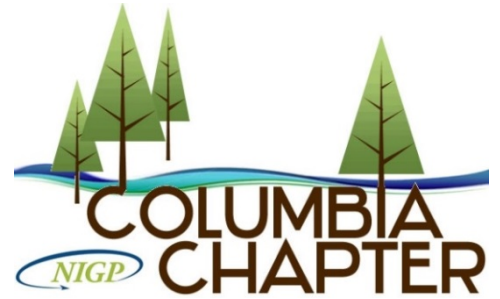


# Columbia Chapter NIGP Executive Board Meeting June 2016



**Date:** June 16, 2016

**Time:** 11:30 AM – 1:00 PM

**Location:** The Portland Building, 12<sup>th</sup> Floor, Horizon Conference Room

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

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

## EXECUTIVE BOARD MEETING MINUTES CALL TO ORDER: 12:00PM

### ATTENDEES:

Diane Seaton, President; Denice Henshaw, Vice President; Lee Fleming, Membership; Kathi Braeme-Burr, Pro-D; Stacey Balenger, Logistics; Christy Tran, Secretary.

### REPORTS:

**April and May Meeting Minutes:** Kathi moved to accept meeting minutes as presented, seconded by Stacey, all approved.

### COMMITTEE REPORTS:

**ICP:** Eric Wicks, ICP Director, unable to attend this meeting. Diane – Annie Teav was recommended by Eric to be his replacement. Lee moved to approve Annie Teav as ICP Director, seconded by Denice, all approved. (See attached ICP report)

**Membership:** Lee reports that one of the new members, Danielle Myers, approved by the Board on May 18, 2016 no longer works for David Douglas School District. There will be a credit for membership fee. (See attached Membership report)

**Logistics:** Stacey reports that Lawrence has reserved a room for the Sept monthly meeting at the Multnomah Building. Stacey will follow up with Lawrence for Oct and Nov. (See attached Logistics report)

**Treasurer:** Stephan Nelson, Treasurer, unable to attend this meeting. (See attached Treasurer report)

**Pro-D:** Kathi is checking on room availability with Eric Wicks for 2017 classes. Diane requested that all Board members come up with locations for 3 day classes during the months of Oct, Nov, and Dec and email them to Kathi. (See attached Pro-D report)

**Vice President:** Denice shared that she attended Tomorrow's Teachers and found presenters for the free workshop and other General Meetings. Presenters include: Tracey Segal – Equity, Lawrence – Multi Generational Values, and Kate Antisdell – Non Procurement Tools. Denice also plans on speaking with Saby Waraich, PMP about presenting at our February Workshop.

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

### OLD BUSINESS:

#### Transitioning of New Officers & Directors

- **Change PO Box for Treasurer:** Further discussion on potential PO Box change will take place at the retreat.

Diane will check the mail until decision is made.

- **Add Signatories** – Diane, Stacey, Denice, and Stephan will go to the bank and update signatures.
- **Recorder for Secretary** – Christy will use her cell phone to record the meeting.
- **Laptop** – Treasurer has it.
- **Turn in P-Cards if Not Needed** – Cindy, Lawrence, James and Jeff. If any of the following have p-cards, please turn them into Diane.
- **Boxes:** Christy reports that James Moering, Past President, has delivered boxes consisting of past meeting minutes, award supplies, table cover, 1 banner and other misc items to her. Christy will scan past meeting minutes to a thumb drive and discard hard copies.
- **Other Topics:** Chapter web page needs to be updated with new Board members. Please send pictures to Diane.

## **NEW BUSINESS:**

### **1. Issues, Ideas for the July Retreat**

- a. Review & update if needed:
  - o Bylaws
  - o Strategic plan
  - o Handbook / checklists
  - o Budget
  - o Chapter of the year application
- a. Calendar for upcoming year
- b. Innovative ideas
- c. BOY / MOY process (assign to committee?)
- d. Rewards process (assign to committee?)
- e. Fiscal Year vs Calendar Year: Discussions to either change the current year to 6 months or 1 1/2 years.
- f. Change PO Box for Treasurer. (Need to check to see if PO Box is on the checks)

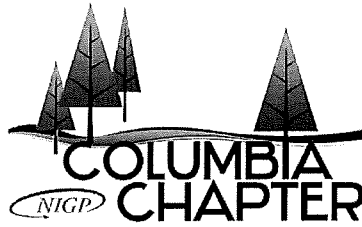
### **2. Creation of a Co-Operative Procurement Guide, AZ example**

### **3. Potential Topics for Workshops/Meetings**

- a. Skanska Bid Day training – great role playing for construction bids
- b. How to determine if a cooperative contract is permissible to use. James has a procedure instruction from Arizona and Annie has developed one for Multnomah County.
- c. New or alternative methods of procurement – auctions
- d. Sustainability criteria – how to use them in selection  
Discuss this at July retreat

**These topics will be discussed at the Retreat on July 20, 2016.  
Diane would like to hear new and innovative ideas.**

**MEETING ADJOURNED AT 12:55 PM**



**Report Date:** May 2016

**Committee or Director:** ICP

**Prepared By:** Eric Wicks

**Executive Board Date:** June 15, 2016

**Committee meeting minutes, new developments, or other information:**

The next ICP meeting is planned for June 22, 2016. Agenda enclosed.



## Intergovernmental Cooperative Purchasing Group

### MEETING AGENDA

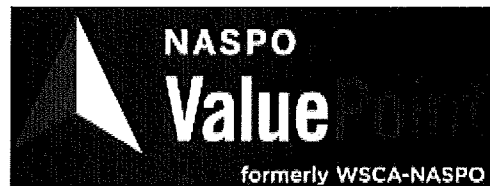
Wednesday June 22, 11:30 AM – 1:00 PM

Location

**Tualatin Valley Fire & Rescue  
11945 SW 70<sup>th</sup> Ave  
Tigard, OR 97223**

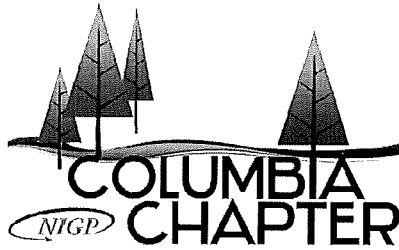
1. 11:30 ICP members self-introduction and identify pending/recently awarded cooperative Bids or Proposals
2. 12:00 Guest Speaker:

Tim Hay  
Lead Cooperative Development Coordinator  
[THay@NASPOValuePoint.org](mailto:THay@NASPOValuePoint.org)  
503-428-5705



NASPO ValuePoint is a cooperative purchasing program that facilitates public procurement solicitations and agreements using a lead state model. We are a non-profit organization dedicated to providing State Chief Procurement Officers with the support and procurement resources they need.

3. Next Scheduled ICP Meeting: Wednesday September 14, 2016.



Report Date: June 15, 2016

Committee or Director: Membership

Prepared By: Lee Fleming

Executive Board Meeting Date: June 15, 2016

Committee meeting minutes, new developments, or other information:

Two applications were received and approved by the Board since last report, May 18, 2016, at the Board Meeting of May 25, 2016:

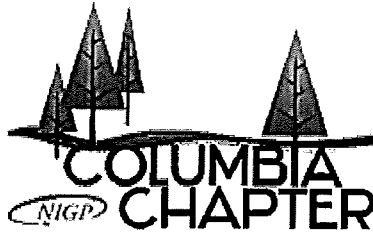
- Danielle Myers – David Douglas School District
- Stacey L. Balenger – David Douglas School District

Chapter rosters will be updated and will be sent to the Board before the end of the month. I have copied Suzi Fulcher as an fyi for website access requests.

Respectfully submitted,

*Lee Fleming*

Lee Fleming  
Membership Director



Report Date: June 15, 2016

Meeting and Logistics Report

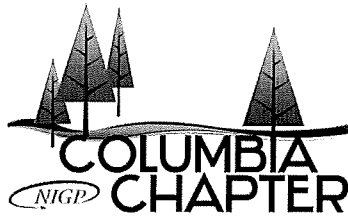
Prepared By: Stacey Balenger

Executive Board Meeting Date: June 15, 2016

Lawrence has booked room 315 at the Multnomah County Building – 501 SE Hawthorne Blvd. for our September 8<sup>th</sup> General Meeting. He and I will do a walk-thru on July 5<sup>th</sup> and plan for lunch delivery and set up as well as any other meeting needs we come up with.

Thank you,

*Stacey L. Balenger*



Report Date: June 14<sup>th</sup>, 2016

Committee or Director: Treasurer

Prepared by: Stephen Nelson

Executive Board Meeting date: June 15<sup>th</sup>, 2016

Report information:

1. Treasurer's Report includes May Balance Sheet, P&L, Reconciliations, and bank statement.
2. There are no Credit Card Statements as Cindy and Kathi indicate that they have had no new transactions in the last month and mail pick-up is an issue that will be discussed
  - a. The only transaction is the payment of their bill
3. There is a charge for \$596.20 for air travel to Fort Worth, TX that was transacted on the Presidents card
  - a. Need to understand the charge and if in error, start the process for dispute
4. Reconciliation report, check to Kelly Davis-Mckernan cashed on the 3<sup>rd</sup> of June
  - a. Not included in May's reconciliation

**Columbia Chapter  
Balance Sheet**  
As of June 14, 2016

Jun 14, 16

**ASSETS**

**Current Assets**

**Checking/Savings**

**Advantage Business Package Chec**      21,775.70

**Business Market Rate Savings**      17,192.12

**Total Checking/Savings**      38,967.82

**Total Current Assets**      38,967.82

**TOTAL ASSETS**      38,967.82

**LIABILITIES & EQUITY**

**Equity**

**30000 · Opening Balance Equity**      19,086.74

**32000 · Unrestricted Net Assets**      2,541.60

**Net Income**      17,339.48

**Total Equity**      38,967.82

**TOTAL LIABILITIES & EQUITY**      38,967.82



**Columbia Chapter**  
**Profit & Loss**  
May 1 through June 14, 2016

May 1 - Jun 14, 16

Ordinary Income/Expense	
Expense	
60900 · Business Expenses	
60960 · Website Development/Maintenance	17.90
60990 · Other Expenses	596.20
Total 60900 · Business Expenses	<u>614.10</u>
65000 · Operations	
65040 · Special Plaques & Awards	100.00
Total 65000 · Operations	<u>100.00</u>
68300 · Scholarships/Rewards	
68330 · Rewards	275.00
Total 68300 · Scholarships/Rewards	<u>275.00</u>
Total Expense	<u>989.10</u>
Net Ordinary Income	<u>-989.10</u>
Net Income	<u><u>-989.10</u></u>

3:09 PM  
06/14/16

**Columbia Chapter**  
**Reconciliation Summary**  
Advantage Business Package Chec, Period Ending 05/31/2016

	<u>May 31, 16</u>
Beginning Balance	23,024.43
Cleared Transactions	
Checks and Payments - 6 items	-973.73
Total Cleared Transactions	<u>-973.73</u>
 Cleared Balance	 <u><u>22,050.70</u></u>
 Register Balance as of 05/31/2016	 22,050.70
New Transactions	
Checks and Payments - 1 item	-275.00
Total New Transactions	<u>-275.00</u>
 Ending Balance	 <u><u>21,775.70</u></u>

3:01 PM  
06/14/16

**Columbia Chapter**  
**Reconciliation Summary**  
Business Market Rate Savings, Period Ending 05/31/2016

	<u>May 31, 16</u>
<b>Beginning Balance</b>	17,192.12
<b>Cleared Transactions</b>	
Deposits and Credits - 1 item	0.44
<b>Total Cleared Transactions</b>	<u>0.44</u>
<b>Cleared Balance</b>	<u><u>17,192.56</u></u>
<b>Register Balance as of 05/31/2016</b>	17,192.56
<b>Ending Balance</b>	17,192.56

3:18 PM  
06/14/16

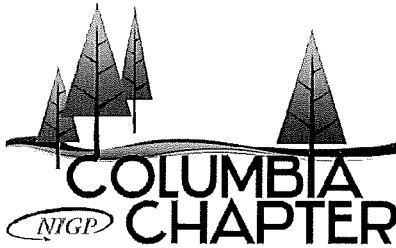
**Columbia Chapter**  
**Reconciliation Summary**  
20010 · Logistics CC, Period Ending 05/31/2016

	<u>May 31, 16</u>
Beginning Balance	116.47
Cleared Transactions	
Payments and Credits - 1 item	<u>116.47</u>
Total Cleared Transactions	<u>116.47</u>
Cleared Balance	<u><u>0.00</u></u>
Register Balance as of 05/31/2016	0.00
Ending Balance	0.00

3:19 PM  
06/14/16

**Columbia Chapter**  
**Reconciliation Summary**  
20030 - Pro D CC, Period Ending 05/31/2016

	<u>May 31, 16</u>
<b>Beginning Balance</b>	143.16
<b>Cleared Transactions</b>	
<b>Payments and Credits - 1 item</b>	<u>143.16</u>
<b>Total Cleared Transactions</b>	<u>143.16</u>
<b>Cleared Balance</b>	<u><u>0.00</u></u>
<b>Register Balance as of 05/31/2016</b>	0.00
<b>Ending Balance</b>	0.00



Report Date: June 15, 2016

Committee or Director: Pro-D

Prepared By: Kathi Braeme-Burr

Executive Board Meeting Date: June 15, 2016

Committee meeting minutes, new developments, or other information:

Upcoming Classes:

None Scheduled

**Phone conference 6/13/16 with OPPA to discuss joint classes, workshops and coordinating class schedules.**

**Canceled Developing and Managing RFP in January 2016. Only 1 registered.**

April CPPB class had 6 attendees. Chapter may receive a small rebate but will depend in instructor expenses.

Will schedule 1 more class for November if instructor is available

## 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

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