

**Columbia Chapter NIGP  
General Membership Meeting  
Date: September 4, 2008  
Time: 11:30 AM to 1:30 PM  
Location: Marie Callender's Restaurant, Beaverton OR.**

## MEETING AGENDA

1. **Welcome**  
Secretary Report  
Treasurer Report
2. **"Get Involved"** presented by Denice Henshaw and Christine Moody

### LUNCH SERVED

3. **Forum 08 Highlights** presented by Forum Scholarship Recipient and Columbia Chapter Officers

Cinna'Mon Williams

Gretchen Harold  
Denice Henshaw

4. **Chapter Updates**  
Announcements....Gretchen Harold  
Top 3 Mid-Size Chapter of the Year.

Marketing Committee: Kathleen Hinick and Suzi Fulcher have agreed to be Co-Chairs to get this committee off to a great start.

Topics and Meeting for 08/09.....Denice Henshaw  
Upcoming Professional Development Classes.....Don Hicks  
Reverse Vendor Trade Show.....Christine Moody  
Future Goals .....Gretchen Harold

CHAPTER SURVEY to include questions on education and chapter member expectations, and marketing.

Community Service Event: Oregon Food Bank, Dates and Details to follow.

New Website and/or Chapter Software: Future opportunities.



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

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

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**GENERAL MEETING MINUTES**  
**September 04, 2008**  
**MARIE CALLENDER'S RESTAURANT**

**CALL TO ORDER:** President Gretchen Harold called the general meeting of the NIGP Columbia Chapter to order at 11:38 a.m. Twenty-nine members were in attendance.

**SECRETARY'S REPORT:** No notes presented.

**TREASURER'S REPORT:** Dave Laney passed out the last approved treasurer's report, which indicated that the Chapter currently has \$29,360.83.

**GET INVOLVED PRESENTATION:** Denice Henshaw and Christine Moody explained handouts (attached in official record) and volunteer board. They encouraged members to sign up for various committees. Committee chairs were called on to explain their committee purpose and help needed.

**SHIRTS:** Kathleen Hinick displayed the shirts that the Chapter is providing to all regular members and encouraged everyone who had not to complete and turn in an order form.

**FORUM HIGHLIGHTS:** Scholarship winner Cinna'Mon Williams was not in attendance but attendees Gretchen Harold, Kevin Yin, Christine Moody, and Denice Henshaw spoke of their experience at Forum. Gretchen particularly enjoyed the leadership classes while Kevin was impressed by the keynote speakers and excited to be part of the delegation accepting the Large Chapter of the Year Award for OPPA. Christine made some educational contacts and took the opportunity to line up a speaker for ICP. Denice enjoyed being part of the OPPA pit crew during the evening entertainment. While not winning the Medium Chapter of the Year Award this year Columbia Chapter placed in the top three of the nine chapters competing.

**MARKETING COMMITTEE:** Kathleen Hinick introduced the newly formed Marketing Committee and asked for volunteers and ideas. The Committee is specifically looking for help with the Chapter Mission Statement.

**ICP:** Christie Moody handed out a flier for the September ICP meeting (attached in official record) advertising a special guest speaker from NationalIPA to discuss cooperative purchasing and the opportunity to serve as a principal procurement agency.

**RVTS:** Christine Moody reported that the RVTS will be held March 18, 2009 at the Salem Conference Center. Volunteers are needed in many areas. Christine also mentioned that her term as ICP Director and RVTS co-chair is coming to an end providing an excellent opportunity for another Chapter member.

**TOPICS:** Denice Henshaw provided a list of meeting dates and topics as follows:

- 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

A CHAPTER OF THE  
NATIONAL INSTITUTE OF GOVERNMENTAL PURCHASING



[WWW.NIGP.ORG](http://WWW.NIGP.ORG)

**PRO D REPORT:** Don Hicks provided a list of seminars for the upcoming year (attached in official record) and announced that OPPA and Columbia Chapter will share billing on all of the offerings.

**OCTOBER MEETING:** October 9<sup>th</sup> at the Stockpot.

**ANNOUNCEMENTS:** Gretchen Harold talked about the upcoming membership survey and encouraged all members to respond. She announced the intention of the Chapter to volunteer at the Oregon Food Bank for a community service event. The Chapter is also updating the website and Gretchen asked for member input on what should be included and what new functionality members would like to see.

**ADJOURNMENT:** The meeting was adjourned at 1:03 p.m.

Respectfully submitted by: Suzi Fulcher, Secretary

## GET INVOLVED

We are looking for members to get involved and volunteer for Chapter activities. Take a look below and see if there are any activities you would like to be involved in and volunteer to help with. You are needed to help this Chapter be successful.

Thanks in advance for your participation.

COMMITTEE	VOLUNTEERS NEEDED
Chapter History	Two Volunteers
Marketing Committee	Two Volunteers
Member Survey	Two Volunteers
Newsletter	One Editor One Assistant Editor
Professional Development	Two to Three Volunteers
Reverse Vendor Trade Show	Many Volunteers needed Multiple areas to choose from
Scholarships/Rewards	One Volunteer
Silent Auctions	Ideas, Donations and Basket Coordinators



COLUMBIA CHAPTER, NIGP

*You are invited to the*

**INTERGOVERNMENTAL COOPERATIVE PURCHASING MEETING**

*on* **SEPTEMBER 24**

*at the* **PORTLAND PUBLIC SCHOOLS**

**501 N. Dixon, L-1 Conference Room, Portland Oregon**

*from* **11:30 AM to 12:30 PM**

*with special guest*



*to discuss cooperative purchasing and the opportunity  
to serve as a principal procurement agency.*

**For more information on National IPA, please visit their website: [www.nationalipa.org](http://www.nationalipa.org)**

## **NIGP Columbia Chapter and OPPA**

### **List of Proposed Seminars in Oregon during the 2008-2009 School Year**

Below is the list of Seminars proposed by both NIGP's Columbia Chapter in Portland and Oregon Public Purchasing Association (OPPA) in Salem. This list is subject to change.

The planning of these events is an ongoing process; we encourage you to check with each chapter's website or the NIGP national website to confirm that the dates for these events has not changed!

<b>Seminar Title</b>	<b>Dates</b>	<b>Location</b>
<b>Fundamentals of Leadership and Management in Public Procurement</b>	October 2 & 3, 2008	Multnomah ESD in Portland
<b>Introduction to Public Procurement</b>	December 10, 11 & 12, 2008	Hillsboro Civic Center
<b>Developing &amp; Managing RFP's</b>	January 7, 8, & 9, 2009	TBA (Salem area likely)
<b>Legal Aspects of Public Procurement</b>	February 9, 10 & 11, 2009	Multnomah ESD in Portland
<b>Effective Management of Construction Contracts</b>	February 23, 2009	Multnomah ESD in Portland
<b>Contract Administration</b>	March 11, 12 & 13, 2009	TBA (Salem area likely)
<b>Sourcing in the Public Sector</b>	April 13, 14 & 15, 2009	Multnomah ESD in Portland
<b>Marketing 101 for the Procurement Professional</b>	May 13, 2009	TBA (Salem area likely)
<b>Managing Your End Users/Suppliers</b>	May 29, 2009	TBA (Salem area likely)
<b>Introduction to Public Procurement</b>	July 20, 21, & 22	TBA (Salem area likely)
<b>Train the Trainer</b>	TBA	TBA (Portland area likely)

12:01 AM

09/04/08

**Columbia Chapter NIGP  
Reconciliation Summary  
First Interstate Checking, Period Ending 04/30/2008**

	<u>Apr 30, 08</u>
<b>Beginning Balance</b>	15,801.55
<b>Cleared Transactions</b>	
Checks and Payments - 5 items	-3,333.30
Deposits and Credits - 1 item	4,640.00
<b>Total Cleared Transactions</b>	<u>1,306.70</u>
<b>Cleared Balance</b>	<u><u>17,108.25</u></u>
<b>Register Balance as of 04/30/2008</b>	17,108.25
<b>Ending Balance</b>	17,108.25

*April, 2008*

*3 pages*

*Paul Gray*

12:05 AM  
09/04/08  
Accrual Basis

**Columbia Chapter NIGP**  
**Profit & Loss**  
April 2008

	<u>Apr 08</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Seminars/Workshops	4,640.00
<b>Total Income</b>	<u>4,640.00</u>
<b>Expense</b>	
Confrence / National Fourn	2,500.00
General Meeting	516.70
Internet	26.85
Seminar / Workshops	289.75
<b>Total Expense</b>	<u>3,333.30</u>
<b>Net Ordinary Income</b>	<u>1,306.70</u>
<b>Net Income</b>	<u><u>1,306.70</u></u>



**Columbia Chapter NIGP  
Profit & Loss Detail  
April 2008**

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
<b>Ordinary Income/Expense</b>								
Income								
Seminars/Workshops	4/16/2008	DEP	Seminars Workshops	Purchasing a...		First Interstate ...	4,640.00	4,640.00
Deposit							4,640.00	4,640.00
Total Seminars/Workshops							4,640.00	4,640.00
Total Income							4,640.00	4,640.00
<b>Expense</b>								
Conference / National Fourn	4/23/2008	1424	Denice Henshaw	For National F...		First Interstate ...	2,500.00	2,500.00
Check							2,500.00	2,500.00
Total Conference / National Fourn							2,500.00	2,500.00
General Meeting	4/3/2008	Debit ...	Stock Pot	April General ...		First Interstate ...	516.70	516.70
Check							516.70	516.70
Total General Meeting							516.70	516.70
Internet	4/30/2008	Debit	Watermelon Works			First Interstate ...	26.85	26.85
Check							26.85	26.85
Total Internet							26.85	26.85
Seminar / Workshops	4/7/2008	Debit	Spring Hollow Cafe	April Seminar		First Interstate ...	189.75	189.75
Check				CPPC / CPP...		First Interstate ...	100.00	289.75
Check	4/25/2008	1425	Portland Community ...				289.75	289.75
Total Seminar / Workshops							289.75	289.75
Total Expense							3,333.30	3,333.30
Net Ordinary Income							1,306.70	1,306.70
Net Income							1,306.70	1,306.70

12:30 AM

09/04/08

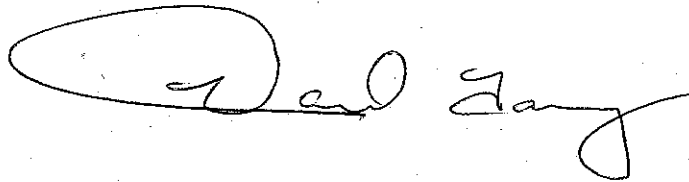
# Columbia Chapter NIGP Reconciliation Detail

## First Interstate Checking, Period Ending 05/31/2008

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						17,108.25
<b>Cleared Transactions</b>						
<b>Checks and Payments - 7 items</b>						
Check	5/1/2008	1428	Stock Pot	X	-533.30	-533.30
Check	5/1/2008	1426	Award Specilities	X	-140.00	-673.30
Check	5/2/2008	1427	City Of Hillsbouro	X	-375.28	-1,048.58
Check	5/8/2008	1429	Capers Cafee	X	-76.90	-1,125.48
Check	5/22/2008	DEBIT	Big Town Hero	X	-48.60	-1,174.08
Check	5/23/2008	DEBIT	Avalon Flowers	X	-69.95	-1,244.03
Check	5/30/2008	Debit	Watermelon Works	X	-26.85	-1,270.88
<b>Total Checks and Payments</b>					<b>-1,270.88</b>	<b>-1,270.88</b>
<b>Deposits and Credits - 1 item</b>						
Deposit	5/1/2008	DEP	NIGP Class	X	1,240.00	1,240.00
<b>Total Deposits and Credits</b>					<b>1,240.00</b>	<b>1,240.00</b>
<b>Total Cleared Transactions</b>					<b>-30.88</b>	<b>-30.88</b>
<b>Cleared Balance</b>					<b>-30.88</b>	<b>17,077.37</b>
<b>Register Balance as of 05/31/2008</b>					<b>-30.88</b>	<b>17,077.37</b>
<b>Ending Balance</b>					<b>-30.88</b>	<b>17,077.37</b>

May, 2008

2 pages



12:30 AM

09/04/08

**Columbia Chapter NIGP  
Reconciliation Summary  
First Interstate Checking, Period Ending 05/31/2008**

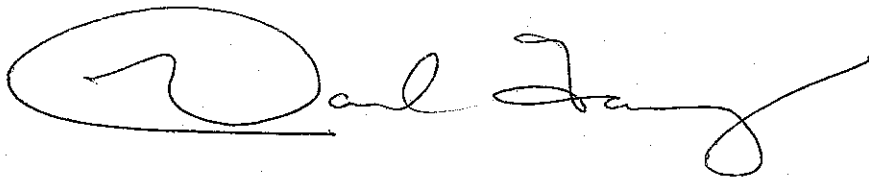
	<u>May 31, 08</u>
<b>Beginning Balance</b>	17,108.25
<b>Cleared Transactions</b>	
Checks and Payments - 7 items	-1,270.88
Deposits and Credits - 1 item	1,240.00
<b>Total Cleared Transactions</b>	<u>-30.88</u>
<b>Cleared Balance</b>	<u>17,077.37</u>
<b>Register Balance as of 05/31/2008</b>	17,077.37
<b>Ending Balance</b>	17,077.37

### Columbia Chapter NIGP Reconciliation Detail

First Interstate Checking, Period Ending 06/30/2008

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						17,077.37
<b>Cleared Transactions</b>						
<b>Checks and Payments - 2 items</b>						
Check	6/5/2008	1430	NIGP National	X	-360.00	-360.00
Check	6/5/2008	1431	NIGP National	X	-100.00	-460.00
<b>Total Checks and Payments</b>					-460.00	-460.00
<b>Deposits and Credits - 2 items</b>						
Deposit	6/19/2008	Dep	Joint Workshop	X	604.23	604.23
Deposit	6/24/2008	Dep	RVTS Proceeds	X	12,139.23	12,743.46
<b>Total Deposits and Credits</b>					12,743.46	12,743.46
<b>Total Cleared Transactions</b>					12,283.46	12,283.46
<b>Cleared Balance</b>					12,283.46	29,360.83
<b>Register Balance as of 06/30/2008</b>					12,283.46	29,360.83
<b>Ending Balance</b>					<u>12,283.46</u>	<u>29,360.83</u>

June 2008 2 Pages



12:41 AM

09/04/08

**Columbia Chapter NIGP  
Reconciliation Summary  
First Interstate Checking, Period Ending 06/30/2008**

	<u>Jun 30, 08</u>
<b>Beginning Balance</b>	17,077.37
<b>Cleared Transactions</b>	
Checks and Payments - 2 items	-460.00
Deposits and Credits - 2 items	12,743.46
<b>Total Cleared Transactions</b>	<u>12,283.46</u>
<b>Cleared Balance</b>	<u>29,360.83</u>
<b>Register Balance as of 06/30/2008</b>	29,360.83
<b>Ending Balance</b>	29,360.83