

# Columbia Chapter NIGP

## Executive Board Meeting

### December 2016



**Date:** December 21, 2016

**Time:** 11:30 AM– 2:00 PM

**Location:** The Portland Building, 2<sup>nd</sup> Floor Conference Room B

**Facilitator:** Diane Seaton, CPPO, CPPB – President

**Minutes taken by:** Christy Tran, Secretary

#### EXECUTIVE BOARD MEETING MINUTES CALL TO ORDER: 12:04 PM

##### ATTENDEES

Diane Seaton, President; Denice, Vice President; James Moering, Past President; Lee Fleming, Membership Director; Kathi Braeme-Burr, Pro-D; Stephen Nelson, Treasurer.

##### REPORTS

**December Board Meeting Minutes:** Lee moved to accept meeting minutes as presented, seconded by James, all approved.

##### COMMITTEE REPORTS

**ICP:** ICP meeting scheduled for 12/20/16 was cancelled. Meetings from January through March will be focused on Cooperative purchasing. (No report)

**Membership:** (See attached report)

**Logistics:** Per Diane, some of us have tried to reach Stacey via phone and email but have not been successful. Diane will send Stacey one last email to ask her to respond by January 15, 2017. If unsuccessful, Diane will appoint Cindy Phillips as interim logistics director until the end of the fiscal year and then reelect for the position. (No report)

**Treasurer:** Due to fraudulent activities, Diane will be meeting with the bank to finalize closing out the bank account. (See attached report)

**Pro-D:** We received 24 registrations for the December 16 class but only 10 showed up due to the weather. NIGP normally sends out who completed the class but for some reason everyone who signed up received a certificate. Kathi will follow up with NIGP to find out why. (See attached report)

- December 16 class: US communities paid 6200 and we paid 6500
- CPPB class in March – 1 person has registered
- CPPB in fall – We currently do not have this on schedule but will look to see if there is enough members interested to schedule one.

**Rewards:** Per James, Shawn and Christy have redeemed their rewards. We are still missing Emilie's. (See attached report)

**Chapter Liaison:** Per Diane, Craig could not make it due to conflicting meetings. (No report)

**General Meetings:** Per Denice, presenters have been scheduled for the general meetings. (No report)

- January (Potluck) – Gabi Schuster to come and share about Metro
- February – Barry Zimmerman on Tomorrow's Teachers

- March – All Day Workshop
  - Saby Waraich on Leadership
  - Tracy Sagal on Strategies for Small Business Contracting Success
- May – Panel on IT and Cyber Liability

**Lee moved to accept all reports as presented, seconded by Stephen, all approved.**

#### **OLD BUSINESS**

1. Holiday Luncheon Update - Rescheduled to January 18, 2017
2. Volunteer Day Update - No updates
3. NIGP Challenge Update - We are in 3<sup>rd</sup> place so far. Annie will be cheer leader to encourage the team
4. Wells Fargo / Fraud
  - Diane will follow up with the police and see if there is any update.
  - Updated handbook with double signatures, not transfers allowed. Diane will get check with double line so that president and vice can both sign.

#### **UPCOMING EVENTS AND MEETINGS**

1. Mentorship Program – Christy asked the Board to review the mentor/mentee forms and provide responses.
2. Google Drive Folders (email from Lisa Emery)
  - Topic postponed to next month
3. OPPA \$900 invoice – add to budget
  - Have proposed budget.
  - Received RVTS numbers - \$17,513...
  - We have close to \$4000 that we didn't know we would have.
  - \$900 goes to agencies for free agency redeemed in 2015 for 2014 RVTS. \$13,000 approximately for membership fees
4. Potluck at future meeting?
  - Topic postponed to next month
5. FY to calendar year
  - Topic postponed to next month
6. Forms due to NIGP by 1/31 (chapter leader & member data)
  - Board is working on the forms.

#### **UPCOMING EVENTS AND MEETINGS**

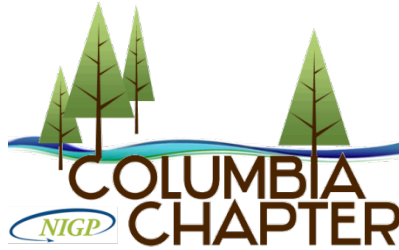
##### **PARKING LOT:**

1. CPPO / CPPB certifications – how to recognize
2. Buyer / Manager of the Year – how to recognize
3. Update handbook / checklists
4. Strategic plan edits
5. Constant contact

##### **UPCOMING EVENTS AND MEETINGS:**

1. Class: January 9-11 (Developing & Managing RFP's)
2. Holiday Luncheon at Ptl City Grill: January 18
3. Board Meeting: January 12 (not 1/18)
4. Leadership Symposium – February 23-25 (Denice to attend)
5. All Day Workshop: March 2
6. 5K with OPPA: March ??
7. Chapter of the Year application due May 23

**MEETING ADJOURNED AT 2:00 PM**



Report Date: December 21, 2016 - UPDATED

Committee or Director: Membership

Prepared By: Lee Fleming

Executive Board Meeting Date: December 21, 2016

Committee meeting minutes, new developments, or other information:

Two applications for membership was received since the last report, November 28, 2016:

- Thuy Meade – Beaverton School District
- Ken Scholes – Multnomah County Human Services - Paid

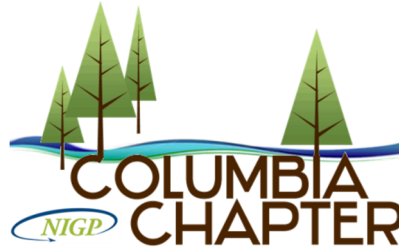
The first notice for 2017 Chapter Memberships went out via Constant Contact on November 14, 2016. A second and final notice will go out this week as a reminder for the December 31, 2016 deadline.

Updates to the Chapter Roster are being completed in preparation for the annual report to NIGP National, which is due on/about January 31, 2017

Respectfully submitted,

*Lee Fleming*

Lee Fleming  
Membership Director



Report Date: December 20, 2016

2016 Reward Committee:  
 Prepared By: James Moering (Past President)

Executive Board Meeting Date: December 21, 2016

Committee meeting minutes, new developments, or other information:

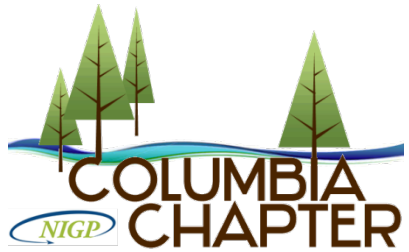
**Rewards Status Table**

<b>2016 Rewards Awardees (\$275.00 for each Awardee)</b>	<b>Date Application Submitted</b>	<b>Redeemed In the amount of:</b>	<b>Date redeemed</b>	<b>Comments</b>
Brian Smith	1/15/2016	\$275.00	9/26/16	Paid on 10/19/2016
Kelly Davis-McKernan	1/19/2016	\$275.00	05/31/2016	Paid on 6/3/2016
Doreen Blome'	1/21/2016	\$275.00	10/7/16	Paid: Donated towards funding free class seats
Paula Rickman	1/22/2016	\$275.00	10/12/16	Paid: Donated towards funding free class seats
Lenika Hutchens	1/22/2016	\$200.00	08/12/2016	Paid 8/17/2016
Shawn Postera	1/28/2016	\$275.00	12/05/2016	Sourcing in the Public Sector, sent to President for payment
Christy Tran	1/28/2016	\$275.00	12/05/2016	Sourcing in the Public Sector, sent to President for payment
Emilie Schulhoff	2/2/2015	\$275.00	<b>Not received</b>	To Be: Donated towards funding free class seats?
Annie Teav	1/28/2016	\$275.00	11/02/2016	Paid: Donated towards funding free class seats

A reminder e-mail was out in the beginning of December, 2016 reminding awardees that they need to redeem their rewards by December 31, 2016 or risk losing their rewards dollars. Christy and Shawn responded, Emilie did not.

Respectfully submitted by: Past President

James C. Moering, CPPB, CPPO, JD  
 2016 Rewards Dollars Committee Chair



Report Date: December 21, 2016

Committee or Director: Pro-D

Prepared By: Kathi Braeme-Burr

Executive Board Meeting Date: December 21, 2016

Committee meeting minutes, new developments, or other information:

**Classes held in 2016:**

CPPB prep Class, April 2016

Effective Decision Making – 10 attendees (14 no shows due to weather)

Principles and Techniques of Problem Solving – 18 attendees

Unsure how much, if any, rebate will be sent.

**Classes for 2017:**

January - Developing and Managing RFP – 15 registered estimated revenue after expenses \$900

March - CPPB prep – 1 registered (need 7 more)

**Income/Expense Report  
February 2012  
Developing and Managing RFP**

Income:  
9 Attendees, Rebate \$560.30

Expense:  
Refreshments \$ 81.56  
Net Income \$478.74

**April 2012  
Legal Aspects of Public Procurement**

Income:  
9 Attendees, Rebate \$502.70

Expense:  
Refreshments \$ 50.17  
Net income \$452.53

**July 2012  
Intro to Public Procurement**

Income:  
10 Attendees, Rebate \$712.60

Expenses:  
Refreshments: \$ 92.51  
Net Income: \$620.09

**September 2012  
Contracting for Construction Services**

Income:  
14 Attendees, Rebate \$638.90

Expenses:  
Refreshments: \$112.08  
Net Income: \$526.82

**October 2012  
Legal Aspects of Public Procurement**

Income:  
14 Attendees, Rebate \$935.00

Expense:  
Refreshments, Room rental \$739.65  
Net income \$195.35

**Total Net Income YTD 2012 \$ 2273.53**

**January 2013  
Developing and Managing RFP**

Income:  
15 Attendees, Rebate \$1488.75

Expense:  
Refreshments, Room rental \$522.04  
Net income \$ 966.71

**April 2013  
CPPB Prep**

Income:  
18 Attendees, Rebate \$1307.25

Expense:  
Refreshments, Room rental \$433.39  
Net income \$ 873.86

**September 2013  
CPPB Prep**

Income:  
13 Attendees, Rebate \$ 587.00

Expenses:  
Refreshments, Room \$ 480.13  
Net Income: \$ 106.87

**Total Net Income 2013 \$ 1947.44**

**January 2014  
Sourcing in the Public Sector**

Income:  
7 attendees & 1 seat \$520.50

Expenses:  
Refreshments/Room: \$631.84  
Net Loss \$111.34

**August 2014  
Effective Management of Construction  
Contracts**

Income:  
15 attendees \$ 778.50

Expenses:  
Refreshments \$ 83.80  
Net Income \$ 694.70

**October 2014**  
**Performance Based Requests for**  
**Proposals**

Income:  
30 Attendees \$630.00  
Expenses:  
Refreshments \$106.20  
Net Income \$523.80

**December 2014**  
**Developing and Managing RFP**  
**(cosponsored OPPA)**

**Income:**  
23 Attendees \$1085.37  
Expenses:  
Refreshments, etc  
\$ 81.26  
Net Income \$1004.11

**Total Net Income 2014: \$ 1982.77**

**May 2015**  
**Legal Aspects of Public Procurement**

Income:  
11 Attendees, Rebate \$672.50

Expense:  
Refreshments, Parking \$220.91

Net income \$452.59

**Total net income 2015 \$452.59**

**April 2016**  
**CPPB Prep**

Income:  
6 Attendees, Rebate \$ 0.00

Expense:  
Refreshments, Parking - \$143.16  
Net income -\$143.16

**December 2016**  
**Effective Decision Making**

Income:  
10 Attendees, rebate \$ ???

**Problem Solving**

Income:  
18 attendees rebate \$???

Expenses:  
Refreshment, mailing \$209.18  
Net Income \$xxxx

**Total net loss 2016 -\$143.16**

**List of classes for 2017  
Columbia Chapter**

**January 9th**

Developing and Managing RFP (3 day)

**March 6th**

- CPPB prep (2 day)

**May 8th**

- Legal Aspects of Public Procurement (3 day)

**July**

- Introduction to Public Procurement (3 day)

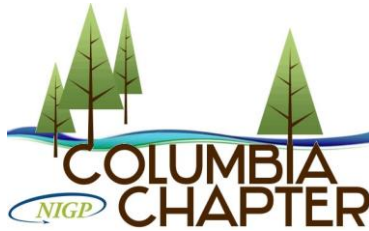
**Sept**

- Contracting for Construction Services (2 day)

**Nov**

- Get What you need through Successful Negotiation Strategies (2 day)





Report Date: December 20<sup>th</sup>, 2016

Committee or Director: Treasurer

Prepared by: Stephen Nelson

Executive Board Meeting date: December 21<sup>st</sup>, 2016

Report information:

1. Treasurer's Report includes Novembers Balance Sheet, P&L, Reconciliations, and bank statements.
2. Pro-D's November report is attached there are no Credit Card reconciliations as there was a billing issue and the reconciliation would have a variance as noted in the Balance Sheet.
  - a. There is an issue when the accounts were changed and the billing may have not been updated.
  - b. There is a finance charge on the card that needs to be credited by the bank.
3. There is also an outstanding check to NIGP national for the Free "Problem Solving" class that needs to be repaid since the accounts were changed.
  - a. There was an attempt to cash the check but it was returned.
4. The last fraudulent transaction is reflected on the November summary

**Columbia Chapter**  
**Balance Sheet**  
As of December 20, 2016

Dec 20, 16

**ASSETS**

**Current Assets**

**Checking/Savings**

**Advantage Business Package Chec**                   15,965.83

**Business Market Rate Savings**                   17,194.92

**Total Checking/Savings**                           33,160.75

**Total Current Assets**                                   33,160.75

**TOTAL ASSETS**   33,160.75

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Credit Cards**

    20030 · Pro D CC                                   642.20

**Total Credit Cards**                               642.20

**Total Current Liabilities**                       642.20

**Total Liabilities**                                       642.20

**Equity**

    30000 · Opening Balance Equity               19,086.74

    32000 · Unrestricted Net Assets             2,541.60

**Net Income**                                       10,890.21

**Total Equity**                                       32,518.55

**TOTAL LIABILITIES & EQUITY**                       33,160.75

**Columbia Chapter**  
**Profit & Loss**  
November 2016

	<u>Nov 16</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
46400 · Other Types of Income	
46420 · RVTS	281.38
46450 · Interest Income	0.20
<b>Total 46400 · Other Types of Income</b>	<u>281.58</u>
47200 · Program Income	
47240 · NIGP Sponsored Seminars-rebates	6,200.00
<b>Total 47200 · Program Income</b>	<u>6,200.00</u>
<b>Total Income</b>	6,481.58
<b>Expense</b>	
60900 · Business Expenses	
60960 · Website Development/Maintenance	132.00
60900 · Business Expenses - Other	1,400.00
<b>Total 60900 · Business Expenses</b>	<u>1,532.00</u>
65000 · Operations	
65090 · Board Meetings	62.80
<b>Total 65000 · Operations</b>	<u>62.80</u>
65100 · Program Expenses	
65120 · General Mtgs-Catering	757.00
65139 · Silent Auction	26.97
65150 · Pro D Classes	60.00
<b>Total 65100 · Program Expenses</b>	<u>843.97</u>
<b>Total Expense</b>	<u>2,438.77</u>
<b>Net Ordinary Income</b>	<u>4,042.81</u>
<b>Net Income</b>	<u><u>4,042.81</u></u>

## Columbia Chapter Reconciliation Detail

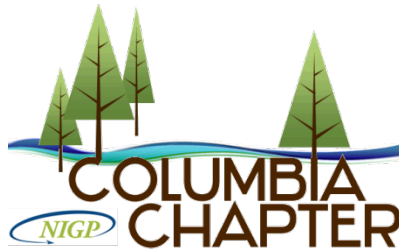
### Advantage Business Package Chec, Period Ending 11/30/2016

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
<b>Beginning Balance</b>							<b>12,484.22</b>
<b>Cleared Transactions</b>							
<b>Checks and Payments - 8 items</b>							
	Check	10/18/2016	1111	Stacey Balenger	√	-621.00	-621.00
	Check	11/03/2016	debit	Portland City Grill	√	-250.00	-871.00
	Check	11/09/2016	debit	Fraud	√	-1,400.00	-2,271.00
Tamale Boy	Check	11/09/2016	debit	One-time Vendor	√	-507.00	-2,778.00
	Check	11/16/2016	debit	Watermelon	√	-99.00	-2,877.00
	Check	11/21/2016	debit	Constant Contact	√	-33.00	-2,910.00
World Market	Check	11/25/2016	debit	One-time Vendor	√	-26.97	-2,936.97
	Check	11/29/2016	debit	Cafe Portlandia	√	-62.80	-2,999.77
Total Checks and Payments						<u>-2,999.77</u>	<u>-2,999.77</u>
<b>Deposits and Credits - 2 items</b>							
	Deposit	11/21/2016	DEP	OPPA	√	281.38	281.38
	Deposit	11/21/2016	DEP	US Communities	√	6,200.00	6,481.38
Total Deposits and Credits						<u>6,481.38</u>	<u>6,481.38</u>
Total Cleared Transactions						<u>3,481.61</u>	<u>3,481.61</u>
Cleared Balance						<u>3,481.61</u>	<u>15,965.83</u>
Register Balance as of 11/30/2016						<u>3,481.61</u>	<u>15,965.83</u>
<b>Ending Balance</b>						<u><u>3,481.61</u></u>	<u><u>15,965.83</u></u>

# Columbia Chapter Reconciliation Summary

Business Market Rate Savings, Period Ending 11/30/2016

	<u>Nov 30, 16</u>
Beginning Balance	17,194.72
Cleared Transactions	
Deposits and Credits - 1 item	<u>0.20</u>
Total Cleared Transactions	<u>0.20</u>
Cleared Balance	<u><u>17,194.92</u></u>
Register Balance as of 11/30/2016	17,194.92
Ending Balance	17,194.92



Report Date: 12/20/2016

Committee or Director: Web Committee, members Travis Allison, Lisa Emery, and Eric Wicks

Prepared By: Travis Allison

Executive Board Meeting Date: 12/21/2016

Committee meeting minutes, new developments, or other information:

### **Web Content and Uploading**

Over the years web editors have uploaded files incorrectly causing these files to be inaccessible to other web editors. Our host and service provider (Watermelon Works) has run a script that captured previously inaccessible content and has uploaded these files to the Media folder in the back end of the system.

When uploading files, upload them to the Media folder prior to linking the files on the website otherwise the file may be lost. When in doubt, reach out to a member of the Web Committee.

### **Cleaning Up The Site**

The Web Committee had a teleconference and have created a plan to clean up content on Columbia Chapter's website. Each page will be reviewed to ensure content is up to date and formatting is uniform in appearance. We will be using the ICP page as a guide for formatting (<http://columbiachapternigp.org/resources/intergovernmental-purchasing-icp/>). If you have dated content on the website a committee member may reach out for up to date information.

Respectfully submitted,

Travis Allison