

Columbia Chapter Pro-D Report 6/20/07

Pro-D Basic Info

- 21-Day Notification to NIGP No. of students / cancel
Lauren Gaffney
 - WE contact the instructor
 - We must verify membership status
 - Tiered Registration Rates National Chapter
 - Move to 2-tiered? X Chapter?
 - Non-member
 - No planned confirmations for registrants
 - On the registration-due date
 - Deposit checks
 - Seminar Roster w/Checks
 - After Event
 - Return
 - Eval. forms
 - Sign-In sheets
 - Registration forms
 - Toolkit
 - unused textbooks
 - Payment due 30 days after invoice
- We owe for the no-shows, which is why we can't refund late cancellations

My Goals, Plans and Ideas

- Master Schedule
- plan multiple mailings
- Get NIGP email list
- Hospitality for Instructor
- Internet Registration
- Reciprocal Email for OPPIA?
- eMail Confirmations
- Collaboration?

Meeting w/ OPPIA

- Wed., 6/27 at 2:00
- Holiday Inn, Wilsonville
- Don Hicks, Kevin Yin, Rob Rickard
- Plan and Coordinate Seminar Calendars
- Share Webinar Info
- Members' Survey
- Intro to Pub. Procurement
- Legal Aspects
- Sourcing in Pub. Sector
- Contract Admin
- Split 4 Foundational Courses
- CPPB/CPPO Review

Performance Based RFP's

6/14-15/2007 at MESD
Instructor: Pete Rigerink
Miscout (7 instead of 9)

Dropouts

Subtopic			
	A	B	C
1	Attendee	Organization	Note
2	Maskell, LaVon	Salem-Keizer SD	No Show
3	Tjaarda, William	Salem-Keizer SD	No Show
4	Borras, Sylvia	Salem-Keizer SD	No Show
5	Kwong, Catherine	Multnomah County	Cancelled and sent Carolyne Bragg in her place

4 attendees

Subtopic			
	A	B	C
1	Attendee	Organization	Note
2	Henshaw, Denise	Multnomah County	
3	Bragg, Carolyne	Multnomah County	Attended in place of Catherine Kwong
4	Walton, Jon	Oregon Economic & Community Development Dept	
5	Gangle, Christina	Clean Water Services	

Cancel + Airfare > Host + pay for ghost attendees

Chapter Seminar Webinar

- 6/21 (Thurs) at 10:00
- Free Webinar by NIGP
- Document Review
- Q & A
- Benefits of hosting seminar
- Processes to host Seminar
- NIGP Support & Resources
- NIGP Chapter Reservation Service
- NIGP Seminar Fee Schedule
- NIGP Chapter Seminar Agreement

Developing & Managing RFP's

7/16-18/2007 at MESD

4 paid registrations

Subtopic	
A	B
1	Attendee Organization
2	Stiffler, Sharon Metro
3	Bragg, Carolyne Multnomah County
4	McLellan, Jana Multnomah County
5	Le, Cynthia Multnomah ESD

1 serious inquiry from NM W-9

Guarantee for 3 from Dave Fajer (MESD)

NIGP Go/No Go: 6/25 (Monday)

Deadlines Registration: 6/29 (Fri)