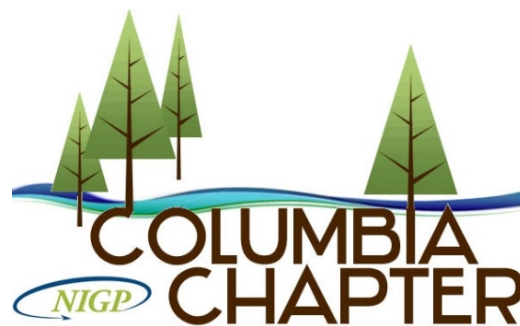


Columbia Chapter NIGP

Executive Board Meeting

March 2017



Date: March 15, 2017

Time: 11:30 AM– 1:00 PM

Location: The Portland Building, 2nd Floor Conference Room B

Facilitator: Diane Seaton, CPPO, CPPB – President

Minutes taken by: Christy Tran, Secretary

EXECUTIVE BOARD MEETING MINUTES CALL TO ORDER: 11:45 AM

ATTENDEES

Diane Seaton, President; Denice Henshaw, Vice President; James Moering, Past President; Lee Fleming, Membership Director; Kathi Braeme-Burr, Pro-D; Annie Teav, ICP Director; Craig Johnsen, Chapter Liaison; Christy Tran, Secretary.

REPORTS

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

COMMITTEE REPORTS

Treasurer (Stephen) – Report Attached

- Diane and Denice are having problems paying with their debit cards because they are unsure what the card address is so they cannot verify.
- We did not receive the saving statements for February. Diane will follow up with the bank.

Vice President (Denice)

- Still looking for a location for the April 6 General/ICP Meeting. Anticipating approx 75 people attending. Craig will check on Port Room and parking validations.
- May 4 General Meeting scheduled – David Allaway will speak about sustainability
- All day workshop – 30 confirmed and only 15 showed up. No one cancelled. We need to provide a deadline to cancel for future and remember to let people know.
- Denice made the deposit for the silent auction. \$1090 made. Spent \$500.
- Denice thanked the board for supporting the last couple months and especially thanked Diane for all her help and coverage.

ProD (Kathi) – Report Attached

- Had a successful February and March class
- Will be getting rebate for March but maybe not for February
- Legal Aspects – 7 signed up already (May 8th)
- Training calendar is scheduled out through November
- CPPB will be scheduled for fall

Membership (Lee) – Report attached

- No applications

Logistics (Cindy)

- No updates

Rewards (James) – Report attached

- We have enough in budget for 10 rewards

Chapter Liaison (Craig)

- Registration for Spring/Regional conference in Pendleton opened this morning
- OPPA went with sponsorship package deal this year. They've sold 24 packages for a total of

\$37,000.

ICP (Annie)

- o Invitation needs to be sent to members when a location is confirmed for the April 6 meeting.
- o We were asked if there are contact hours for ICP meetings. Annie will send email to Jennifer Stephen with NIGP to ask about if the ICP meeting is an instructional or not.
- o Annie is looking for something to host the ICP meetings through the summer. Kate will be helping co-facilitate.

James moved to accept meeting minutes as presented, seconded by Denice, all approved.

TOPICS

1. FY to Calendar Year – Diane proposed to change Board Officer Terms from fiscal year to calendar year.

Lee moved to accept meeting minutes as presented, seconded by James, all approved

2. Scholarship Program Revamp
 - a. Will revise and update the application form
 - b. Made a couple of small changes to the program policy
 - c. Committee has had 1 meeting already. Will meet to finalize in April
3. Looking to make a small change to the Rewards policy
 - a. The Rewards policy will be revised to include Rewards money can be used in the current and following year.
 - b. Executive board members can not apply for rewards and scholarships
4. Buyer & Manager of the Year Nominations
 - a. Denice sent email out to members on 3/14
5. Nominating Committee –
 - a. Christy will be Chair of Nomination committee. Committee members: Lee and Diane
 - b. Christy will draft email for nominations and have approved by the Board.
 - c. Christy will send out call for nominations email with a due date of 4/14.
 - d. Elections will be held for the following vacant positions.
 - i. Membership
 - ii. Logistics
 - iii. Secretary
6. Audit Committee
 - a. Denice will be Chair of Audit Committee.
 - b. Committee needs another board member
7. ByLaws
 - a. Diane will change the membership director language in bylaws
 - b. Diane will change language to reflect new calendar year and will bring to April 6.
8. Chapter of the Year Application
 - a. Denice will start on draft. Due May 23.
 - b. Lee will send Diane a copy of the proclamation for March purchasing month.

UPCOMING EVENTS AND MEETINGS

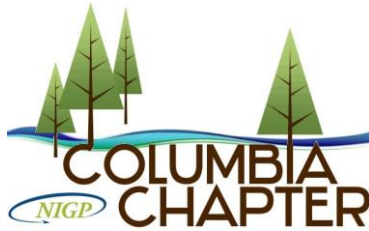
Parking Lot:

1. CPPO / CPPB certifications – how to recognize
2. Buyer / Manager of the Year – how to recognize
3. Google Drive Folders

UPCOMING EVENTS AND MEETINGS

1. General Membership & ICP Meeting: April 6
2. Chapter of the Year application due May 23

MEETING ADJOURNED AT 1:00 PM



Report Date: March 14th, 2017

Committee or Director: Treasurer

Prepared by: Stephen Nelson

Executive Board Meeting date: March 15th, 2017

Report information:

1. Treasurer's Report includes February's Balance Sheet, P&L, Checking Reconciliation, Pro-D Report and bank statements (redacted).
2. There is no Saving Account Reconciliation as only the 12/31/2016 (January Statement) was available.
3. The outstanding check to NIGP national for the Free "Problem Solving" class was transacted via Denice's Debit Card. Next month statement should show this charge.

Columbia Chapter
Balance Sheet
As of March 14, 2017

Mar 14, 17

ASSETS

Current Assets

Checking/Savings

Advantage Business Package Chec 29,957.56

Business Market Rate Savings 17,195.58

Total Checking/Savings 47,153.14

Total Current Assets 47,153.14

TOTAL ASSETS 47,153.14

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Credit Cards

 20030 · Pro D CC 54.38

Total Credit Cards 54.38

Total Current Liabilities 54.38

Total Liabilities 54.38

Equity

 30000 · Opening Balance Equity 19,086.74

 32000 · Unrestricted Net Assets 13,056.09

Net Income 14,955.93

Total Equity 47,098.76

TOTAL LIABILITIES & EQUITY 47,153.14

Columbia Chapter
Profit & Loss
February 1 through March 14, 2017

Feb 1 - Mar 14, 17

Ordinary Income/Expense

Income

46400 · Other Types of Income
 46440 · Silent Auction 1,090.00
Total 46400 · Other Types of Income 1,090.00

47200 · Program Income
 47240 · NIGP Sponsored Seminars-rebates 1,183.50
Total 47200 · Program Income 1,183.50

Total Income 2,273.50

Expense

60900 · Business Expenses
 60960 · Website Development/Maintenance 20.00
Total 60900 · Business Expenses 20.00

65000 · Operations
 65090 · Board Meetings 113.85
Total 65000 · Operations 113.85

65100 · Program Expenses
 65132 · Holiday Luncheon 2,121.20
 65139 · Silent Auction 12.00
 65140 · February All Day Workshop 500.00
 65150 · Pro D Classes 54.38
Total 65100 · Program Expenses 2,687.58

Total Expense 2,821.43

Net Ordinary Income -547.93

Net Income -547.93

Columbia Chapter Reconciliation Detail

Advantage Business Package Chec, Period Ending 02/28/2017

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance							30,451.11
Cleared Transactions							
Checks and Payments - 5 items							
	Check	02/02/2017	debit	Constant Contact	√	-20.00	-20.00
	Check	02/02/2017	debit	Dollar Tree	√	-12.00	-32.00
	Check	02/08/2017	debit	Portland City Grill	√	-2,121.20	-2,153.20
	Check	02/16/2017	debit	Bridge City Cafe	√	-113.85	-2,267.05
	Check	02/24/2017	debit	Oregon Zoo	√	-500.00	-2,767.05
Total Checks and Payments						<u>-2,767.05</u>	<u>-2,767.05</u>
Deposits and Credits - 5 items							
	Deposit	02/14/2017	DEP	CC President	√	188.00	188.00
	Deposit	02/14/2017	DEP	CC President	√	824.00	1,012.00
	Deposit	02/28/2017	DDEP	CC President	√	10.00	1,022.00
	Deposit	02/28/2017	DEP	Cynthia Phillips	√	68.00	1,090.00
	Deposit	02/28/2017	DEP	NIGP	√	1,183.50	2,273.50
Total Deposits and Credits						<u>2,273.50</u>	<u>2,273.50</u>
Total Cleared Transactions						<u>-493.55</u>	<u>-493.55</u>
Cleared Balance						<u>-493.55</u>	<u>29,957.56</u>
Register Balance as of 02/28/2017						<u>-493.55</u>	<u>29,957.56</u>
Ending Balance						<u>-493.55</u>	<u>29,957.56</u>

**Columbia Chapter NIGP
Expense Reimbursement Form**

Date: February 27, 2017

Amount: \$54.38

Member Name: Kathi Braeme-Burr
503-988-7550
Multnomah County

Purpose of Request: Developing and Managing RFP Class food and mailing expense paid by personal funds

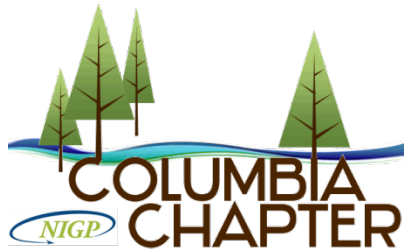
Signature of Approval:

President or Vice-President _____

Treasurer _____

Budget Account for Transaction

Date	Where	Category	Amount
2/13/2016	Safeway	Refreshments	\$ 42.62
2/4/2017	FRED M FUEL	gas	\$ 11.76
	Total		\$ 54.38



Report Date: March 15, 2017

Committee or Director: Pro-D

Prepared By: Kathi Braeme-Burr

Executive Board Meeting Date: March 15, 2017

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

Rebate amount \$1183.50

Classes for 2017:

January – Cancelled due to weather.

February – Developing and Managing RFP 15 students tentative rebate

March - CPPB prep – 8 registered, class is confirmed

May – Legal Aspects – 7 registered – class is confirmed

July Introduction to Public Procurement – 1 registered - (3 day)

Sept Contracting for Construction Services (2 day)

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

**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 Loss -\$143.16

**December 2016
Effective Decision Making
Problem Solving**

Income:
10 Attendees, rebate \$ 285.00
Income:
18 attendees rebate \$ 898.50

Expenses:
Refreshment, mailing \$209.18
Net Income \$974.32

Total net income 2016 \$831.16

**February 2017
Developing and Managing RFP**

Income:
15 Attendees rebate est \$ 700.00

Expenses:
Refreshments, etc \$ xxxx
Net Income \$ xxxx

**March 2017
CPPB Prep**

Income:
8 Attendees rebate est \$xxx

Expenses:
Refreshments, etc \$ xxxx
Net Income \$ xxxx

Total net income 2017 \$xxxx

**List of classes for 2017
Columbia Chapter**

January 9th

Developing and Managing RFP (3 day) Will reschedule for Feb

March 6th

- CPPB prep (2 day)

May 8th

- Legal Aspects of Public Procurement (3 day)

July

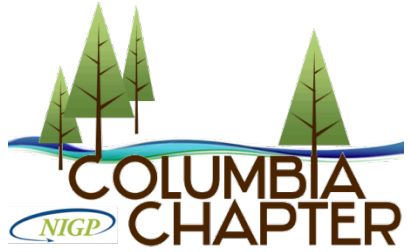
- Introduction to Public Procurement (3 day)

Sept 19-20

- Contracting for Construction Services (2 day)

Nov

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



Report Date: March 15, 2017

Committee or Director: Membership

Prepared By: Lee Fleming

Executive Board Meeting Date: March 15, 2017

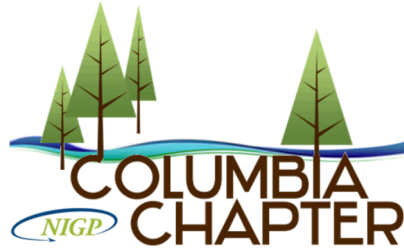
Committee meeting minutes, new developments, or other information:

No applications for membership were received since the last report, February 14, 2017.

Respectfully submitted,

Lee Fleming

Lee Fleming
Membership Director



Report Date: March 14, 2017

2016-2017 Reward Committee:
Prepared By: James Moering (Past President)

Executive Board Meeting Date: March 15, 2017

Committee meeting minutes, new developments, or other information:

No new information to report. Application period is in effect until April 14, 2017.

Respectfully submitted by: Past President

James C. Moering, CPPO, CPPB, JD
2016-2017 Rewards Dollars Committee Chair