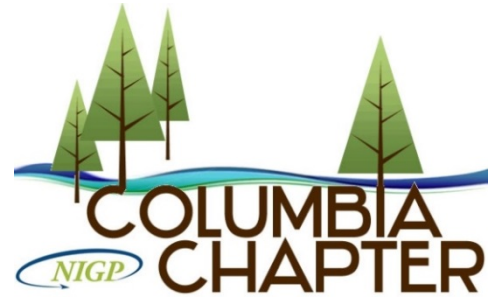


# Columbia Chapter NIGP Executive Board Meeting August 2016



**Date:** August 17, 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; James Moering, Past President; Lee Fleming, Membership; Kathi Braeme-Burr, Pro-D; Stacey Balenger, Logistics; Stephen Nelson, Treasurer; Craig Johnsen, Chapter Liaison; Christy Tran, Secretary.

### REPORTS:

**July Board Retreat Meeting Minutes:** Stephen moved to accept meeting minutes as presented, seconded by Stacey, all approved.

### COMMITTEE REPORTS:

**Treasurer:** See attached report. Denice moved to accept meeting minutes as presented, seconded by James, all approved.

**Membership:** New Member - Anthony Blackmon, Procurement Analyst with Multnomah County. See attached Report. Kathi moved to accept the new member as presented, seconded by Stacey, all approved.

Lee checked with NIGP and there is nothing in national rules that prohibit changing bylaws to membership director for approving applications and passing to board for approval.

**Logistics:** See attached Report. Next 3 general Meetings will be at Multnomah Building. Lee suggested Juvenile Justice Center for catering and Stacey will check on it.

**Pro-D:** See attached Report. Kathi submitted a list of classes for next year to the Board. She will send a copy to OPPA and coordinate with them. She will check with OPPA to see if they're interested in co-sponsoring a class.

Developing and Managing RFP class is scheduled for Oct 19-21. This coincides with RVTS on Oct 19. Board agreed to postpone the class until January.

**ICP:** Annie could not attend the meeting. Diane reports that US Communities is offering to reimburse for a class of 20/ppl or up to \$6100 (including lunch). Kathi will get clarification with US Communities on their offer. Diane and Annie will talk to Michelle Phelps at forum.

**Rewards:** James submitted Rewards report showing which members have used their rewards. Notice will be sent prior to November reminding rewards to use their rewards before end of calendar year.

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

### **OLD BUSINESS:**

1. Contact Daniel Wong & Darin Matthews for Student Outreach (September General Meeting) –
  - There is an event in October (Fearless Friday) that Kathi will try to attend if they need a speaker. Kathi will forward information to Denice for Chapter of the Year application.
  - Job Fair in Feb - Kathi will forward information to Denice.
2. Check with Brian on Legislative Updates –
  - Brian is available for the Sept meeting.
3. Mailbox – at FedEx
  - Diane and Christy's name are listed for pick up. No keys needed. Mailbox 1499.

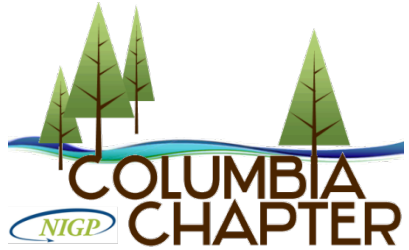
### **NEW BUSINESS:**

1. Pictures for website –
  - Stephen took pictures of Board members for anyone who doesn't currently have a picture on the web or needs an updated one.
2. Website instructions, questions, suggestions –
  - Travis Allison stopped by to do a quick tutorial of how to make edits on the web and answer any questions.
3. Discuss classes – See Pro-D report above.
4. General meeting agenda & volunteer board –
  - ICP Director announcement
  - Rewards Program scholarship application notice
  - Forum Highlights
  - NIGP National updates - Denice check with Kevin Yin on whether he can do National updates. If he is not going to be available, then she will check with Brian to see if he is willing to do the Legislative Report and the National Update.
  - Pro-D announcements
  - Volunteer board - Denice and Christy will work on the volunteer board.
5. Regional Conference update –
  - Meeting was cancelled because Kim Hankins was not available.
  - 2017 spring conference will be in Eastern Oregon. Regional conference will be held in conjunction with conference.
6. Holiday Luncheon – December 8 @ Portland City Grill.
7. Appreciation awards: Past presidents, retired members, special recognition.
  - Stephen will check budgeted funds for award items and Denice will purchase them.
  - Stephen will check receipts for award purchases from the past.

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

1. NIGP Forum: August 21-25 National Harbor, MD
2. General Membership Meeting: September 8
3. Board Meeting: September 21
4. RVTS: October 19 at Columbia Conference Center at the Airport Holiday Inn

**MEETING ADJOURNED AT 1:00 PM**



Report Date: August 16, 2016

Committee or Director: Membership

Prepared By: Lee Fleming

Executive Board Meeting Date: August 17, 2016 June 15, 2016

Committee meeting minutes, new developments, or other information:

One application was received since the last report, June 15, 2016 for consideration:

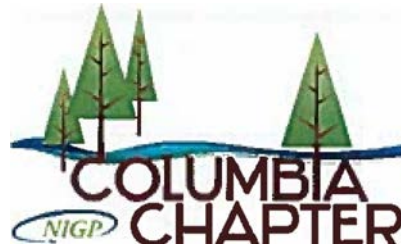
- Anthony Blackmon – Multnomah County

Chapter rosters will be updated once approved, with copies to the Board and Suzi Fulcher as an fyi for website access requests.

Respectfully submitted,

*Lee Fleming*

Lee Fleming  
Membership Director



Report Date: August 17, 2016

Meeting and Logistics Report

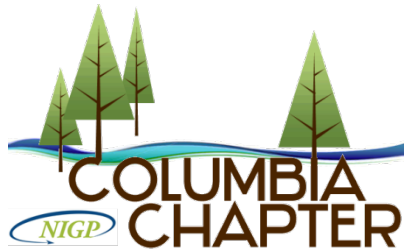
Prepared By: Stacey Balenger

Executive Board Meeting Date: August 17, 2016

Lawrence Russell has booked room 315 at the Multnomah County Building — 501 SE Hawthorne Blvd. for our next three General Meetings. I am working on the catering and the logistics for these and will have an update for the Board by the week of August 22nd.

*Stacey L. Balenger*

Thank you,



Report Date: August 17, 2016

Committee or Director: Pro-D

Prepared By: Kathi Braeme-Burr

Executive Board Meeting Date: August 17, 2016

Committee meeting minutes, new developments, or other information:

One class held so far in 2016

Upcoming Classes:

Developing and Managing RFP Oct 19-21 (unless moved)

Attached is list of proposed classes for 2017. OPPA and Columbia Chapter have in the past alternated months for classes held.



**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**

**List of classes for 2017  
Columbia Chapter**

**January (week of 23<sup>rd</sup>)**

- Get What you need through Successful Negotiation Strategies (2 day)  
Or - Developing and Managing RFP (3 day) if moved from Oct 2016

**March**

- CPPB prep (2 day)

**May**

- Legal Aspects of Public Procurement (3 day)

**July**

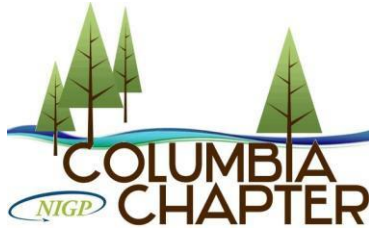
- Introduction to Public Procurement (3 day)

**Sept**

- Contracting for Construction Services (2 day)

**Nov**

- Get What you need through Successful Negotiation Strategies (2 day) (if moved from Jan)  
Or - Risk Management in Public Sector Contracts (2 day)



Report Date: August 15<sup>th</sup>, 2016

Committee or Director: Treasurer

Prepared by: Stephen Nelson

Executive Board Meeting date: August 17<sup>th</sup>, 2016

Report information:

1. Treasurer's Report includes July Balance Sheet, P&L, Reconciliations (there is no Pro-D Reconciliation, there were no transactions), and bank statement.
2. There is a transaction of \$1218.72 still outstanding from the July bank statement. This check was written to the VP for reimbursement of costs, but the check was not cashed in the month of July.

**Columbia Chapter**  
**Balance Sheet**  
As of July 31, 2016

Jul 31, 16

**ASSETS**

**Current Assets**

**Checking/Savings**

**Advantage Business Package Chec** 20,352.68

**Business Market Rate Savings** 17,193.42

**Total Checking/Savings** 37,546.10

**Total Current Assets** 37,546.10

**TOTAL ASSETS** 37,546.10

**LIABILITIES & EQUITY**

**Equity**

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

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

**Net Income** 15,917.76

**Total Equity** 37,546.10

**TOTAL LIABILITIES & EQUITY** 37,546.10

**Columbia Chapter**  
**Profit & Loss**  
July 2016

	<u>Jul 16</u>
<b>Ordinary Income/Expense</b>	
<b>Expense</b>	
60900 · Business Expenses	
60930 · Postage/Bulk Mailing/Mail House	9.40
<b>Total 60900 · Business Expenses</b>	<u>9.40</u>
65000 · Operations	
65060 · President & VP to Forum	1,218.72
<b>Total 65000 · Operations</b>	<u>1,218.72</u>
<b>Total Expense</b>	<u>1,228.12</u>
<b>Net Ordinary Income</b>	<u>-1,228.12</u>
<b>Net Income</b>	<u><u>-1,228.12</u></u>

# Columbia Chapter Reconciliation Summary

Advantage Business Package Chec, Period Ending 07/31/2016

	<u>Jul 31, 16</u>
<b>Beginning Balance</b>	21,679.70
<b>Cleared Transactions</b>	
Checks and Payments - 3 items	-117.25
<b>Total Cleared Transactions</b>	<u>-117.25</u>
<b>Cleared Balance</b>	<u><u>21,562.45</u></u>
<b>Uncleared Transactions</b>	
Checks and Payments - 1 item	-1,218.72
<b>Total Uncleared Transactions</b>	<u>-1,218.72</u>
<b>Register Balance as of 07/31/2016</b>	<u><u>20,343.73</u></u>
<b>New Transactions</b>	
Checks and Payments - 1 item	-74.85
<b>Total New Transactions</b>	<u>-74.85</u>
<b>Ending Balance</b>	<u><u>20,268.88</u></u>

# Columbia Chapter Reconciliation Summary

Business Market Rate Savings, Period Ending 07/31/2016

	<u>Jul 31, 16</u>
Beginning Balance	17,192.99
Cleared Transactions	
Deposits and Credits - 1 item	0.43
Total Cleared Transactions	<u>0.43</u>
 Cleared Balance	 <u><u>17,193.42</u></u>
 Register Balance as of 07/31/2016	 17,193.42
Ending Balance	17,193.42

**Columbia Chapter**  
**Reconciliation Summary**  
20010 · Logistics CC, Period Ending 07/31/2016

	<u>Jul 31, 16</u>
<b>Beginning Balance</b>	0.00
<b>Cleared Transactions</b>	
<b>Charges and Cash Advances - 1 item</b>	-98.90
<b>Payments and Credits - 1 item</b>	98.90
<b>Total Cleared Transactions</b>	<u>0.00</u>
 <b>Cleared Balance</b>	 <u><u>0.00</u></u>
 <b>Register Balance as of 07/31/2016</b>	 0.00
<b>Ending Balance</b>	0.00