC)

AGENCY: PORTLAND DEVELOPMENT COMMISSION (PDC)

DEPARTMENT: PROFESSIONAL SERVICES

ADDRESS: 702 NW 5TH AVENUE, 6TH FLOOR

CITY: PORTLAND STATE: OR ZIP: 97209

PHONE: (503) 523-3322 FAX: (503) 523-3941

EMAIL ADDRESS: mosley@pdc.us

Fax your application to: Denise Johnson, CPPB, NIGP/Columbia Chapter Membership Director, c/o City of Portland, Bureau of Purchases, 1120 SW 5<sup>th</sup> 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