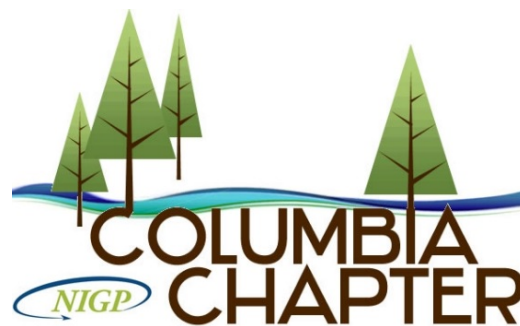


Columbia Chapter NIGP

Executive Board Meeting

May 2017



Date: May 24, 2017

Time: 11:30 AM– 1:00 PM

Location: The Portland Building, 2nd Floor Conference Room B

Facilitator: Diane Seaton, CPPO, CPPB – President

Minutes taken by: Christy Tran, Secretary

EXECUTIVE BOARD MEETING MINUTES

CALL TO ORDER: 11:52 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; Suzi Fulcher, Logistics Director; Emmanuel Amunga, Membership Director (New); Elvis Carter, Secretary (New); Jeff Hagen, Guest.

REPORTS

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

COMMITTEE REPORTS

- **Treasurer** - Per Stephen, new accounts for regional and quickbooks are updated. (Report Attached)
- **Vice President** - Denice is done with the NIGP application.
- **Pro D** - Kathi will work with Kaliska on trainings. Per Kathi, we've received rebates for most of our classes and so far we've been revenue generated. (Report Attached)
- **Membership** – Per Lee, no applications this month.
- **Logistics** – Suzi would like to get a hold of the past logistic director to touch bases and get information. Denice will try to reach out to Stacy.
- **Rewards** – Per James, the rewards application came in and was approved. Awardees have been notified and asked to send in their redemption request. Received 1 from Brian Smith.
- **Chapter Liaison** – Per Craig, NIGP regional conference was a big success. 139 registrants. 58 vendors. \$3000 raised for charity there. There were attendees from all 5 states.
- **ICP** – Per Annie, there will be an ICP meeting tomorrow at City of Beaverton. Annie will be on leave and will need coverage in September. She may be back in October. Members have requested to move the meetings to Multnomah Educational School District. Members will vote tomorrow.

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

TOPICS

- Regional Conference – Done!
- Chapter of the Year application – due May 23. Denice is finished putting together the application.
- Scholarship Program Revamp – See revised application
- Ideas for Chapter Board - Jeff Hagen
 - New Members meetings (Designed for new members 1-3 years on the board).
 - Hold these meetings prior to the monthly luncheons. 1-2-3 times a year.
 - Have topics for each meeting to help new members understand what's going on.
 - Town Hall style, list of questions ahead of time, extra questions from the audience.
 - What is NIGP?
 - The differences between National, OPPA, and Columbia Chapter (ex Brian Smith come in and answers questions).
 - Roles of the board officers and committee's
 - Scholarships vs rewards

- ICP
- CPPB & CPPO, trainings, requirements etc.
- How to volunteer, Elections, etc.
- Buyer/Manager of the year - Washington offered \$500 scholarship money for the recipient, but it didn't really add a lot of submissions. What about offering \$250 to the winning nominator, and \$250 to the winning nominee of each category. This will reward people for taking the time and effort to write a nomination.

UPCOMING EVENTS AND MEETINGS

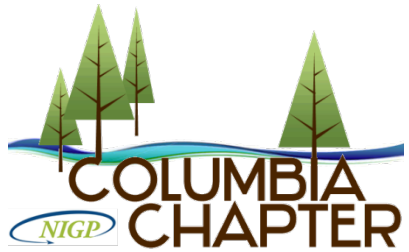
Parking Lot:

1. Potluck?
2. Ideas & Feedback
3. Google Drive Folders
4. CPPO / CPPB Certifications – How to recognize
5. Buyer / Manager of the Year – How to recognize

UPCOMING EVENTS AND MEETINGS

1. Tour of Dougy Center rescheduled to July 12, 2017 @ 3pm
2. Executive Board Meeting: June 21, 2017
3. Retreat: July 7, 2017

MEETING ADJOURNED AT 1:00 PM



Report Date: May 24, 2017

Committee or Director: Membership

Prepared By: Lee Fleming

Executive Board Meeting Date: May 24, 2017

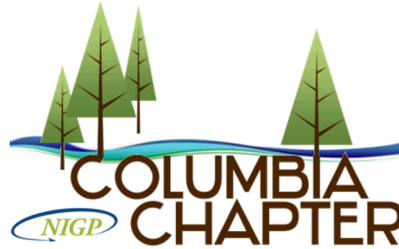
Committee meeting minutes, new developments, or other information:

No applications for membership were received since the last report, April 18, 2017.

Respectfully submitted,

Lee Fleming

Lee Fleming
Membership Director



Report Date: May 24, 2017

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

Executive Board Meeting Date: May 24, 2017

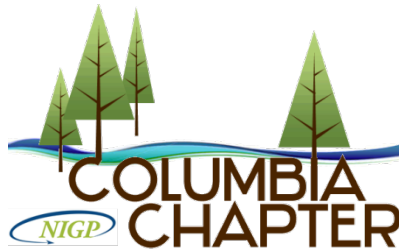
Committee meeting minutes, new developments, or other information:

Brian Smith has submitted an approved rewards redemption request. Please see the PDF attached to this report. The proposed Awardees are listed below:

2017 Rewards Awardees (\$275.00 for each Awardee)	Date Application Submitted	Redeemed In the amount of:	Date redeemed	Comments
Jeffrey Hagen	2/3/2017			
Darren Chilton	2/3/2017			
Brian Smith	2/6/2017	\$275.00	5/11/2017	See attached approved application
Annie Teav	2/8/2017			
Denice Henshaw	2/9/2017			
Tessa Paul	2/10/2017			
Paula Rickman	2/10/2017			
Jill Punches	2/15/2017			

Respectfully submitted by: Past President

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



Report Date: May 22, 2017

Committee or Director: Pro-D

Prepared By: Kathi Braeme-Burr

Executive Board Meeting Date: May 24, 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 – 10 attendees

July Introduction to Public Procurement – 5 registered - (3 day)

Sept Contracting for Construction Services (2 day)

NEW – CPPB Prep class – 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

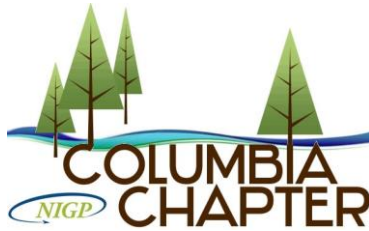
- Introduction to Public Procurement (3 day)

Sept 19-20

- Contracting for Construction Services (2 day)

Nov

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



Report Date: May 23rd, 2017

Committee or Director: Treasurer

Prepared by: Stephen Nelson

Executive Board Meeting date: May 24th, 2017

Report information:

1. Treasurer's Report includes April's Balance Sheet, P&L, Checking Reconciliation, and bank statements (redacted).
 - a. Savings Statement was not available for this report
 - b. Had not received the Pro-D report at the time of this report
2. Tax form 990 was sent to NIGP National
3. The outstanding check to NIGP national for the Free "Problem Solving" class has been paid.
4. There are two charges that the President is still investigating and rectify.
 - 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 3/8/2017 for a payment of \$100 to Safeway in Gladstone made on the Presidents debit card.
5. NOTE: No membership dues have been transferred to the accounts since the change in January.
 - a. A new Paypal account will be set up when the new Treasurer takes office
 - b. Balance as of 5/23/2017 is \$8,243.72

Columbia Chapter
Balance Sheet
As of May 23, 2017

May 23, 17

ASSETS

Current Assets

Checking/Savings

Advantage Business Package Chec 20,978.92

Business Market Rate Savings 17,196.85

Total Checking/Savings 38,175.77

Total Current Assets 38,175.77

TOTAL ASSETS 38,175.77

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Credit Cards

20030 · Pro D CC 254.00

Total Credit Cards 254.00

Total Current Liabilities 254.00

Total Liabilities 254.00

Equity

30000 · Opening Balance Equity 19,086.74

32000 · Unrestricted Net Assets 13,056.09

Net Income 5,778.94

Total Equity 37,921.77

TOTAL LIABILITIES & EQUITY 38,175.77

Columbia Chapter
Profit & Loss
April 18 through May 23, 2017

Apr 18 - May 23, 17

Ordinary Income/Expense	
Income	
47200 · Program Income	
47240 · NIGP Sponsored Seminars-rebates	443.00
Total 47200 · Program Income	443.00
Total Income	443.00
Expense	
65000 · Operations	
65060 · President & VP to Forum	805.00
Total 65000 · Operations	805.00
65100 · Program Expenses	
65143 · REGIONAL CONFERENCE EXPENSES	500.00
Total 65100 · Program Expenses	500.00
Total Expense	1,305.00
Net Ordinary Income	-862.00
Net Income	-862.00

Columbia Chapter Reconciliation Detail

Advantage Business Package Chec, Period Ending 04/30/2017

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>	
Beginning Balance							28,000.65	
Cleared Transactions								
Checks and Payments - 4 items								
	Check	04/03/2017	99	NIGP	√	-5,990.00	-5,990.00	
	Credit Card Credit	04/13/2017		CC Pro D	√	-169.73	-6,159.73	
	Check	04/18/2017	100	OPPA	√	-805.00	-6,964.73	
	Check	04/18/2017	100	OPPA	√	-500.00	-7,464.73	
	Total Checks and Payments						<u>-7,464.73</u>	<u>-7,464.73</u>
Deposits and Credits - 1 item								
	Deposit	04/21/2017	DEP	NIGP	√	443.00	443.00	
	Total Deposits and Credits						<u>443.00</u>	<u>443.00</u>
	Total Cleared Transactions						<u>-7,021.73</u>	<u>-7,021.73</u>
	Cleared Balance						<u>-7,021.73</u>	<u>20,978.92</u>
	Register Balance as of 04/30/2017						<u>-7,021.73</u>	<u>20,978.92</u>
	Ending Balance						<u>-7,021.73</u>	<u>20,978.92</u>

Columbia Chapter
Reconciliation Detail
20030 · Pro D CC, 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>
Beginning Balance							0.00
Cleared Transactions							
Charges and Cash Advances - 8 items							
	Credit Card Charge	02/24/2017		UPS Store	√	-39.14	-39.14
	Credit Card Charge	03/05/2017		Fred Meyer	√	-43.92	-83.06
	Credit Card Charge	03/06/2017		Starbucks	√	-15.95	-99.01
	Credit Card Charge	03/06/2017		Star Park	√	-10.15	-109.16
	Credit Card Charge	03/06/2017		Fred Meyer	√	-8.34	-117.50
	Credit Card Charge	03/07/2017		Starbucks	√	-15.95	-133.45
	Credit Card Charge	03/07/2017		Star Park	√	-8.70	-142.15
	Credit Card Charge	03/22/2017		UPS Store	√	-27.58	-169.73
Total Charges and Cash Advances						<u>-169.73</u>	<u>-169.73</u>
Payments and Credits - 1 item							
	Credit Card Credit	04/13/2017		CC Pro D	√	169.73	169.73
Total Cleared Transactions						<u>0.00</u>	<u>0.00</u>
Cleared Balance						0.00	0.00
Uncleared Transactions							
Charges and Cash Advances - 2 items							
	Credit Card Charge	03/24/2017		Clackamas Community College		-240.00	-240.00
	Credit Card Charge	03/24/2017		City Center Parking		-14.00	-254.00
Total Charges and Cash Advances						<u>-254.00</u>	<u>-254.00</u>
Total Uncleared Transactions						<u>-254.00</u>	<u>-254.00</u>
Register Balance as of 03/31/2017						<u>254.00</u>	<u>254.00</u>
Ending Balance						<u>254.00</u>	<u>254.00</u>