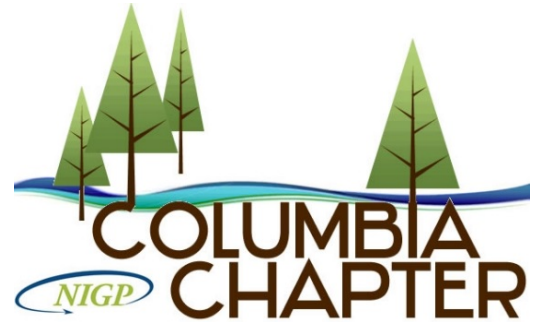


Columbia Chapter NIGP

Executive Board Meeting

April 2018



Date: April 18, 2018

Time: 11:30 AM– 1:00 PM

Location: Multnomah Building, 4th Floor, Juniper Room

Facilitator: Denice Henshaw, President

EXECUTIVE BOARD MEETING MINUTES

CALL TO ORDER: 11:35 AM

ATTENDEES

Denice Henshaw, President; Christy Tran, Vice President; Anthony Blackmon, Treasurer; Diane Seaton, Immediate Past President; Kathi Braeme-Burr, ProD Director, Emmanuel Amunga, Membership Director; Annie Teav ICP Director.

REPORTS

Board Meeting Minutes Emmanuel moved to accept the minutes with no changes and Kathi seconded it. All approved to accept the minutes.

COMMITTEE REPORTS

- **Treasurer** – See report attached. Are we on track budget vs actuals? We are on track with the PayPal account and a few other checks balanced us out.
- **Vice President** – No report submitted. Sent out a survey for panel discussion next meeting May 3rd at TWV Julie Hoffman, Eric Wicks, Craig Johnsen, and Paula Rickman. Topic: Construction, Contract, Issues. Christy is working on chapter applications.
- **Pro D** – Next class in July. Co-sponsor FEMA class in August with OPPA. We need 15 attendees to attend and need registration by the end of June. What do you want for free class at the end of the year?
- **Membership** – No new applications sent out. Three invoices to quick books with Anthony. They are still working out the processes. We have 133 members.
- **Logistics** – No report submitted.
- **Scholarship** – Scholarships awarded to Kathi Braeme-Burr, Rachel Beane, and Mahn Saechao.
- **Chapter Liaison** – Third week in May regional. Call next week Sun River, OR.
- **ICP** – Report submitted. April 5th was last meeting. Cooperative Purchasing. Next meeting in June regular meeting, special event August 1st or 2nd Tammy Rimes and Marcheta Gillespie Shine Light on Cooperative Purchasing.

Kathi moved to accept the Director reports as presented, seconded by Emmanuel, all approved.

TOPICS

Old Business

1. Constant Contact & Quickbooks update Anthony and Emmanuel sent out first three invoices to Quickbooks and it worked smoothly. Emmanuel needs to be added to the account as a secondary user.

2. New Scholarship Program We will discuss next month.

New Business

1. Free Class in Oct Survey Results Identified three classes we are interested in. Kathi will submit to US Communities to schedule free class at end of year.
2. Facebook Upgrade. We can post a lot to Facebook, what do we want to post, have we attempted a few things to promote? All of your views are organic if you are not a friend of Columbia Chapter. You won't be able to see the post. Let Annie research cost of boosting our post to carry out to a wider audience.
3. Mail Box vs PMB There is a \$22.00 charge for a mailbox vs PMB. Anthony is still waiting on USPS to send the info. Will update next meeting.
4. Handbook/Bylaws review-General Member Com. Mem. Denice suggested a general member be on the team. The board was fine with having a General Member on the Team.
5. Honorary vs Lifetime Member/Retired Member Lifetime is on bylaws, don't pay for membership, but pay for meals, and don't pay for holiday luncheon. Lifetime members have to be nominated by a general member. The board votes on it after nominated. We currently have five to be considered for lifetime membership. Kathi motioned to change the bylaws to allow for the board to nominate lifetime members. Diane seconded it and it was all approved.

UPCOMING EVENTS AND MEETINGS

1. Board Meeting- April 18, 2018
2. General Meeting- May 3, 2018
3. Board Meeting- May 16, 2018

MEETING ADJOURNED AT 1:08 PM

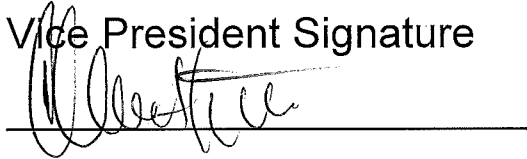
April 13, 2018

Columbia Chapter Treasurer Report

Enclosure Monthly report and supporting documentation

**Note all checks that have been issued have not cleared the bank account. This will most likely clear after next week. ALB a.g.
4/13/18

Vice President Signature

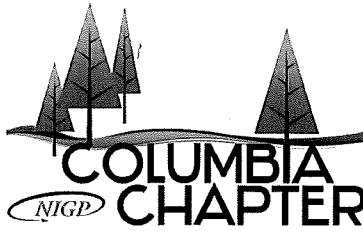


Date: 4/13/18

Treasurer Signature



Date: 4/13/18



Report Date: April 13, 2018

Committee or Director: Treasurer

Prepared by: Anthony Blackmon

Executive Board Meeting date: April 19, 2018

Report information:

1. Treasurer's Report includes April Balance Sheet, P&L, Reconciliations, and March bank statement. Note all bank statements are done for the previous month. Account snapshot of balances is attached.
2. There are no Credit Card Statements as there are no new transactions in the last month.
 - a. No credit card transactions
3. The following checks have been received and deposited:

Paypal: Check # 14324617 \$15, 760.22

Oregon Public Purchasing Association: \$500.00

Oregon Public Purchasing Association: \$7,700.00

Oregon Public Purchasing Association: \$23.00 (Reimbursement for Denice Forum Registration)

Checks Issued:

1020- Mahn Saechao Scholarship Awardee - \$799.00 forum registration (remaining balance to issue to agency \$201.00) Voided check

1019- Racheal Beane Scholarship awardee- \$799.00 forum registration (remaining balance to issue to agency \$201.00) Void

1018- Vice President- \$799.00 forum registration

1017- President- \$799.00 forum registration

1016- Pro-D Scholarship award forum registration- \$799.00

1021- Issued scholarship reward dollars \$1,000.00 to Mahn Saechao

1022- Issued scholarship reward dollars \$1,000.00 to Rachel Beane

Payment to Watermelon Webworks: \$8.95

1023 Payment made to Christy Tran for all day workshop supplies (\$87.94) purchase and \$20.56 for Leadership Symposium Purchase. (Refer to supporting documentation if any questions)

1024- Payment made to NIGP for \$152.00 for chapter assessment fee

Checking Balance as of April 13, 2018 \$30,877.30

Savings: \$20, 013.56

Checking Balance will be reduced down to \$ \$25,618.80

Columbia Chapter NIGP

BALANCE SHEET

As of April 13, 2018

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Checking (3834)	3,138.68
Savings (3842)	20,013.56
Total Bank Accounts	\$23,152.24
Accounts Receivable	
Accounts Receivable (A/R)	200.00
Total Accounts Receivable	\$200.00
Other Current Assets	
Uncategorized Asset	79.49
Undeposited Funds	266.00
Total Other Current Assets	\$345.49
Total Current Assets	\$23,697.73
TOTAL ASSETS	\$23,697.73
LIABILITIES AND EQUITY	
Total Liabilities	
Equity	
Opening Balance Equity	23,408.31
Retained Earnings	3,157.34
Net Income	-2,867.92
Total Equity	\$23,697.73
TOTAL LIABILITIES AND EQUITY	\$23,697.73

Columbia Chapter NIGP 2018 Budget

Category Description	Provided By	2018 Budget	2018 Current Spend	2018 Current Balance	Notes
Other Types of Income					
RVTS	Budget Committee	\$7,700.00		\$7,700 received vice estimated amount	
SILENT AUCTION AND OTHER FUND RAISERS	Budget Committee	\$1,000.00			
INTEREST	Budget Committee	\$4.00			
Other Types of Income - Other	Budget Committee	\$0.00			
Program Income					
MEMBERSHIP DUES	Membership Dir.	\$12,000.00			
PayPal (payment of membership dues)	Budget Committee	\$8,000.00			
SEMINARS WORKSHOPS	Pro-D	\$2,000.00			
	TOTAL INCOME	\$30,704.00			Budget is slightly off due to PayPal recent payments
Business Expenses					
BANK FEES or CHARGES	Treasurer	\$25.00	-\$0.32	\$24.68	
SECRETARY OF STATE	Budget Committee	\$25.00			
Legal Services	Treasurer	\$0.00			
POSTAGE AND DELIVERY	Budget Committee	\$300.00			
INTERNET - WEB HOSTING, ACCESS & TRANSACTION FEES	Budget Committee	\$300.00	-\$37.90	\$262.10	
OFFICE SUPPLIES	Budget Committee	\$50.00			
Other Expenses		\$0.00			
CONTINGENCY FUND	Budget Committee	\$1,000.00	-\$52.00	\$948.00	Moved \$52.00 from Contingency fund to chapter annual assessment fee
Operations					
ACCOUNTING SOFTWARE		\$0.00			
CHAPTER MARKETING PROMO MATERIALS	Marketing Committee	\$1,000.00			
SPECIAL PLAQUES / RECOGNITION AWARDS	Budget Committee	\$200.00	-\$241.00		
Annual Chapter Assessment	Treasurer ?	\$100.00	\$52.00	\$0.00	Paid \$152.00 for chapter assessment fee Invoice
PRES, VP NATIONAL FORUM	Budget Committee	\$5,000.00	-\$1,598.00	\$3,402.00	
PRES, Regional Conference	Budget Committee	\$950.00			
VP Leadership Symposium	Budget Committee	\$1,800.00	\$1,079.52	\$720.48	
GIFTS GIVEN/BEREAVEMENT	Budget Committee	\$100.00			
CHARITY	Budget Committee	\$0.00			
FUND RAISERS/SILENT AUCTION	Marketing/Budget	\$600.00			
BOARD LUNCHESES / SPECIAL MEETINGS	Logistics Director	\$1,200.00	-\$146.63	\$1,053.37	
Program Expenses					
Payment to NIGP for Seminars	Treasurer	\$0.00			
NATIONAL MEMBER DUES/PARTICIPATION FEE	Budget Committee	\$100.00			
GENERAL MEETINGS - Totals	Logistics Director	\$5,000.00	-\$1,248.15	\$3,751.85	
GENERAL MEETINGS - Catering	Logistics Director	\$0.00			
Holiday Luncheon	Budget Committee	\$3,000.00			
FREE ALL DAY WORKSHOP	Vice President	\$1,200.00			
JOINT WORKSHOP WITH OPPA	Vice President	\$1,000.00			
RVTS Expenses	Budget Committee	\$0.00			
PRO D SCHEDULED SEMINAR WORKSHOPS	Pro D Director	\$1,800.00			
Other Program Costs		\$0.00			
Scholarships/Rewards					
REWARD AND SCHOLARSHIPS - FORUM/WORKSHOPS	Budget Committee	\$7,200.00	-\$2,397.00	\$4,803.00	
SCHOLARSHIPS - WORKSHOP OR SEMINAR	Budget Committee	\$0.00			
SCHOLARSHIPS - Regional Conference	Budget Committee	\$0.00			
REWARDS DOLLARS	Budget Committee	\$0.00			
	TOTAL EXPENSE	\$31,950.00			
	Anticipated surplus:	\$54.00			



P.O. Box 1800
Saint Paul, Minnesota 55101-0800

3106 IMG S Y ST01

Business Statement

Account Number: 1
Statement Period:
Mar 1, 2018
through
Mar 31, 2018

000101702 01 SP 106481521042988 E
COLUMBIA CHAPTER NIGP
818 SW 3RD AVE PMB 1499
PORTLAND OR 97204-2405



To Contact U.S. Bank

24-Hour Business Solutions: 1-800-673-3555

U.S. Bank accepts Relay Calls

Internet: usbank.com

SILVER BUSINESS CHECKING

Member FDIC
Account Number

U.S. Bank National Association

Account Summary

	# Items	\$	
Beginning Balance on Mar 1			4,312.28
Card Withdrawals	4		44.90-
Ending Balance on Mar 31, 2018		\$	4,267.38

Card Withdrawals

Card Number: xxxx-xxxx-xxxx-9805

Date	Description of Transaction	Ref Number	Amount
Mar 2	Debit Purchase - VISA CTC*CONSTANTCONT *****9805	On 030118 855-2295506 MA REF # 24906418060051638815 US1	20.00-
5	Debit Purchase - VISA WATERMELON-WEB W *****9805	On 030218 971-645-4352 OR REF # 24247608061300571783672	8.95-
Mar 27	Debit Purchase - VISA INTUIT *QB ONLIN *****9805	On 032618 800-286-6800 CA REF # 24692168085100663490 US1	7.00-
Mar 30	Debit Purchase - VISA WATERMELON-WEB W *****9805	On 032918 971-645-4352 OR REF # 24247608088300562429094	8.95-

Card 9805 Withdrawals Subtotal \$ **44.90-**

Total Card Withdrawals \$ **44.90-**

Balance Summary

Date	Ending Balance	Date	Ending Balance	Date	Ending Balance
Mar 2	4,292.28	Mar 27	4,276.33	Mar 30	4,267.38
Mar 5	4,283.33				

Balances only appear for days reflecting change.

ANALYSIS SERVICE CHARGE DETAIL

Account Analysis Activity for: February 2018

Account Number:	\$	0.00
Analysis Service Charge assessed to	\$	0.00

Service Activity Detail for Account Number

Service	Volume	Avg Unit Price	Total Charge
Depository Services			
Combined Transactions/Items	14		No Charge



COLUMBIA CHAPTER NIGP
 818 SW 3RD AVE PMB 1499
 PORTLAND OR 97204-2405

Business Statement

Account Number:

Statement Period:

Mar 1, 2018

through

Mar 31, 2018



Page 2 of 2

ANALYSIS SERVICE CHARGE DETAIL (CONTINUED)

Service Activity Detail for Account Number (continued)

<i>Service</i>	<i>Volume</i>	<i>Avg Unit Price</i>	<i>Total Charge</i>
Subtotal: Depository Services			0.00
Fee Based Service Charges for Account Number 1-536-6830-3834		\$	0.00



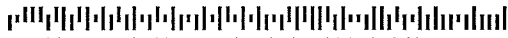
P.O. Box 1800
Saint Paul, Minnesota 55101-0800

3106 IMG S Y ST01

Business Statement

Account Number:
Statement Period:
Mar 1, 2018
through
Mar 31, 2018

Page 1 of 1



000118892 01 SP 106481521060178 E
COLUMBIA CHAPTER NIGP
818 SW 3RD AVE PMB 1499
PORTLAND OR 97204-2405



To Contact U.S. Bank

24-Hour Business Solutions:

1-800-673-3555

U.S. Bank accepts Relay Calls

Internet:

usbank.com

PREFERRED BUSINESS MONEY MARKET

Member FDIC

U.S. Bank National Association

Account Number

Account Summary

	# Items				
Beginning Balance on Mar 1		\$	20,012.21	Annual Percentage Yield Earned	0.07945%
Other Deposits	1		1.35	Interest Earned this Period	\$ 1.35
Ending Balance on Mar 31, 2018		\$	20,013.56	Interest Paid this Year	\$ 3.92
				Number of Days in Statement Period	31

Other Deposits

Date	Description of Transaction	Ref Number	Amount
Mar 30	Interest Paid	3000002535	\$ 1.35
Total Other Deposits			\$ 1.35

Receipt
Branch Deposit Receipt

From: US Bank
Date: 04/12/2018

Here's the receipt for your transaction made on 04/12/2018 at 09:58.

[Print](#)

Reference Number: 00006 03106 0003
Date: 04/12/2018 09:58
Transaction Type: Deposit
To Account: Ending in 3834
Amount: \$27,686.22

If you have any questions concerning this receipt [Contact Us](#).

Checks and other items received for deposit are subject to the terms and conditions of this bank's rules and regulations governing bank accounts, "Customer Agreement," as they may be amended from time to time. All items accepted for deposit are subject to later count and verification.

Deposits may not be available for immediate withdrawal.

Member FDIC

Deposit AccountsTotal Available Balance: **\$50,890.86**

Account Name	Available Balance 
Checking - 3834	\$30,877.30
Savings - 3842	\$20,013.56

Check Cards & ATM Cards

Card Name	Card Type
U.S. Bank® Busine... - 9797 View Spend Analysis	Check Card
U.S. Bank® Busine... - 9805 View Spend Analysis	Check Card
U.S. Bank® Busine... - 8041 View Spend Analysis	Check Card

Attachment I A.B.

NIGP

National Institute of Governmental
Purchasing
2411 Dulles Corner Park Suite 350
Herndon, VA 20171
United States

Customer #: 000035498C

Mrs. Leathia Denice Henshaw, CPPB
Columbia Chapter of NIGP
818 SW 3rd Avenue
PMB 1499
Portland, OR 97204

Invoice

Invoice #: 306792
Invoice Date: 04/09/2018
Invoice Terms: Net 30

Description	Quantity	Price	Discount	Amount
Chapter Assessment Fee - Chapter Only Member	19	\$8.00	\$0.00	\$152.00

Invoice Total	\$152.00
Taxes	\$0.00
Amount Paid	\$0.00
PLEASE PAY	\$152.00

PLEASE DETACH AND REMIT WITH YOUR PAYMENT

Invoice#: 306792

Customer #: 000035498C

Mrs. Leathia Denice Henshaw, CPPB
Columbia Chapter of NIGP
818 SW 3rd Avenue
PMB 1499
Portland, OR 97204

Select Payment Method	
<input type="checkbox"/>	Check Enclosed
Card Provider _____	Exp Date ___/___
Card # _____	CVV _____
Card Holder's Name _____	
Card Holder's Signature _____	

Remit Payment To:

National Institute of Governmental Purchasing
2411 Dulles Corner Park Suite 350, Herndon, VA 20171, United States

Total Due: \$152.00
Amt Remitted : _____

*Paid via check
1024*



Send check payment to:

OPPA
1118 Lancaster Dr. NE
PMB 430
Salem, OR 97301-2933

Invoice:

Transaction ID: 1523489244865
 Total: \$799.00
 Payment Method: Check
 Payment Status: *Pending (Instructions for submitting payment are at the bottom of this invoice)*
 Date: April 11, 2018 4:27 PM
 Employer: Multnomah County
 Billing Name: Christy Tran
 Billing Address: 501 SE Hawthorne Blvd, Suite 125
 Portland, Oregon 97214
 Phone: (503) 988-7997
christy.tran@multco.us
 Note: 2018 NIGP Forum - Payment Page - Meeting Registration

Meeting Registrations:

Registrant Information	Meeting Information	Meeting Fee	Price	Total
Christy Tran 501 SE Hawthorne Blvd, Suite 125 Portland, Oregon 97214 christy.tran@multco.us	2018 NIGP Forum - Payment Page Date to be announced Nashville Gaylord Opryland Nashville, Tennessee	Click to Pay by Check	\$799.00	\$799.00

Your purchase is pending until payment in full is received. Please submit payments to:

OPPA
1118 Lancaster Dr. NE
PMB 430
Salem, OR 97301-2933

paid via check 10/18



73rd ANNUAL FORUM AND PRODUCTS EXPOSITION
Gaylord Opryland Resort
Nashville, TN - August 19-22, 2018

Staying at the NIGP endorsed hotel helps NIGP meet its contractual obligations, thus keeping registration fees down. Take advantage of the convenience, camaraderie and savings by staying at contracted hotel - The Gaylord Opryland Resort and Convention Center.

Registration Packages

Full Conference Registration Package includes:

- Access to all educational sessions, plenary sessions, products expo and all meal events.

Room Sharing: Attendees sharing a room at the contracted hotel are exempt from the surcharge fee, however must provide a confirmation number and list all names on reservation for verification.

Registration Form Instructions

- Print or type and complete all sections of the registration form.
- Retain a copy for your records
- August 10, 2018 is the last day to receive advanced registrations. Registrations received after August 10, 2018 will be processed onsite in Gaylord Opryland Resort and Convention Center and billed at the late registration rate.

Group Registrations:

Multiple **Full Conference** registrations from the same chapter or agency are eligible for group discounts. All registrations must be submitted together at the same time with one form of payment. **A print/fax form must be completed for each individual registering.** Group registrations received with more than one form of payment will not be processed. **These discounts apply to FULL CONFERENCE packages only (conference only, local planning committee and daily packages are not eligible).**

- 3-9 Registrants = 10% off Group Total
- 10+ Registrants = 15% off Group Total

Payment

- OPPA will set up a payment page on OPPAweb.org. Acceptable forms of payment are credit card or check. OPPA accepts Visa, MasterCard or American Express. There will be a 3% charge for paying by credit card
- If paying by check, make checks payable to OPPA and mail to: OPPA Treasurer, 1118 Lancaster Dr NE, PMB 430, Salem OR 97301.

Methods of Registration

OPPA Handles as a group – no need for individual OPPA members to do anything with this section

Fax

- Complete the registration form, include payment information and fax it to 703-635-2326.

Mail

- Send completed registration form with payment to: NIGP, ATTN: Customer Care Department, 2411 Dulles Corner Park, Suite 350, Herndon, VA 20171. **DO NOT MAIL WITH CREDIT CARD INFORMATION IF ALREADY FAXED TO NIGP! This will result in a double charge to your credit card.!**

Internet

- Register online using your Visa, MasterCard or American Express [here](#) and receive immediate confirmation of your registration.

On site

- Registrations received after August 10, 2018, will be processed on site at the Gaylord Opryland Resort and Convention Center. On site registrations will be billed at the late registration rate.

Confirmation

All registrants will receive an email confirmation that includes payment and balance information upon receipt and processing of their registration.

paid via check 1016
Kathi 1



73rd ANNUAL FORUM AND PRODUCTS EXPOSITION
Gaylord Opryland Resort
Nashville, TN - August 19-22, 2018

Payment Information OPPA Members, DO NOT COMPLETE

MasterCard VISA American Express
 Card # _____ Exp. Date _____ Card Security Code _____

Signature of Cardholder: _____

Credit Card Billing Address: Street _____ City _____ State _____ Zip _____

Cardholder's name if different from registrant: (please print) _____

Pre-purchase event tickets using the Individual Ticket Form if you are a conference only, retired or student registrant; or for additional tickets for your guests.

Daily registrants are limited to two days. Registration fee includes all educational sessions and products expo events. Meal tickets can be purchased for other meal events.

All events are included in the full conference registration package.

◆ IMPORTANT *

1. Early bird form valid through April 30, 2018. Forms received after this date will be charged at standard registration rates.
2. Please note cancellation policy on instruction page.

***Retired** shall be defined as "retired from a public purchasing organization with full retirement benefits and neither self-employed or employed in the public or private sector."*

***Student is defined as** individuals enrolled part-time or full-time in an accredited community college, college or university and actively pursuing an undergraduate or postgraduate degree in business or public administration, public purchasing or materials management, or related field of study. Student members must be unemployed or employed on a part-time basis consisting of less than twenty-one hours per week."*

Attendee Product Category Interest

Let us help you make the most of your time in the products expo! Select the product categories that you are most interested in seeing on the show floor so we can help you customize your visit.

- | | |
|--|---|
| <input type="checkbox"/> Airport Sales/Fleet Services | <input type="checkbox"/> Office Supplies/Furniture/Equipment |
| <input type="checkbox"/> Building Materials | <input type="checkbox"/> Parks & Recreation |
| <input type="checkbox"/> Business & Consulting Services | <input type="checkbox"/> Public Safety |
| <input type="checkbox"/> Computer Hardware/Software | <input checked="" type="checkbox"/> Sustainability |
| <input type="checkbox"/> Construction/Public Works Equipment | <input type="checkbox"/> Technology – Consulting Services |
| <input checked="" type="checkbox"/> Disaster Preparedness/Recovery | <input type="checkbox"/> Technology – ERP Solutions |
| <input checked="" type="checkbox"/> Education/Training Programs | <input type="checkbox"/> Technology – Function-specific Solutions and App's |
| <input type="checkbox"/> Environmental Engineering and Planning | <input type="checkbox"/> Technology – Hardware |
| <input type="checkbox"/> Financial Management and Insurance | <input type="checkbox"/> Technology – Information and Contact Management |
| <input type="checkbox"/> Homeland Security | <input type="checkbox"/> Telecommunications |
| <input checked="" type="checkbox"/> Laboratory Supplies | <input type="checkbox"/> Textbook Publishers & Education Materials |
| <input type="checkbox"/> Maintenance Service/Supplies | <input type="checkbox"/> Transportation & Logistics |
| <input checked="" type="checkbox"/> Medical Supplies & Services | <input type="checkbox"/> Utilities |
| <input type="checkbox"/> Minority or Women Owned Business | |
| <input type="checkbox"/> | |

Participant Code of Conduct

NIGP is dedicated to providing a safe, friendly, welcoming, and harassment-free environment for all conference attendees and participants regardless of gender, gender identity or expression, age, sexual orientation, disability, physical appearance, body size, race, ethnicity or religion. NIGP expects all participants, including attendees, speakers, contractors, exhibitors, sponsors, guests, and volunteers to behave in a professional manner at all NIGP sponsored events. Read the complete version of our participant code of conduct online.

Photos

NIGP plans to take photographs at the 2018 Forum and Products Exposition and reproduce them in NIGP educational, news or promotional material, whether in print, electronic or other media, including the NIGP website. By participating in the 2018 Forum, you grant NIGP the right to use your name, photograph and biography for such purposes. All posing become the property of NIGP. Posting may be displayed, distributed or used by NIGP for any purpose.

HYATT REGENCY DULLES
LOBBY BAR

65 Yerlin 1

93/2 9218
FEB22'18 9:11PM

1 TRUFFLE FRIES	8.00
1 ROASTED BEET	11.00
1 BLUE MOON *#	7.00 ✓
Subtotal	26.00
*Tax	1.56
Payment Due \$	27.56

Tip: _____

Total: _____

Room: _____

Name: _____

Signature: _____

Earn or Redeem Points for Dining
World of Hyatt#:

Last Name:

Offer code(s):

Redemption Eligible: 20.56

*Not point earning eligible.

#Not point redemption eligible.

32 Lobby Bar
Hyatt Regency Dulles
VA

Hyatt-POS
2300 Dulles Corner B, Herndon, VA
20171
703-713-1234

SERVER	65 Yerlin
TYPE	PRE AUTH
ACCOUNT TYPE	Visa
CARD NUMBER	*****1425
DATE/TIME	02/22/2018 22:19
REC #	127458
INV/CHK #	9218
REFERENCE #	MH0082549725
SEQUENCE #	892
AUTH. #	081922
ENTRY METHOD	CHIP

TOTAL \$27.56

TIP: _____

TOTAL: _____

APPROVED - THANK YOU

TRAN/CHRISTY

MODE	Issuer
APP	VISA DEBIT
AID	A0000000031010
TVR	8080008000
TSI	6800
ARC	00

IMPORTANT -- retain this copy
for your records.

CUSTOMER COPY

CHRISTY'S
CARD 27.56
- 7.00

CHAPTER OWES → \$20.56



Anthony BLACKMON <anthony.blackmon@multco.us>

Payment received: Invoice 1005 (Samara Fuzi)

QuickBooks Payments <quickbooks@notification.intuit.com>
Reply-To: donotreply@intuit.com
To: anthony.blackmon@multco.us

Thu, Apr 12, 2018 at 4:11 PM



A payment of \$100.00 has been received.

A payment has been received on **invoice 1005**.

Here are your transaction details:

Paid to	Columbia Chapter NIGP
Invoice no.	1005
Paid date	April 12, 2018
Payment method	MasterCard
Payment amount	\$100.00
Invoice total	\$100.00
Invoice balance	\$0.00

Your transaction ID for this payment is: **PK0150538795**

Funds will be deposited in your account in 2 - 3 business days.



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PAID

PO Box 652
Portland, OR 97207

Invoice #12324

Invoice Date: 03/14/2018

Due Date: 03/28/2018

Invoiced To

Columbia Chapter of NIGP
ATTN: Denice Henshaw
PMB 1499
818 SW 3rd Avenue
Portland, Oregon, 97204
United States

Description	Total
Unix Gold - columbiachapternigp.org (03/28/2018 - 04/27/2018)	\$8.95 USD
Sub Total	\$8.95 USD
Credit	\$0.00 USD
Total	\$8.95 USD

Transactions

Transaction Date	Gateway	Transaction ID	Amount
03/28/2018	Credit Card	40610618940	\$8.95 USD
	Balance		\$0.00 USD



Org Bank : 041203824
Check # : 14324617
Trace # :

Address Service Requested



006677 R3N5T1A
COLUMBIA CHAPTER NIGP
818 SW 3RD AVENUE
PMB 1499
PORTLAND OR 97204



*Make instant and online secure payments
with PayPal - the internet's first and
largest online payment service.*

Remittance Advice

DATE	TRANSACTION ID	MEMO	AMOUNT
		Mail Code: 4690908811	15,760.22
		TOTAL	\$15,760.22

PLEASE DETACH BEFORE DEPOSITING CHECK

OPPA PAYMENT REQUEST

Request Date:

1/2/2018

Please complete and forward to
Treasurer for payment requests

PAYEE INFORMATION

Name:

Columbia Chapter and OPPA

Address:

City, State, Zip:

Contact Name:

Phone:

Fax:

email:

Check Request

Debit Charge Request

Debit Charge Made

Payment Amount:

\$7,700.00

Charge to:

Reason for payment:

Revenue for each chapter:

** Thank you for another successful partnership! This is Columbia Chapter's share of RUTS.*

REQUESTOR INFORMATION

Requestor Name:

Julia Denton

Requestor Title:

RVTS Co Chair

Approval Signature

Julia Denton President

Approval date:

1/2/2018

TREASURER INFORMATION

Check No.

Amount:

Date:

*Checks to be written
From RVTS to OPPA Gen Acct
& RVTS to Col Chapter*

Signature:

Matthew Johnson 1/3/18

ATTACH ORIGINAL RECEIPT, INVOICE, CONTRACT OR OTHER SUPPORTING DOCUMENTATION



Miss'ipi Chefs
 8818 N Curtis Ave
 Portland, OR 97217
 (971)2582433
 melinda@missipichef.com
 missipichef.com

BILL TO

Suzi Fulcher
 Columbia Chapter of NIGP
 818 SW 3rd Ave PMB 1499
 Portland, OR 97204

1693
DATE 04/01/2018
DUE DATE 04/05/2018
TERMS Due

ACTIVITY	QTY	RATE	AMOUNT
COLUMBIA CHAPTER APRIL GENERAL BOARD MEETING Date: April 5, 2018 CP: Suzi Fulcher 503-846-8734/ 503-806-2758 HC: 20 Loc: Multnomah Education Service District 11611 NE Ainsworth Cir, Portland, OR 97220 Setup/Service: 10:45am/11:45am Venue: Buffet Lunch Special instructions: Vegan GF, Real Dishes I have a severe allergy to pepper: Chili pepper/powder, Jalapeno, All peppers. The ingredient "spice" generally contains peppers as well. I can eat black table pepper. (no Pepper) There's plenty of free parking in the large parking lot behind the building. You'll need to enter the building from the front door, however. If you're wearing your agency's ID badge, you don't need to visit the front desk. If you've not got a badge, see the receptionist in the lobby. The meeting is in the MESD Auditorium, just off of the main lobby.	20	11.99	239.80
Sales income Salad Greens w' Pecans, Goat Cheese, Pears, & Apple Ciders Dressing (GF, Vegan) Molasses Pork loin(GF) Sage Brown Rice Pilaf (GF, Veggie, vegan) Root Vegetable Medley (GF, Veggie, Vegan) Brown Rice Pudding w 'Cranberries & Pecans (GF, Vegan)			



Report Date: April 17, 2018

Committee or Director: Membership

Prepared By: Emmanuel Amunga

Executive Board Meeting Date: April 18, 2018

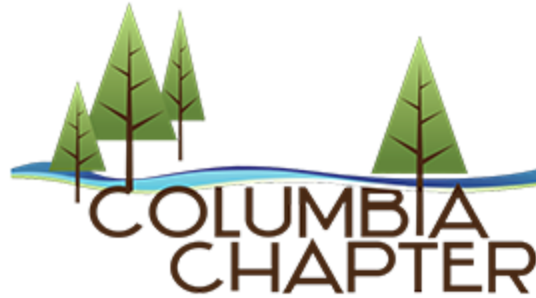
Committee meeting minutes, new developments, or other information:

Worked with the Treasurer to send invoices using QuickBooks to Heather Dewig (Portland Public Schools), Samara Fuzi (Portland Public Schools), and Jonathan Rivin (Oregon DEQ)

No further items to report.

Respectfully submitted,

Emmanuel Amunga
Membership Director



Report Date: 04/18/2018

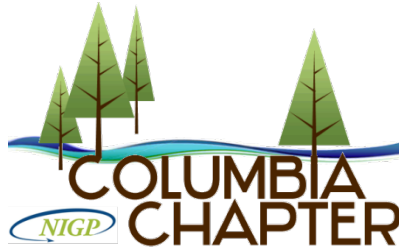
Committee or Director: ICP

Prepared By: Annie Teav

Executive Board Meeting Date: 04/18/2018

Committee meeting minutes, new developments, or other information: The last ICP meeting was 04/05/18 and was facilitated by Annie Teav and Suzi Fulcher, with guest speakers Annie Teav and Cate Antisdell. Special note that this was our joint ICP and Columbia Chapter general luncheon. The meeting was attended by 15 plus persons including myself. Cate and Annie took this time as an opportunity to share with general members and remind ICP reps about what ICP's purpose is and then all of the other resources around cooperative purchasing. A presentation was given in a general context way with the intended audience being purchasing representatives who would know what cooperative purchasing was and would allow them to take this presentation and modify it for their Agency and their customers. It was less about each Agency's specific rules and policies, and more about who creates, leads and then promotes them. One of the big takeaways we received from feedback from our audience was that they were unaware that a lot of this material is already available on the Chapter website and so Annie will take it back to work on with the webteam to make it more apparent. The next meeting will be in June, and we will return to our regular format meeting. We will discuss all of our new and upcoming contracts with co-op language and will check in with members on who they want invited to upcoming meetings.

SPECIAL NOTE: ICP will host a special summer event August 1st/2nd to bring Keynote and National speaker Tammy Rimes to Oregon to speak about cooperative purchasing and we will likely extend an invite out to both Columbia Chapter and OPPA members. More details to come.



Report Date: April 19, 2018

Committee or Director: Pro-D

Prepared By: Kathi Braeme-Burr

Executive Board Meeting Date: April 18, 2018

Committee meeting minutes, new developments, or other information:

Classes for 2017:

January – Cancelled due to weather.

February – Developing and Managing RFP 15 students \$1751.25 Rebate

March - CPPB prep – 8 registered, \$443.00 Rebate

May – Legal Aspects –10 attendees - \$671.00 rebate

July Introduction to Public Procurement –10 attendees Approx \$500 rebate

Sept 13 & 14 CPPB Prep class 9 registered Confirmed

Sept 19 & 20 Contracting for Construction Services (2 day) 12 registered Confirmed

Oct 23rd Making the Contract fit the Purchase (1 day US Communities) 14 attendees Confirmed

Nov ~~Get What you need through Successful Negotiation Strategies (2 day)~~ No longer being offered

Classes for 2018

~~Columbia Chapter Canceled needed 15 students~~

~~March 20-21, 2018 CPPB Prep – 2 registered (need 6 more) Columbia Chapter will cancel Canceled needed 8 students~~

July 10-12, 2018 Legal Aspects – Columbia Chapter tentative Wilsonville 5 registered (need 3 more)

August 6-7, 2018 FEMA, Co Sponsor OPPA tentative Wilsonville, OR

September 25-27, 2018 Introduction to Public Procurement – Columbia Chapter Tentative Wilsonville

October 26, 2018 Free Class **Need subject**

November 2018 Contracting with Federal Grants Intermediate – Columbia Chapter tentative

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 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 \$ 1751.52
Expenses:
Refreshments, etc \$ 841.27
Net Income \$ 910.25

**March 2017
CPPB Prep**

Income:
8 Attendees rebate \$ 443.00
Expenses:
Refreshments, etc \$ 384.59
Net Income \$ 58.41

**May 2017
Legal Aspects of Public Procurement**

Income:
9 attendees Rebate \$671.00
Expenses: \$580.03
Refreshments, etc.
Net Income: \$ 90.97

**July 2017
Introduction to Public Procurement**

Income:
10 attendees Rebate \$700.00
Expenses: \$796.07
Refreshments, etc.
Net loss: -\$ 96.07

**Sept 2017
CPPB Prep**

Income:
9 attendees Rebate \$465.50
Expenses: \$959.31
Refreshments, etc.
Net Income **-\$493.81**

Contracting for Construction

Income:
12 attendees Rebate \$667.00
Expenses: \$-----
Combined with above.
Net Income \$667.00

Oct 2017

Making the Contract fit the Purchase

Income:

14 attendees Rebate	\$747.50
US Communities	\$6300.00

Expenses:

NIGP	\$6300.00
Refreshments, etc	<u>\$112.68</u>
Net Income	\$634.82

Total net income 2017 \$1771.57