

Columbia Chapter NIGP

Executive Board Meeting

March 2018



Date: March 21, 2018

Time: 11:30 AM– 1:00 PM

Location: Multnomah Building, 4th Floor, Maple Room

Facilitator: Denice Henshaw, President

EXECUTIVE BOARD MEETING MINUTES

CALL TO ORDER: 11:53 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; Suzi Fulcher, Logistics Director;

REPORTS

Board Meeting Minutes and Retreat Minutes: Suzi moved to accept January and February minutes with changes to January minutes under Topics Holiday Luncheon-Re Cap change IO to IOU and under Laptop & Projector change in the last sentence has to have. Kathi seconded and all was approved with changes.

COMMITTEE REPORTS

- **Treasurer** – See report attached.
- **Vice President** – No report submitted.
- **Pro D** – Cancelled class for March see report attached.
- **Membership** – Received 3 new applications, 2 approved by email With Jonathan Rivin Emmanuel will verify his purchasing function to see if he qualifies to be a member. If he's in a full time position Emmanuel has the boards approval to add him as a member.
- **Logistics** – See Report attached.
- **Rewards** – Everyone has used it and Darrin never got back with Diane. Jeff was approved and Annie carrying over to use in June.
- **Chapter Liaison** – No report submitted.
- **ICP** – No report submitted.

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

TOPICS

Old Business

1. Holiday Luncheon Re-cap-IOUs now and in future- all IOU's have been paid, all has been transferred over to our account.
2. PayPal, Constant Contact & QuickBooks update- Everything is online, Anthony & Emmanuel getting together to discuss how membership transfer to QuickBooks and we are closing PayPal.
3. Outstanding checks from OPPA- Anthony now has all three checks.

4. Laptop & Projector update (What is the Budget, any extras at Agencies or from DAS Surplus available?)- No updates we will discuss this later if Kathi finds something for free she'll go for it.
5. Watermelon update (Mail Chimp)- We will discuss next month.
6. Scholarships- Diane discussed the Scholarship Revamp Program. Diane has received 2 new applications for Forum Kathi and Manh (\$2146). Do we award scholarships to Kathi and Mahn? Suzi motioned that Diane send email out that we have scholarship money for Forum for up to two full (\$2200) and three partial (\$1000) for scholarships not including meals. This was seconded by Diane and all approved. We will continue to look at new application next month everyone review it and send questions to Diane.
7. All Day Workshop update- Christy did a survey there was good and bad. We made \$50 for the raffle.

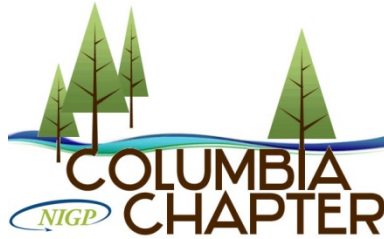
New Business

1. Co-Sponsor FEMA Class with OPPA- Kathi motioned and Diane seconded that we Co-Sponsor a FEMA class with OPPA all approved.

UPCOMING EVENTS AND MEETINGS

1. Board Meeting- February 14, 2018
2. Joint ICP Columbia Chapter Meeting- April 5, 2018
3. Board Meeting- April 18, 2018

MEETING ADJOURNED AT 1:04 PM



Report Date: March 20, 2018

Committee or Director: Logistics

Prepared By: Suzi Fulcher

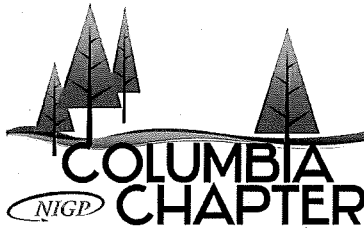
Executive Board Meeting Date: March 21, 2018

Committee meeting minutes, new developments, or other information:

1. The March All Day Workshop was held at the Historic Kenton Firehouse. A total of 19 members attended.
2. The April General Meeting will be held at Multnomah Education Service District: 11611 NE Ainsworth Circle
Portland, OR 97220

- As of today 1 member has RSVP'd.

- The original speaker has not returned inquiries so the agenda is up in the air at this time.



Report Date: March 20, 2018

Committee or Director: Treasurer

Prepared by: Anthony Blackmon

Executive Board Meeting date: March 21, 2018

Report information:

1. Treasurer's Report includes January's statement. This does not include February Bank statement.
2. Accounts have been switched and QuickBooks are live and in progress.
3. Received check from PayPal and that will be deposited this week.
4. April report will include rollup of all checks that have been deposited within Jan-Mar.
5. Report includes account rollup. Does not include total account deposits.

Columbia Chapter NIGP

BALANCE SHEET

As of February 26, 2018

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Checking (3834)	4,722.03
Savings (3842)	20,010.99
Total Bank Accounts	\$24,733.02
Other Current Assets	
Uncategorized Asset	79.49
Total Other Current Assets	\$79.49
Total Current Assets	\$24,812.51
TOTAL ASSETS	\$24,812.51
LIABILITIES AND EQUITY	
Total Liabilities	
Equity	
Opening Balance Equity	23,408.31
Retained Earnings	3,157.34
Net Income	-1,753.14
Total Equity	\$24,812.51
TOTAL LIABILITIES AND EQUITY	\$24,812.51

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	\$9,000.00			
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	\$32,004.00			
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			
Operations					
ACCOUNTING SOFTWARE		\$0.00			
CHAPTER MARKETING PROMO MATERIALS	Marketing Committee	\$1,000.00			
SPECIAL PLAQUES / RECOGNITION AWARDS	Budget Committee	\$200.00	-\$241.00	Deficient 41.00	
Annual Chapter Assessment	Treasurer 7	\$100.00			
PRES, VP NATIONAL FORUM	Budget Committee	\$5,000.00			
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 LUNCHES / 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			
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			

Budget Analysis in Brief

Category of Expense/Revenue	+/- 2016 Budget	Comments
Other Types of Income	50%	Increase in RVTS revenues, decrease in other revenues
Program Income	67%	Projecting more seminars and adjust for increasing member rolls
Sub-Total	57%	Overall Increase in revenues
Business Expenses	8%	Increase in legal fees costs
Operations	25%	Increase for new computer, new regional meeting category, & board lunch costs
Program Expenses	99%	Increase for free workshop, joint workshop, and costs for NIGP seminars
Scholarships/Rewards	70%	Increase in rewards dollars and new category for regional conference
Sub-Total	59%	



Anthony BLACKMON <anthony.blackmon@multco.us>

Payment received: Invoice 1003 (Greg Smith)

QuickBooks Payments <quickbooks@notification.intuit.com>

Thu, Mar 15, 2018 at 8:34 AM

Reply-To: donotreply@intuit.com

To: anthony.blackmon@multco.us

**A payment of \$86.00 has been received.**A payment has been received on **invoice 1003**.

Here are your transaction details:

Paid to	Columbia Chapter NIGP
Invoice no.	1003
Paid date	March 15, 2018
Payment method	Visa
Payment amount	\$86.00
Invoice total	\$86.00
Invoice balance	\$0.00

Your transaction ID for this payment is: **PK0145321362**

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



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Columbia Chapter NIGP

5039889287
anthony.blackmon@multco.us

INVOICE

BILL TO
Greg Smith

INVOICE # 1003
DATE 03/14/2018
DUE DATE 03/29/2018
TERMS Net 15

ACTIVITY	QTY	RATE	AMOUNT
Sales Holiday Luncheon IOU auction items	1	86.00	86.00

PAYMENT	86.00
BALANCE DUE	\$0.00

PAID



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

3106 IMG S Y ST01

Business Statement

Account Number:

Statement Period:

Jan 2, 2018
through
Jan 31, 2018

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000272295 01 SP 106481427990599 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

INFORMATION YOU SHOULD KNOW

Price changes for U.S. Bank Business Checking, Savings and Treasury Management Services are effective Jan. 1, 2018. Please contact your Banker or Treasury Management Consultant for pricing information specific to your account. If you need assistance in reaching your bank contact, call Customer Service at the number listed in the upper right corner of this statement or send an email to Customer Service at commercialsupport@usbank.com.

Protecting your accounts is our highest priority. We have many safeguards in place to help ensure your accounts are secure. One of these is to close long-term inactive cards. If your U.S. Bank Business Edge Debit or ATM Card has not been used within the last 18 months, it may be closed. You will be notified at a later date in the event that your card will be closed. Please call us with any questions at 800-673-3555.

Effective February 12, 2018 we are making a change to provide more timely information for our customers. If a transaction causes an overdraft, any Overdraft Paid Fee(s) or Overdraft Returned Fee(s) will now show on the account by 6 AM CT under normal circumstances rather than midday. This change will allow you to see the impact of fees on your available balance earlier in the day. For terms and conditions regarding overdrafts, please refer to the "Your Deposit Account Agreement" booklet and "Business Pricing Information" brochure.

SILVER BUSINESS CHECKING

Member FDIC

U.S. Bank National Association

Account Number

Account Summary

	# Items		
Beginning Balance on Jan 2		\$	6,476.52
Card Withdrawals	4		612.90 -
Other Withdrawals	2		95.37 -
Ending Balance on Jan 31, 2018		\$	5,768.25

Card Withdrawals

Card Number: xxxx-xxxx-xxxx-9797

Date	Description of Transaction	Ref Number		Amount
Jan 26	Debit Purchase - VISA NATIONAL INSITUT *****9797	On 012418 703-7368900 VA REF # 24639238025900012100555	5900012100	\$ 575.00-

Card 9797 Withdrawals Subtotal \$ 575.00-

Card Number: xxxx-xxxx-xxxx-9805

Date	Description of Transaction	Ref Number		Amount
Jan 2	Debit Purchase - VISA CTC*CONSTANTCONT *****9805	On 010118 855-2295506 MA REF # 24906418001048985594 US1	1048985594	\$ 20.00-
Jan 4	Debit Purchase - VISA WATERMELON WEB W *****9805	On 010318 971-645-4352 OR REF # 24247608003300522037807	3300522037	8.95-

NEW SEASONS MARKET

The friendliest store in town.
Your cashier today is: Darlene

PURCHASES

7 @ 0.49	CRYST GYSR WATER	3.43 B
7 @ 0.10	DR DEP/CA CRV	0.70 F
	TILL PACK IT CHS	4.99 F
	CHOC CUPCAKES	2.99 F
	CARAMEL CUPCAKES	2.99 F
	SLIDERS 8 PK	2.99 F
	ROOT VEGETABLES	9.98 F
	SHRIMP W/CAPERS	22.39 F
	DRZO SALAD	11.24 F
	TORTELLINI SALAD	21.48 F
	TAX	0.00
****	BALANCE	83.18

4 6071 11
Date: 02/14/18 Time: 10:47am
Amount: \$83.18
*****4324
APPROVED 02690C 02690C

Visa	83.18
CHANGE	0.00

TOTAL NUMBER OF ITEMS SOLD = 22
02/14/18 10:48am 3 4 11 6071

Orengo Station
503.648.6968

Join us at www.newseasonsmarket.com

GET A \$5 EMAIL COUPON AND SAVE TREES!
Sign up for e-receipts at the pin pad

CREDIT CARD
ORDER

Payment Status: Approved

7231

Domino's Pizza
(503) 231-4352

1/17/2018
Order 12380

11:38 AM
Server 2755

Delivery

SUZI FULCHER

601 SE SE HAWTHORNE BLVD # 4
EXPECTING YOU, GO ON INTO ROOM; MULTNOMAH
COUNTY - COLUMBIA CHAPTER
(503) 606-2756

Visa

CREDIT CARD # XXXXXXXXXXXX2841
REFERENCE 6256963514
APPROVAL CODE 055750

Amount \$55.45

Tip

Total

[Handwritten Signature]
SIGNATURE

I AGREE TO PAY THE ABOVE TOTAL
AMOUNT ACCORDING TO CARD ISSUER
AGREEMENT

Thank you for being a
Piece of the Pie Rewards Member!

DEL EXPS ID. _____

ANY DELIVERY CHARGE IS NOT A TIP
PAID TO YOUR DRIVER



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

Business Statement

Account Number:

Statement Period:

Jan 2, 2018

through

Jan 31, 2018



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SILVER BUSINESS CHECKING

(CONTINUED)

U.S. Bank National Association

Account Number

Card Withdrawals (continued)

Card Number: xxx-xxxx-xxxx-9805

Date	Description of Transaction	Ref Number	Amount
Jan 26	Debit Purchase - VISA WATERMELON WEB W *****9805	On 012518 971-645-4352 OR REF # 24247608025300510672106	5300510672 8.95-

Card 9805 Withdrawals Subtotal \$ **37.90-**

Total Card Withdrawals \$ **612.90-**

Other Withdrawals

Date	Description of Transaction	Ref Number	Amount
Jan 16	Analysis Service Charge	1600000000	\$ 0.32-
Jan 17	Electronic Withdrawal REF=180170063610680N00	From WF Bus Credit 50260000 AUTO PAY 90225360607264	95.05-

Total Other Withdrawals \$ **95.37-**

Balance Summary

Date	Ending Balance	Date	Ending Balance	Date	Ending Balance
Jan 2	6,456.52	Jan 16	6,447.25	Jan 26	5,768.25
Jan 4	6,447.57	Jan 17	6,352.20		

Balances only appear for days reflecting change.

ANALYSIS SERVICE CHARGE DETAIL

Account Analysis Activity for: December 2017

Account Number:	\$	0.32
Analysis Service Charge assessed to	\$	0.32

Service Activity Detail for Account Number

Service	Volume	Avg Unit Price	Total Charge
Depository Services			
Combined Transactions/Items	16		No Charge
Subtotal: Depository Services			0.00
Branch Coin/Currency Services			
Loose Currency Ordered/\$100	2	0.16000	0.32
Subtotal: Branch Coin/Currency Services			0.32
Fee Based Service Charges for Account Number			\$ 0.32



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

3106 IMG S Y ST01

Business Statement

Account Number:

Statement Period:

Jan 2, 2018
through
Jan 31, 2018

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000015456 01 SP 106481427733760 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

INFORMATION YOU SHOULD KNOW

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PREFERRED BUSINESS MONEY MARKET

Member FDIC

U.S. Bank National Association

Account Number

Account Summary

	# Items				
Beginning Balance on Jan 2		\$	20,009.64	Annual Percentage Yield Earned	0.07946%
Other Deposits	1		1.35	Interest Earned this Period	\$ 1.35
Ending Balance on Jan 31, 2018		\$	20,010.99	Interest Paid this Year	\$ 1.35
				Number of Days in Statement Period	31

Other Deposits

Date	Description of Transaction	Ref Number	Amount
Jan 31	Interest Paid	3100001916	\$ 1.35
Total Other Deposits			\$ 1.35



BALANCE YOUR ACCOUNT

To keep track of all your transactions, you should balance your account every month. Please examine this statement immediately. We will assume that the balance and transactions shown are correct unless you notify us of an error.

Outstanding Deposits

DATE	AMOUNT
TOTAL	\$

- List any deposits that do not appear on your statement in the Outstanding Deposits section at the left. Record the total.
- Check off in your checkbook register all checks, withdrawals (including Debit Card and ATM) and automatic payments that appear on your statement. Withdrawals that are NOT checked off should be recorded in the Outstanding Withdrawals section at the left. Record the total.
- Enter the ending balance shown on this statement. \$ _____
- Enter the total deposits recorded in the Outstanding Deposits section. \$ _____
- Total lines 3 and 4. \$ _____
- Enter the total withdrawals recorded in the Outstanding Withdrawals section. \$ _____
- Subtract line 6 from line 5. This is your balance. \$ _____
- Enter in your register and subtract from your register balance any checks, withdrawals or other debits (including fees, if any) that appear on your statement but have not been recorded in your register.
- Enter in your register and add to your register balance any deposits or other credits (including interest, if any) that appear in your statement but have not been recorded in your register.
- The balance in your register should be the same as the balance shown in #7. If it does not match, review and check all figures used, and check the addition and subtraction in your register. If necessary, review and balance your statement from the previous month.

Outstanding Withdrawals

DATE	AMOUNT
TOTAL	\$

IMPORTANT DISCLOSURES TO OUR CONSUMER CUSTOMERS

In Case of Errors or Questions About Your Checking, Savings, ATM, Debit Card, ACH, Bill Pay and Other Electronic Transfers

If you think your statement or receipt is wrong or if you need more information about a transfer on the statement or receipt, we must hear from you no later than 60 days* after we sent you the FIRST statement on which the error or problem appeared. Telephone us at the number listed on the front of this statement or write to us at U.S. Bank P.O. Box 64991 St. Paul, MN 55164-9505.

- Tell us your name and account number.
- Describe the error or the transfer you are unsure about, and explain as clearly as you can why you believe there is an error or why you need more information.
- Tell us the dollar amount of the suspected error.

We will determine whether an error occurred within 10 business days after we hear from you and will correct any error promptly. If we need more time, we may take up to 45 days to investigate your complaint. For errors involving new accounts, point-of-sale, or foreign-initiated transactions, we may take up to 90 days to investigate your complaint. If we decide to do this, we will credit your account within 10 business days for the amount you think is in error, so that you will have the use of the money during the time it takes us to complete our investigation. If we ask you to put your complaint or question in writing and we do not receive it within 10 business days, we may not credit your account.

*Please note: Paper draft and paper check claims must be disputed within 30 days per Your Deposit Account Agreement.

IMPORTANT DISCLOSURES TO OUR BUSINESS CUSTOMERS

Errors related to any transaction on a business account will be governed by any agreement between us and/or all applicable rules and regulations governing such transactions, including the rules of the National Automated Clearing House Association (NACHA Rules) as may be amended from time to time. If you think this statement is wrong, please telephone us at the number listed on the front of this statement immediately.

CONSUMER BILLING RIGHTS SUMMARY REGARDING YOUR RESERVE LINE

What To Do If You Think You Find A Mistake on Your Statement

If you think there is an error on your statement, write to us at: U.S. Bank, P.O. Box 3528, Oshkosh, WI 54903-3528.

In your letter, give us the following information:

- Account information:** Your name and account number.
- Dollar Amount:** The dollar amount of the suspected error.
- Description of problem:** If you think there is an error on your bill, describe what you believe is wrong and why you believe it is a mistake.

You must contact us within 60 days after the error appeared on your statement.

You must notify us of any potential errors *in writing*. You may call us, but if you do we are not required to investigate any potential errors and you may have to pay the amount in question.

While we investigate whether or not there has been an error, the following are true:

- We cannot try to collect the amount in question, or report you as delinquent on that amount.
- The charge in question may remain on your statement, and we may continue to charge you interest on that amount. But, if we determine that we made a mistake, you will not have to pay the amount in question or any interest or other fees related to that amount.
- While you do not have to pay the amount in question, you are responsible for the remainder of your balance.
- We can apply any unpaid amount against your credit limit.

Reserve Line Balance Computation Method: To determine your **Balance Subject to Interest Rate**, use the dates and balances provided in the Reserve Line Balance Summary section. The date next to the first Balance Subject to Interest is day one for that balance and is applicable up to (but not including) the date of the next balance (if there is one). We multiply the Balance Subject to Interest by the number of days it is applicable and add them up to get the same number of days in the billing cycle. We then divide the result by the number of billing days in the cycle. This is your **Balance Subject to Interest Rate**. Any unpaid interest charges and unpaid fees are not included in the Balance Subject to Interest. The *****INTEREST CHARGE***** begins from the date of each advance.

REPORTS TO AND FROM CREDIT BUREAUS FOR RESERVE LINES

We may report information about your account to credit bureaus. Late payments, missed payments or other defaults on your account may be reflected in your credit report.

CONSUMER REPORT DISPUTES

We may report information about negative account activity on consumer and small business deposit accounts and consumer reserve lines to Consumer Reporting Agencies (CRA). As a result, this may prevent you from obtaining services at other financial institutions. If you believe we have inaccurately reported information to a CRA, you may submit a dispute by calling 844.624.8230 or by writing to: U.S. Bank Attn: CRA Management, P.O. Box 3447, Oshkosh, WI 54903-3447. In order for us to assist you with your dispute, you must provide: your name, address and phone number; the account number; the specific information you are disputing; the explanation of why it is incorrect; and any supporting documentation (e.g., affidavit of identity theft), if applicable.



Henshaw, Denice

From: Orders@nigp.org
Sent: Wednesday, January 24, 2018 12:59 PM
To: Henshaw, Denice
Subject: NIGP Electronic Invoice #298787

EXTERNAL EMAIL:



This is the invoice for your recent order. If a balance is due, please submit to your accounting department for payment.

Please do NOT reply to this email. Please forward this email with any questions or concerns to customer@nigp.org . Thank you!

Customer's Name: Mrs. Leathia Denice Henshaw, CPPB
Date: 1/24/2018
Confirmation #: 002900
Transaction Date: 1/24/2018 3:59:13 PM

Total: 575.00
Payment: 575.00
Payment Method: Visa/Mastercard
Balance: 0.00

Bill To:

Mrs. Leathia Denice Henshaw, CPPB
Senior Procurement Specialist
Port of Portland
7200 NE Airport Way
Portland, OR 97218

Customer	Qty	Item	Price	Discount	Taxes	Shipping	Sub-Total	Paid	Balance
Henshaw Leathia Denice	1.00	Course: Leadership Development Symposium	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Henshaw Leathia Denice	1.00	Additional Attendee - Full Package Registration	575.00	0.00	0.00	0.00	575.00	575.00	0.00

BALANCE DUE: 0.00

Please remit payment with outstanding balance to:
Accounting Department
2411 Dulles Corner Park Suite 350
Herndon, VA 20171

NIGP

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

Customer #: 0000650081

Mrs. Leathia Denice Henshaw, CPPB
Port of Portland
7200 NE Airport Way
Portland, OR 97218

Invoice

Invoice #: 298787
Invoice Date: 12/21/2017
Invoice Terms: Net 30
NIGP Fed. ID #: 53-0196623

Description	Quantity	Price	Discount	Amount
Additional Attendee - Full Package Registration	1	\$575.00	\$0.00	\$575.00
Course: Leadership Development Symposium	1	\$0.00	\$0.00	\$0.00

Invoice Total	\$575.00
Taxes	\$0.00
Amount Paid	\$0.00
PLEASE PAY	\$575.00

PLEASE DETACH AND REMIT WITH YOUR PAYMENT

Invoice#: 298787

Customer #: 0000650081

Mrs. Leathia Denice Henshaw, CPPB
Port of Portland
7200 NE Airport Way
Portland, OR 97218

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

Total Due: \$575.00
Amt Remitted : _____



MULNOMOH BUILDING PARKING FACILITY
502 SE HAWTHORNE BLVD
503-231-2479

Rept# 43264
01/01/18 13:44 L# 1 AM 4 Trn#19532
01/01/18 10:11 In 02/01/18 13:44 0:4
L# Fee 01 \$ 5.80
Total Fee \$ 5.80
CASH PAID \$ 5.80-
Cash Tender \$ 5.80
Change Due \$ 0.00
THANK YOU!

Parking for Rob
Richard

Columbia Chapter March General Meeting

Date: March 1, 2018

CP: Suzi Fulcher 503-846-8734/ 503-806-2758

HC: 25

Loc: Historic Kenton Firehouse 8105 N Brandon Ave. – Portland

Setup/Service: 7:30am/8:15am/ 11am/11:35

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.

Breakfast

Assorted Pastry Tray

(Sweet Bread and Bagels w' Jam, & cream cheese)

Greek Yogurt w' Maple Granola & Fresh berries (GF)

Seasonal Fresh Fruit Platter

Coffee & Tea w' All condiments

Water Dispenser

Lunch

Salad greens, Picante Corn, Pico De Gallo, Monterey Jack Cheese w' Cilantro

Dressing

Grill Honey Chipotle Chicken

SW Black beans & Rice, Green Chile, Peppers, & Carrots (gf, vegan, veg)

Picante White Corn(GF, veggie)

Jalapeno Cornbread

Churro Pound Cake

Lemonade

This pricing is customized of reduction and or waived to stay within or close to budget

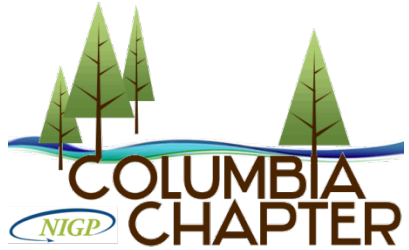
Pricing included for dietary needs and restrictions

Pastry tray 2sides @7.95 per 25	\$198.75
Coffee with all condiments cups 25 servings@16 oz ea @\$25 gal 2gal	\$50.00
Tea with all condiments cups5 servings @\$15 gal for 1 gal	\$15.00
Plates, Napkins, forks @ \$1.00 per (disposable)	\$25.00
Delivery Fee/Setup/ switch over	\$40.00
Total	\$328.75
Entrée 2 sides, dessert @11.99 per	\$299.75
Lemonade@ \$15.00 Gal	\$15.00
Coffee with all condiments & cups serv@16 oz ea @\$25 gal	\$25.00
3Chafers @\$20 ea	waived
Plates, Napkins, Forks, Spoons 1.00 per (disposables)	\$25.00
Delivery Fee/Setup/pickup	\$30.00
Total	\$394.75
Check Payment	
Grand Total	\$723.50
Credit card processing fee 6.00 on every 100.00	\$43.44
Check Payment (no fee)	
Total	\$766.94

Miss'ipi Chef LLC
Diverse Cuisine

Melinda Sandifer
Executive Chef and Owner
Oregon/Washington
971-258-CHEF
Missipichef.com

paid via check 1014



Report Date: March 20, 2018

Committee or Director: Membership

Prepared By: Emmanuel Amunga

Executive Board Meeting Date: March 21, 2018

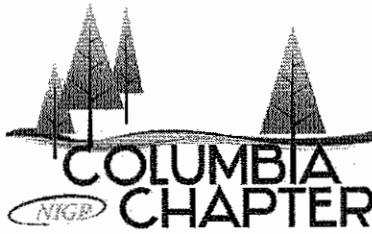
Committee meeting minutes, new developments, or other information:

Three (3) membership applications received from Heather Dewig (Portland Public Schools), Samara Fuzi (Portland Public Schools), and Jonathan Rivin (Oregon DEQ) since the last report. 2 applications already approved via email and Jonathan's application to be approved during Board meeting. See attached

No further items to report.

Respectfully submitted,

Emmanuel Amunga
Membership Director



National Institute of Governmental Purchasing - Columbia Chapter

Serving the Greater Portland Area and Southwest Washington.

MEMBERSHIP APPLICATION

An individual application must be filled out by each applicant

NAME: (print or type): Jonathan Rivin
POSITION/TITLE: Materials Evaluation Specialiste
AGENCY: Oregon DEQ
DEPT: Materials Management
ADDRESS: 700 Multnomah St
CITY: Portland STATE: OR ZIP: 97232
PHONE: 503-229-5472 EMAIL: rivin.jonathan@deq.state.or.us

PRESENT CERTIFICATION: CPM CPPO CPPB OTHER

MEMBER OF NIGP NATIONAL: Yes No

PROVIDE A DESCRIPTION OF YOUR PURCHASING FUNCTION (ATTACH ADDITIONAL IF NECESSARY)

Provide technical and educational assistance to procurement staff for implementing and advancing sustainable procurement practices

Email a scanned copy of your application to: emmanuel.amunga@portlandoregon.gov, or mail to **Emmanuel Amunga**, NIGP/Columbia Chapter Membership Director, City of Portland Procurement Services, 1120 SW 5th Ave., Portland, OR 97204, Phone: 503-823-2299.

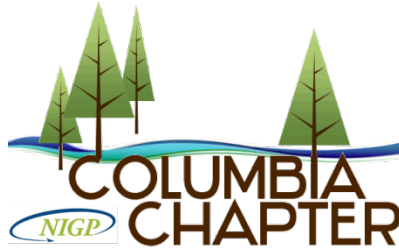
No Payment Due Now: You will be invoiced after NIGP/Columbia Chapter Board approves your application.

Membership Fee \$100.00

If admitted to membership, I agree to abide by the Rules and Regulations and Ethics of NIGP and the Columbia Chapter. I agree to resign from the chapter in case my duties of employment change and I am no longer qualified to hold membership

SIGNATURE OF APPLICANT 

SUPERVISOR/MANAGER SIGNATURE 



Report Date: March 21, 2018

Committee or Director: Pro-D

Prepared By: Kathi Braeme-Burr

Executive Board Meeting Date: March 21, 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

~~January 30-31 2018 Effective Contract Writing – 6 registered (~~need 9 more~~) Wilsonville 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

August 6-7, 2018 FEMA, Co Sponsor OPPIA 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

Create better surveys faster. Upgrade to add users and get team collaboration tools. [View pricing](#)»

CLASS SURVEY - PLEASE RESPOND BY MARCH 2, 2018



SUMMARY → DESIGN SURVEY → PREVIEW & SCORE → COLLECT RESPONSES → **ANALYZE RESULTS**

CURRENT VIEW ? ^

+ FILTER **+ COMPARE** **+ SHOW**

Filter or segment your data. ?

- Filter by Question and Answer >
- Filter by Collector >
- Filter by Completeness >
- Filter by Time Period >
- Filter by Respondent Metadata >
- Filter by A/B Test >

CANCEL

SAVED VIEWS (1) ? v

EXPORTS ? v

SHARED DATA ? v

RESPONDENTS: 42 of 42

QUESTION SUMMARIES DATA TRENDS INDIVIDUAL RESPONSES

Page 1: Free classes from Columbia Chapter

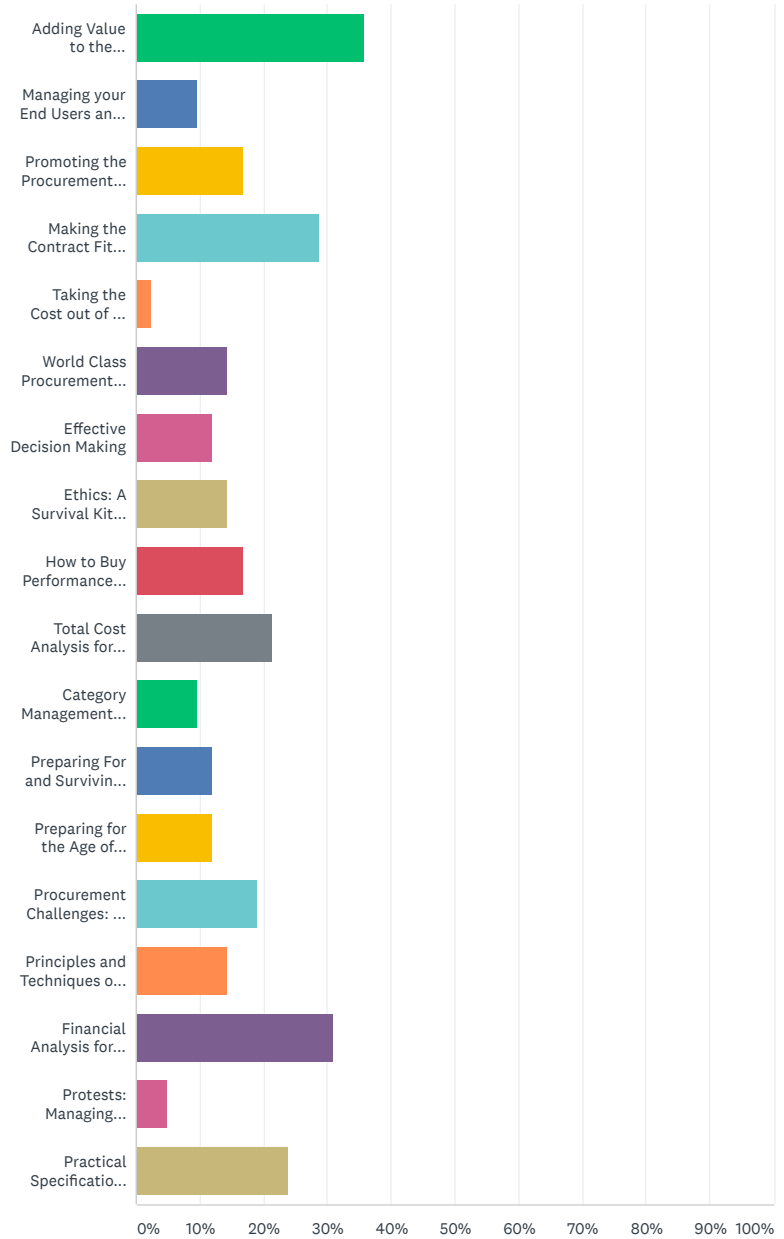
Q1

Customize

Select up to 3 classes you would like to take as a free class

Answered: 42 Skipped: 0





ANSWER CHOICES

RESPONSES

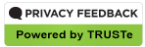
▼ Adding Value to the Procurement Process	35.71%
▼ Managing your End Users and Suppliers: It's All About Relationships	9.52%
▼ Promoting the Procurement Function	16.67%
▼ Making the Contract Fit the Purchase	28.57%
▼ Taking the Cost out of the Purchase	2.38%
▼ World Class Procurement Practices	14.29%
▼ Effective Decision Making	11.90%
▼ Ethics: A Survival Kit for Public Procurement	14.29%
▼ How to Buy Performance Results	16.67%
▼ Total Cost Analysis for Best Value Decisions	21.43%
▼ Category Management Strategies for the Public Sector	9.52%
▼ Preparing For and Surviving Internal Audits	11.90%
▼ Preparing for the Age of Licensing	11.90%
▼ Procurement Challenges: A Solution Seminar	19.05%
▼ Principles and Techniques of Problem Solving	19.05%

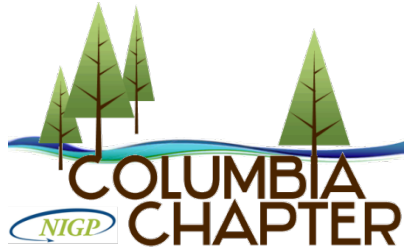
Total Respondents: 42

▼ Financial Analysis for Procurement Professionals	30.95%
▼ Protests: Managing Options for Positive Results	4.76%
▼ Practical Specifications Writing	23.81%
Total Respondents: 42	

ENGLISH

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Report Date: March 20, 2018

Committee or Director: Rewards

Prepared By: Diane Seaton, CPPO, CPPB

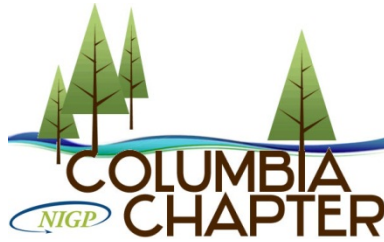
Executive Board Meeting Date: March 21, 2018

Committee meeting minutes, new developments, or other information:

2017 Rewards Awardees (\$275 each)	Redeemed	Comments
Jeffrey Hagen	No	<i>Request to use for 2018 Spring Conference</i>
Darren Chilton	No	Contacted, was undecided
Brian Smith	Yes	Used
Annie Teav	No	<i>Request to use for CPPB Prep Class in June</i>
Tessa Paul	Yes	Used
Paula Rickman	Yes	Used
Jill Punches	Yes	Used

Respectfully submitted by: Immediate Past President

Diane Seaton, CPPO, CPPB
2017-2018 Rewards Dollars Committee Chair



Report Date: March 20, 2018

Committee or Director: Web Committee

Prepared By: Suzi Fulcher

Executive Board Meeting Date: March 21, 2018

Committee meeting minutes, new developments, or other information:

- 1) Still need a picture of Anthony for the Officers section.
- 2) Working on Mail Chimp to replace Constant Contact, but schedule has been very full.
- 3) Web Committee will talk about the look that we want in the menus and on the pages and have set about updating the site.
- 4) Suzi will meet with Emmanuel and show him how to add members to the site.