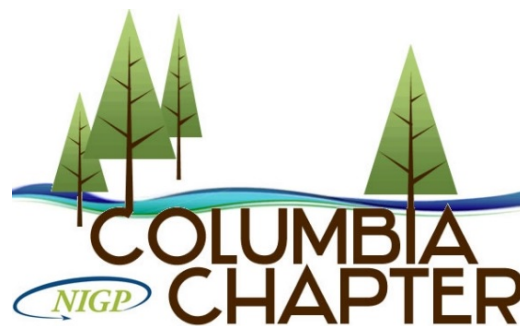


# Columbia Chapter NIGP

## Executive Board Meeting

### April 2017



**Date:** April 19, 2017

**Time:** 11:30 AM– 1:00 PM

**Location:** The Portland Building, 2<sup>nd</sup> Floor Conference Room B

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

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

#### EXECUTIVE BOARD MEETING MINUTES CALL TO ORDER: 11:55 AM

##### ATTENDEES

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

##### REPORTS

**Board Meeting Minutes:** James moved to accept meeting minutes as presented, seconded by Kathi, all approved.

##### COMMITTEE REPORTS

###### Treasurer (Stephen) – Report attached

1. Treasurer's Report includes March's Balance Sheet, P&L, Checking Reconciliation, Savings Reconciliation, Pro-D Report and bank statements (redacted).
2. Taxes and NIGP financial information were completed and sent out in March. Copies can be made available upon request.
3. The outstanding check to NIGP national for the free "Problem Solving" class is still an issue and has not shown as a charge against Diane's debit card. Diane stated this has been resolved and a check was mailed to NIGP. This is no longer an issue.
4. Both Wells Fargo accounts were changed this month due to fraud that occurred on the President's personal Wells Fargo Accounts. Accounts were closed and new accounts opened for security reasons.
  - a. Lee moved that we change to US bank. Board vote: 4 yes, 3 no's, 1 abstention. We are moving to US bank.
5. There are two charges that the President is investigating and will clarify.
  - a. One transaction on 1/30/2017 for a payment of \$100 to Paypal for NIGP membership dues made on the Presidents debit card. Diane/City owes Columbia Chapter \$100.
  - b. Diane used her own \$100 for the Holiday luncheon Mystery boxes. Chapter owes Diane \$100.
  - c. One transaction on 3/8/2017 for a payment of \$100 to Safeway in Gladstone made on the Presidents debit card. Bereavement gift to Denice.
6. No membership dues have been transferred to the accounts since the change in January.
  - a. A new Paypal account could be set up with the new account.
  - b. We need to determine if a new account needs to be completed and linked to membership dues.
  - c. A and B will be updated by the President and new Treasurer.

###### Vice President (Denice)

- May speaker - David Allaway: The State is rolling out a big initiative called the 2050 Vision for

Materials Management in which sustainable procurement at the State will play an important role.

**ProD (Kathi) – Report Attached**

- Tentatively scheduled the CPPB Prep class for September 13-14 in Wilsonville at CCC.
- May class (Legal Aspects) – We have enough people signed up.
- July and August class does not have enough people signed up yet.
- We've received rebate for January and March classes to cover expenses.

**Membership (Lee) – Report attached**

- Received 4 applications for membership last month.
- Lee needs access to Constant Contact. Can't send invoices due to account change.

**Logistics (Cindy)**

- No report

**Rewards (James) – Report attached**

- Applications were due April 14. Received 7 applications. James will offer a reward to 6 of the applicants as we have money in the budget for 10 applicants.
- Application received from a board officer. According to policy, VP and President may not apply for rewards. Question was if this applies to the current term and not. Per Board discussion, Diane will change the policy to read "The current President and Vice President may not apply for rewards."

**Chapter Liaison (Craig) – Report attached**

- Regional deadline to register is this Friday, 4/21/17.

**ICP (Annie)**

- ICP/General joint meeting - April 6. Received really good feedback. Amazon received 3 or 4 new accounts since the presentation and thanked us for the opportunity. They are showing their appreciation by sponsoring for RVTS.
- Next ICP meeting will be in May. Kelly Malnar-Stevens will be bringing 2 presenters from NASPO/Basecamp IT procurements. First outside of the group presentation.

Denice moved to accept the Director reports as presented, seconded by Lee, all approved.

**TOPICS**

1. Regional Conference (Lee)

- They asked if we want to do our awards there (buyer and manager of the year and recognition awards). Since not everyone will be attending the conference, we will not be awarding at the conference.
- Chapter will put together a \$100 basket for drawing at conference
- Diane asked to move \$600 out of rewards to cover seed money for the Regional Conference (\$500) and basket (\$100). (Rewards deadline has passed; this is un-used rewards money).

James moved to move the money from the Rewards account and move them to a Regional Conference account, seconded by Lee, all approved.

2. NIGP Chapter Challenge – Choose Charity (Board)

- We won \$1000 for 1<sup>st</sup> place in the Medium Chapter category (2<sup>nd</sup> overall). NIGP will donate the \$1,000 to a charity of our choice.
- Charities – Board members voted on splitting the \$1,000 between two charities: \$500/each to Dougy Center and Blue Print Foundation. Diane will check if it's ok. If not, Dougy Center will receive the full amount.

3. Scholarship Program Revamp (James)

- Postpone to May 24<sup>th</sup> - James asked everyone on the board to send in any comments or edits on the revised policy and application documents he had sent out electronically by our next meeting so we could vote on the proposed changes at that time.

4. Chapter of the Year application (Denice)

- Denice is working on it. May 23<sup>rd</sup> due. Denice to provide to Diane at least 2 days prior to due date to review and to rest of the Board if time.

5. Buyer & Manager of the Year Nominations (Denice)

- Buyer of the year has been determined, manager is not decided as of yet. Committee is in discussion and completing review of applications.
- Buyer of the year is Annie Teav

6. Board Nominations (Christy)

- A Board nomination was received after deadline. Diane, Denice and Christy discussed and decided to reject the nomination to be fair and transparent to all members.
- Diane will be appointing Suzi Fulcher for the remaining 2-1/2 years as Logistics Director.

7. Bylaws Revisions (Diane)

- Diane made some changes as recommended. Members will vote on revisions at the May 4 General Meeting.

Lee moved to accept the recommended changes as amended, seconded by Kathi, all approved

**UPCOMING EVENTS AND MEETINGS**

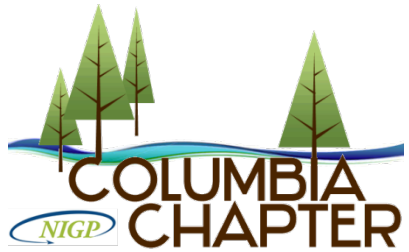
**Parking Lot:**

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

**UPCOMING EVENTS AND MEETINGS**

1. Chapter of the Year application due May 23
2. Board Elections closes at noon on May 3. Announcements will be made at the May 4 General Meeting.

**MEETING ADJOURNED AT 1:05 PM**



Report Date: April 18, 2017

Committee or Director: Membership

Prepared By: Lee Fleming

Executive Board Meeting Date: April 19, 2017

Committee meeting minutes, new developments, or other information:

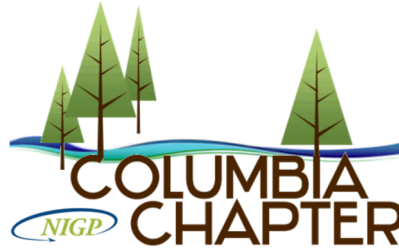
The following applications (attached) for membership were received since the last report, March 15, 2017:

- Paul Aguilar – NCSD
- Sharon Roest – Washington County
- Teila Mullins – Public Procurement Authority
- Emmanuel Amunga – City of Portland

Respectfully submitted,

*Lee Fleming*

Lee Fleming  
Membership Director



Report Date: April 17, 2017

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

Executive Board Meeting Date: April 19, 2017

Committee meeting minutes, new developments, or other information:

The Rewards Application period closed at the end of the day on April 14, 2017. Eight (8) applications were received. As the 2017 budget allowed for a maximum of ten (10) Rewards Awards, and fewer than the maximum number were received, I respectfully recommend that Rewards Awards be given to all those who applied to the 2017 Rewards Program. The proposed Awardees are listed below:

<b>2017 Rewards Awardees* (\$275.00 for each Awardee)</b>	<b>Date Application Submitted</b>	<b>Redeemed In the amount of:</b>	<b>Date redeemed</b>	<b>Comments</b>
Jeffrey Hagen	2/3/2017			
Darren Chilton	2/3/2017			
Brian Smith	2/6/2017			
Annie Teav	2/8/2017			
Denice Henshaw	2/9/2017			
Tessa Paul	2/10/2017			
Paula Rickman	2/10/2017			
Jill Panches	2/15/2017			

\*Proposed Awardees

Respectfully submitted by: Past President

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

## **OPPA/COUMBIA CHAPTER LIAISON REPORT**

APRIL 14, 2017

Honest, up until now there hasn't been much to report to Columbia Chapter! This month is a bit different, so here is my report:

Regional Training/Conference: Being held in Pendleton this year; as of this date, 101 attendees have registered to attend the Regional Conference. 24 are from the Washington Chapter, 4 from Idaho and 1 from Alaska. Registration deadline for everyone is April 21<sup>st</sup>. The deadline is early because of the venue requirements for a total head count is much stricter than most venues.

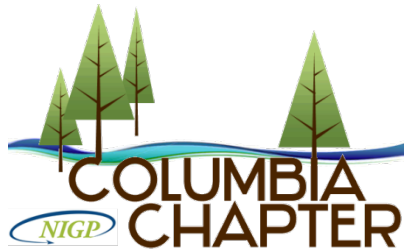
There are 29 sponsors signed up to hold display booths for the Conference also. That may be a new record!

Items OPPA are collecting to provide to the chosen charity for the event include "scrubbed" flash drives. If you receive flash drives from solicitations that are no longer needed, please erase them and send to Donnell Fowler at ODOT. There are many other items in the charity's wish list, which can be viewed at [www.oppaweb.org](http://www.oppaweb.org).

Three OPPA Director positions and the Secretary position were open this year and the new Officers have been elected. An announcement will be made very soon, and the new Officers will be inducted at the Regional Forum.

Respectfully submitted

Craig Johnsen  
Chapter Liaison



Report Date: April 19, 2017

Committee or Director: Pro-D

Prepared By: Kathi Braeme-Burr

Executive Board Meeting Date: April 19, 2017

Committee meeting minutes, new developments, or other information:

**Classes held in 2016:**

CPPB prep Class, April 2016

Effective Decision Making – 10 attendees (14 no shows due to weather)

Principles and Techniques of Problem Solving – 18 attendees

Rebate amount \$1183.50

**Classes for 2017:**

January – Cancelled due to weather.

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

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

May – Legal Aspects – 8 registered – class is confirmed

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

Sept Contracting for Construction Services (2 day)

**NEW – CPPB Prep class (tentative) – Sept 13 & 14**

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

**Income/Expense Report  
February 2012  
Developing and Managing RFP**

Income:  
9 Attendees, Rebate \$560.30

Expense:  
Refreshments \$ 81.56  
Net Income \$478.74

**April 2012  
Legal Aspects of Public Procurement**

Income:  
9 Attendees, Rebate \$502.70

Expense:  
Refreshments \$ 50.17  
Net income \$452.53

**July 2012  
Intro to Public Procurement**

Income:  
10 Attendees, Rebate \$712.60

Expenses:  
Refreshments: \$ 92.51  
Net Income: \$620.09

**September 2012  
Contracting for Construction Services**

Income:  
14 Attendees, Rebate \$638.90

Expenses:  
Refreshments: \$112.08  
Net Income: \$526.82

**October 2012  
Legal Aspects of Public Procurement**

Income:  
14 Attendees, Rebate \$935.00

Expense:  
Refreshments, Room rental  
\$739.65  
Net income \$195.35

**Total Net Income YTD 2012 \$ 2273.53**

**January 2013  
Developing and Managing RFP**

Income:  
15 Attendees, Rebate \$1488.75

Expense:  
Refreshments, Room rental \$522.04  
Net income \$ 966.71

**April 2013  
CPPB Prep**

Income:  
18 Attendees, Rebate \$1307.25

Expense:  
Refreshments, Room rental \$433.39  
Net income \$ 873.86

**September 2013  
CPPB Prep**

Income:  
13 Attendees, Rebate \$ 587.00

Expenses:  
Refreshments, Room \$ 480.13  
Net Income: \$ 106.87

**Total Net Income 2013 \$ 1947.44**

**January 2014  
Sourcing in the Public Sector**

Income:  
7 attendees & 1 seat \$520.50

Expenses:  
Refreshments/Room: \$631.84  
Net Loss \$111.34

**August 2014  
Effective Management of Construction  
Contracts**

Income:  
15 attendees \$ 778.50

Expenses:  
Refreshments \$ 83.80  
Net Income \$ 694.70



**October 2014  
Performance Based Requests for  
Proposals**

Income:  
30 Attendees \$630.00  
Expenses:  
Refreshments \$106.20  
Net Income \$523.80

**December 2014  
Developing and Managing RFP  
(cosponsored OPPA)**

**Income:**  
23 Attendees \$1085.37  
Expenses:  
Refreshments, etc  
\$ 81.26  
Net Income \$1004.11

**Total Net Income 2014: \$ 1982.77**

**May 2015  
Legal Aspects of Public Procurement**

Income:  
11 Attendees, Rebate \$672.50  
  
Expense:  
Refreshments, Parking \$220.91  
Net income \$452.59

**Total net income 2015 \$452.59**

**April 2016  
CPPB Prep**

Income:  
6 Attendees, Rebate \$ 0.00  
Expense:  
Refreshments, Parking - \$143.16  
**Net Loss -\$143.16**

**December 2016  
Effective Decision Making  
Problem Solving**

Income:  
10 Attendees, rebate \$ 285.00  
Income:  
18 attendees rebate \$ 898.50  
  
Expenses:  
Refreshment, mailing \$209.18  
Net Income \$974.32

**Total net income 2016 \$831.16**

**February 2017  
Developing and Managing RFP**

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

**March 2017  
CPPB Prep**

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

**Total net income 2017 \$ 968.66**

**List of classes for 2017  
Columbia Chapter**

**January 9th**

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

**March 6th**

- CPPB prep (2 day)

**May 8th**

- Legal Aspects of Public Procurement (3 day)

**July**

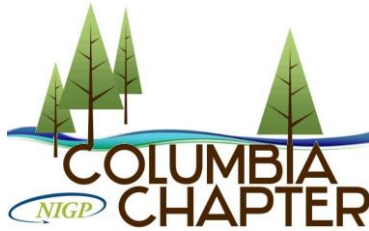
- Introduction to Public Procurement (3 day)

**Sept 19-20**

- Contracting for Construction Services (2 day)

**Nov**

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



Report Date: April 18<sup>th</sup>, 2017

Committee or Director: Treasurer

Prepared by: Stephen Nelson

Executive Board Meeting date: April 19<sup>th</sup>, 2017

Report information:

1. Treasurer's Report includes March's Balance Sheet, P&L, Checking Reconciliation, Savings Reconciliation, Pro-D Report and bank statements (redacted).
2. Taxes and NIGP Financial information were completed and sent out in March.
  - a. Copies can be made available upon request.
3. The outstanding check to NIGP national for the Free "Problem Solving" class is still an issue and has not shown as a charge against Denice's Debit Card.
4. Both Wells Fargo Accounts were changed this month due to fraud that occurred on the President's personal Wells Fargo Accounts.
5. There are two charges that the President is investigating and will clarify.
  - a. One transaction on 1/30/2017 for a payment of \$100 to Paypal for NIGP membership dues made on the Presidents debit card.
  - b. One transaction on 3/8/207 for a payment of \$100 to Safeway in Gladstone made on the Presidents debit card.
6. NOTE: No membership dues have been transferred to the accounts since the change in January.
  - a. A new Paypal account could be set up with the new account.
    - i. We need to determine if a new account needs to be completed and linked to membership dues.

**Columbia Chapter**  
**Balance Sheet**  
As of April 18, 2017

Apr 18, 17

**ASSETS**

**Current Assets**

**Checking/Savings**

**Advantage Business Package Chec**                    28,000.65

**Business Market Rate Savings**                    17,196.85

**Total Checking/Savings**                            45,197.50

**Total Current Assets**                                    45,197.50

**TOTAL ASSETS**    45,197.50

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Credit Cards**

    20030 · Pro D CC                                    423.73

**Total Credit Cards**                                423.73

**Total Current Liabilities**                        423.73

**Total Liabilities**                                        423.73

**Equity**

    30000 · Opening Balance Equity                    19,086.74

    32000 · Unrestricted Net Assets                    13,056.09

**Net Income**                                        12,630.94

**Total Equity**                                        44,773.77

**TOTAL LIABILITIES & EQUITY**                        45,197.50

**Columbia Chapter**  
**Profit & Loss**  
March 2017

	<u>Mar 17</u>
<b>Ordinary Income/Expense</b>	
Income	
46400 · Other Types of Income	
46450 · Interest Income	0.44
<b>Total 46400 · Other Types of Income</b>	<u>0.44</u>
47200 · Program Income	
47230 · Chapter Membership Dues	-300.00
47240 · NIGP Sponsored Seminars-rebates	1,751.25
<b>Total 47200 · Program Income</b>	<u>1,451.25</u>
<b>Total Income</b>	1,451.69
Expense	
60900 · Business Expenses	
60930 · Postage/Bulk Mailing/Mail House	192.00
60960 · Website Development/Maintenance	37.90
60990 · Other Expenses	100.00
<b>Total 60900 · Business Expenses</b>	<u>329.90</u>
65000 · Operations	
PRES, REGIONAL CONFERENCE	150.00
65065 · VP Leadership Symposium	-199.00
65090 · Board Meetings	82.68
<b>Total 65000 · Operations</b>	<u>33.68</u>
65100 · Program Expenses	
65120 · General Mtgs-Catering	2,023.60
65139 · Silent Auction	206.10
65150 · Pro D Classes	438.97
65170 · Other Program Costs	90.00
<b>Total 65100 · Program Expenses</b>	<u>2,758.67</u>
<b>Total Expense</b>	<u>3,122.25</u>
<b>Net Ordinary Income</b>	<u>-1,670.56</u>
<b>Net Income</b>	<u><u>-1,670.56</u></u>

## Columbia Chapter Reconciliation Detail

### Advantage Business Package Chec, Period Ending 03/31/2017

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
<b>Beginning Balance</b>							<b>29,957.56</b>
<b>Cleared Transactions</b>							
<b>Checks and Payments - 13 items</b>							
	Check	03/02/2017	debit	Watermelon	√	-8.95	-8.95
	Check	03/06/2017	debit	Oregon Zoo	√	-90.00	-98.95
	Check	03/07/2017	1005	City of Portland	√	-300.00	-398.95
	Check	03/07/2017	debit	Constant Contact	√	-20.00	-418.95
Awaiting Transaction Clarification from President	Check	03/08/2017	debit	Safeway	√	-100.00	-518.95
	Check	03/09/2017	debit	Oregon Zoo	√	-2,023.60	-2,542.55
	Check	03/09/2017	1004	Annie Teav	√	-206.10	-2,748.65
	Check	03/14/2017	debit	UPS Store	√	-192.00	-2,940.65
	Credit Card Credit	03/16/2017		CC Pro D	√	-670.50	-3,611.15
	Check	03/16/2017	debit	OPPA	√	-150.00	-3,761.15
	Check	03/17/2017	1006	Kathi Braeme-Burr	√	-54.38	-3,815.53
	Check	03/23/2017	1007	Cindy Phillips	√	-82.68	-3,898.21
	Check	03/30/2017	debit	Watermelon	√	-8.95	-3,907.16
Total Checks and Payments						<u>-3,907.16</u>	<u>-3,907.16</u>
<b>Deposits and Credits - 2 items</b>							
	Deposit	03/14/2017	DEP	NIGP	√	199.00	199.00
	Deposit	03/28/2017	DEP	NIGP	√	1,751.25	1,950.25
Total Deposits and Credits						<u>1,950.25</u>	<u>1,950.25</u>
Total Cleared Transactions						<u>-1,956.91</u>	<u>-1,956.91</u>
Cleared Balance						<u>-1,956.91</u>	<u>28,000.65</u>
Register Balance as of 03/31/2017						<u>-1,956.91</u>	<u>28,000.65</u>
<b>Ending Balance</b>						<u><b>-1,956.91</b></u>	<u><b>28,000.65</b></u>

**Columbia Chapter  
Reconciliation Detail  
Business Market Rate Savings, Period Ending 01/31/2017**

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
<b>Beginning Balance</b>							<b>17,195.58</b>
<b>Cleared Transactions</b>							
<b>Deposits and Credits - 4 items</b>							
	Deposit	01/31/2017			√	0.44	0.44
	Deposit	02/28/2017			√	0.39	0.83
	Deposit	03/21/2017			√	0.29	1.12
	Deposit	03/31/2017			√	0.15	1.27
Total Deposits and Credits						<u>1.27</u>	<u>1.27</u>
Total Cleared Transactions						<u>1.27</u>	<u>1.27</u>
Cleared Balance						<u>1.27</u>	<u>17,196.85</u>
Register Balance as of 01/31/2017						<u>1.27</u>	<u>17,196.85</u>
<b>Ending Balance</b>						<u><b>1.27</b></u>	<u><b>17,196.85</b></u>

**Columbia Chapter**  
**Reconciliation Detail**  
20030 · Pro D CC, Period Ending 02/28/2017

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
<b>Beginning Balance</b>							<b>0.00</b>
<b>Cleared Transactions</b>							
<b>Charges and Cash Advances - 12 items</b>							
	Credit Card Charge	02/08/2017		Star Park	√	-12.00	-12.00
	Credit Card Charge	02/12/2017		Safeway	√	-54.15	-66.15
	Credit Card Charge	02/13/2017		Clackamas Community College	√	-525.00	-591.15
	Credit Card Charge	02/13/2017		Starbucks	√	-47.85	-639.00
	Credit Card Charge	02/13/2017		Safeway	√	-2.49	-641.49
	Credit Card Charge	02/14/2017		Fred Meyer	√	-20.43	-661.92
	Credit Card Charge	02/14/2017		Starbucks	√	-15.95	-677.87
	Credit Card Charge	02/14/2017		Safeway	√	-12.47	-690.34
	Credit Card Charge	02/14/2017		Star Park	√	-10.15	-700.49
	Credit Card Charge	02/15/2017		Starbucks	√	-15.95	-716.44
	Credit Card Charge	02/15/2017		Star Park	√	-8.70	-725.14
	Credit Card Charge	02/16/2017		Star Park	√	-12.00	-737.14
						<u>-737.14</u>	<u>-737.14</u>
<b>Total Charges and Cash Advances</b>							
						-737.14	-737.14
<b>Payments and Credits - 2 items</b>							
	Credit Card Credit	02/01/2017		Unknown Credit Back to the Account	√	66.64	66.64
	Credit Card Credit	03/16/2017		CC Pro D	√	670.50	737.14
						<u>670.50</u>	<u>737.14</u>
<b>Total Cleared Transactions</b>						<u>0.00</u>	<u>0.00</u>
Cleared Balance						<u>0.00</u>	<u>0.00</u>
Register Balance as of 02/28/2017						<u>0.00</u>	<u>0.00</u>
<b>Ending Balance</b>						<u><u>0.00</u></u>	<u><u>0.00</u></u>



**Columbia Chapter  
Profit & Loss Detail  
March 2017**

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Clr</u>	<u>Split</u>	<u>Amount</u>	<u>Balance</u>
<b>Ordinary Income/Expense</b>									
<b>Income</b>									
<b>46400 · Other Types of Income</b>									
<b>46450 · Interest Income</b>									
	Deposit	03/21/2017			Interest - 2/3 Month - Account Changed		Business Market Rate Savings	0.29	0.29
	Deposit	03/31/2017			Interest - 1/3 Month - Account Changed (2nd Half)		Business Market Rate Savings	0.15	0.44
Total 46450 · Interest Income								<u>0.44</u>	<u>0.44</u>
Total 46400 · Other Types of Income								0.44	0.44
<b>47200 · Program Income</b>									
<b>47230 · Chapter Membership Dues</b>									
	Check	03/07/2017	1005	City of Portland	Reimbursement of overpayment to Larry Pelatt		Advantage Business Package Chec	-300.00	-300.00
Total 47230 · Chapter Membership Dues								<u>-300.00</u>	<u>-300.00</u>
<b>47240 · NIGP Sponsored Seminars-rebates</b>									
	Deposit	03/28/2017	DEP	NIGP	Rebate for Managing RFP Class		Advantage Business Package Chec	1,751.25	1,751.25
Total 47240 · NIGP Sponsored Seminars-rebates								<u>1,751.25</u>	<u>1,751.25</u>
Total 47200 · Program Income								<u>1,451.25</u>	<u>1,451.25</u>
Total Income								1,451.69	1,451.69
<b>Expense</b>									
<b>60900 · Business Expenses</b>									
<b>60930 · Postage/Bulk Mailing/Mail House</b>									
	Check	03/14/2017	debit	UPS Store	Yearly fee for Mail Box		Advantage Business Package Chec	192.00	192.00
Total 60930 · Postage/Bulk Mailing/Mail House								<u>192.00</u>	<u>192.00</u>
<b>60960 · Website Development/Maintenance</b>									
	Check	03/02/2017	debit	Watermelon	Web Hosting		Advantage Business Package Chec	8.95	8.95
	Check	03/07/2017	debit	Constant Contact	Monthly email marketing account renewal		Advantage Business Package Chec	20.00	28.95
	Check	03/30/2017	debit	Watermelon	Web Hosting		Advantage Business Package Chec	8.95	37.90
Total 60960 · Website Development/Maintenance								<u>37.90</u>	<u>37.90</u>
<b>60990 · Other Expenses</b>									
	Check	03/08/2017	debit	Safeway	Unknown Charge on Diane Seatons CC - She will clarify		Advantage Business Package Chec	100.00	100.00
Total 60990 · Other Expenses								<u>100.00</u>	<u>100.00</u>
Total 60900 · Business Expenses								329.90	329.90
<b>65000 · Operations</b>									
<b>PRES, REGIONAL CONFERENCE</b>									
	Check	03/16/2017	debit	OPPA	Registration fees for Regional Conference		Advantage Business Package Chec	150.00	150.00
Total PRES, REGIONAL CONFERENCE								<u>150.00</u>	<u>150.00</u>
<b>65065 · VP Leadership Symposium</b>									
	Deposit	03/14/2017	DEP	NIGP	Refund of registration fees for Leadership Symposium		Advantage Business Package Chec	-199.00	-199.00
Total 65065 · VP Leadership Symposium								<u>-199.00</u>	<u>-199.00</u>
<b>65090 · Board Meetings</b>									
	Check	03/23/2017	1007	Cindy Phillips	Reimbursement for Board Meeting Lunch costs		Advantage Business Package Chec	82.68	82.68
Total 65090 · Board Meetings								<u>82.68</u>	<u>82.68</u>
Total 65000 · Operations								33.68	33.68

**Columbia Chapter**  
**Profit & Loss Detail**  
 March 2017

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Clr</u>	<u>Split</u>	<u>Amount</u>	<u>Balance</u>
<b>65100 · Program Expenses</b>									
<b>65120 · General Mtgs-Catering</b>									
	Check	03/09/2017	debit	Oregon Zoo	All day Meeting Charges		Advantage Business Package Chec	2,023.60	2,023.60
Total 65120 · General Mtgs-Catering								<u>2,023.60</u>	<u>2,023.60</u>
<b>65139 · Silent Auction</b>									
	Check	03/09/2017	1004	Annie Teav	Reimbursement for purchase of Gift Basket items		Advantage Business Package Chec	206.10	206.10
Total 65139 · Silent Auction								<u>206.10</u>	<u>206.10</u>
<b>65150 · Pro D Classes</b>									
	Credit Card Charge	03/05/2017		Fred Meyer	Refreshments		20030 · Pro D CC	43.92	43.92
	Credit Card Charge	03/06/2017		Star Park	Parking Fees		20030 · Pro D CC	10.15	54.07
	Credit Card Charge	03/06/2017		Starbucks	Refreshments		20030 · Pro D CC	15.95	70.02
	Credit Card Charge	03/06/2017		Fred Meyer	Refreshments		20030 · Pro D CC	8.34	78.36
	Credit Card Charge	03/07/2017		Star Park	Parking Fees		20030 · Pro D CC	8.70	87.06
	Credit Card Charge	03/07/2017		Starbucks	Refreshments		20030 · Pro D CC	15.95	103.01
	Check	03/17/2017	1006	Kathi Braeme-Burr	Reimbursement for items from RFP class		Advantage Business Package Chec	54.38	157.39
	Credit Card Charge	03/22/2017		UPS Store	Mailings		20030 · Pro D CC	27.58	184.97
	Credit Card Charge	03/24/2017		Clackamas Community College	Room Rental		20030 · Pro D CC	240.00	424.97
	Credit Card Charge	03/24/2017		City Center Parking	Parking Fees		20030 · Pro D CC	14.00	438.97
Total 65150 · Pro D Classes								<u>438.97</u>	<u>438.97</u>
<b>65170 · Other Program Costs</b>									
	Check	03/06/2017	debit	Oregon Zoo	Gifts for Speakers		Advantage Business Package Chec	90.00	90.00
Total 65170 · Other Program Costs								<u>90.00</u>	<u>90.00</u>
Total 65100 · Program Expenses								<u>2,758.67</u>	<u>2,758.67</u>
Total Expense								<u>3,122.25</u>	<u>3,122.25</u>
Net Ordinary Income								<u>-1,670.56</u>	<u>-1,670.56</u>
<b>Net Income</b>								<u><b>-1,670.56</b></u>	<u><b>-1,670.56</b></u>

**Columbia Chapter NIGP  
Visa Reconciliation Form**

Date: March 31, 2017

Amount: \$ 384.59

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

Purpose of Request: CPPB Prep Class food and mailing expense

Signature of Approval:

President or Vice-President \_\_\_\_\_

Treasurer \_\_\_\_\_

Budget Account for Transaction

Date	Where	What	Amount
3/5/2017	FRED-MEYER #0482 BEAVERTON OR	Refreshment	\$ 43.92
3/6/2017	STAR PARK 1174 MBPF PORTLAND OR	Parking	\$ 10.15
3/6/2017	STARBUCKS STORE 02795 WILSONVILLE OR	Coffee	\$ 15.95
3/6/2017	FRED-MEYER #0035 BEAVERTON OR	Refreshment	\$ 8.34
3/7/2017	STAR PARK 1174 MBPF PORTLAND OR	Parking	\$ 8.70
3/7/2017	STARBUCKS STORE 02795 WILSONVILLE OR	Coffee	\$ 15.95
3/22/2017	THE UPS STORE #3379 PORTLAND OR	Shipping	\$ 27.58
3/24/2017	WPY*Clackamas Community C855-469-3729 CA	Room Rental	\$ 240.00
3/24/2017	CTY CTR PARKNG 0610352U PORTLAND OR	Parking	\$ 14.00
			\$ 384.59