



Columbia Chapter, NIGP

818 SW Third Avenue
PMB 1499
Portland, OR 97204

www.columbiachapternigp.org

GENERAL MEMBERSHIP MEETING MINUTES

November 2, 2005, 11:30 am
Sweetbrier Inn

1. CALL TO ORDER:

President Diane Seaton, CPPB, called the General Membership Meeting of the NIGP Columbia Chapter to order at 11:30 a.m. Nineteen (19) members were in attendance.

2. OFFICER & COMMITTEE REPORTS:

- a) Secretary's Report: The General Membership Meeting minutes for October 6, 2005 was distributed, reviewed and a motion was made, seconded, and the report was accepted.
- b) Treasurer's Report: The Treasurer's report as of October 28, 2005 was distributed, reviewed and a motion was made, seconded, and the report was accepted.
- c) Membership Report: The Columbia Chapter received 3 new membership applications. Total membership for the chapter is 80.
- d) Topics: Elaine Holt is developing the all day February Workshop.
- e) Public Relations/Meeting Notices: Please RSVP for the December General Membership Holiday Meeting to Leslie Johnson by December 9, 2005. The Holiday meeting will be held at the Charthouse in Portland on December 1, 2005. There will be no January meeting. The February 2nd all-day workshop meeting will be at the Wilsonville Holiday Inn.

General Meetings

Board Meetings

November 17, 2005: Strategic Planning Meeting open to general membership @ Port of Portland, 1 - 3:00 PM.	November 17, 2005: Port of Portland, 11:30 AM.
December 1, 2005: Holiday Meeting @ The Charthouse in Portland, 11:30 A.M.	December 1, 2005: The Charthouse in Portland, 10:30 A.M.
February 2, 2006: All day workshop @ Wilsonville Holiday Inn.	January 18, 2006: Sweetbrier Inn, 11:30 A.M.

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- f) Chapter Newsletter: No report.
- g) OPPA Liaison: General meeting November 18, 2005 at the Holiday Inn Lloyd Center. RFP workshop will be held.
- h) ICP: Next meeting scheduled for November 30, 2005 @ Portland Public Schools L-1 Conference Room, 12:00 PM.
- i) Reverse Vendor Trade Show: Kickoff meeting was well attended. The RVTS will be held April 13, 2006 at the Salem Convention Center. This is a 50/50 joint event sponsored by Columbia Chapter and OPBA. The event will include a tradeshow, 2 breakout sessions, lunch for agencies. Free parking is available.
- j) Information Services: Web site is up and running and is 95% accurate. Training section link is up for 2005 through 2007. Newsletter is on site as well.
- k) Professional Development: Purchasing as a Second Language will be offered the day after the OPBA Columbia Chapter joint workshop on March 3, 2006 at Newport. Presenters will be Diane Seaton, Paul Edwards, Gretchen Harold and Elaine Holt. Next LEAP class will be on April 5, 2006.
- l) Government Affairs: No report.

3. UNFINISHED BUSINESS:

- Medium Chapter of the Year: Elaine continues to work on application. The application is due to NIGP by May. Elaine needs volunteers to help put application materials together.
- Scholarship Program: On hold pending other key business issues (rewards program, reverse vendor trade show).
- Silent Auction: Board voted and passed approval of the Chapter to contribute \$300.00 toward the Holiday Luncheon's Silent Auction. Contact Margaret Kisser for donations.
- Rewards Program for Volunteers: Chapter activity participation earns members points. Members with the most points get scholarships to participate in and attend educational and professional opportunities.
- Cookbook Fundraiser: We need recipes. A flyer was handed out to all members.
- Certifiable Guide Update: Darin Matthews is updating.
- Strategic Planning: General membership is invited to the next meeting. The meeting is scheduled directly following the board meeting on November 17th from 1 to 3 at the Port of Portland.
- Member Handbook: Nothing done yet. Waiting for parts of the handbook to be updated before proceeding with handbook. Kathleen will look at historic chapter files for officer duty descriptions.
- List Of Officer/Director Duties: Secretary will review historic files for documents.
- Update Letterhead: Update in process by Elaine Holt. (done)

4. NEW BUSINESS:

- Announcements: Judy McGee received a lifetime membership and appreciation certificate at her recent retirement party held at the City of Portland. Cynthia Rodda has accepted a new procurement position with the Beaverton School District. Denise Johnson from the City of Portland is a new Grandma.
- Feedback Loop: President Diane answered two comments/questions received at the previous general membership. A new suggestion and comment sheet was distributed to all attendees.
- Leslie's Purse: This year it will be raffled off at the December meeting. Winner will keep the piggybank, chapter keeps money from raffle ticket sales. May do it the same way next year or might put it in the silent auction...still to be decided how it will be handled in the future. Proceeds to be used toward scholarships.

5. ADJOURNMENT:

There being no further business to be brought before the Board, the meeting was adjourned at 1:00 P.M.

Respectfully submitted,
Kathleen Hinick, CPPB, Secretary

Approved by the General Membership On: _____

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