

**Columbia Chapter NIGP
Executive Board Meeting
February 2017
(No January Board Meeting)**



Date: February 14, 2017

Time: 11:30 AM– 2:00 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: 11:45 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; Christy Tran, Secretary.

REPORTS

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

COMMITTEE REPORTS

ICP: Per Annie, the next ICP meeting is on 2/21. There is a new Amazon coop contract in US Communities. The meeting scheduled for March 21 is being cancelled and there will be a Joint ICP and Chapter General Meeting/Luncheon on April 6. US Communities and Amazon will be there, and they will likely host. We are still working out the details but we need to know the location and then Annie will communicate with US Communities to determine if they can cover all of lunch or not.

RVTS – per Annie, Julie is having a hard time calling for volunteers. Diane will send out message on blast to call for volunteers. Location: Steering Committee is deciding on Salem Convention Center (Salem) and Oregon Garden Center (Silverton). (No report)

Logistics:

Membership: Lee received 1 application for Stacey Riley. Lee has submitted the NIGP Chapter Member Data Reporting to NIGP. (See attached report)

Logistics: Per Diane, Cindy is interim Logistics Director.

Treasurer: (See attached report)

Pro-D: Per Kathi, CPPB/O met minimum so the class is on, Rob Rickard will be teaching. The Legal Aspects class has been scheduled. All classes have been scheduled out to the end of the year. This information has not been posted yet. (See attached report)

Rewards: James received 7 applications for rewards. The cut off April 14. (See attached report)

Chapter Liaison: No updates, nothing to report.

General Meetings:

- Denice – March all day workshop on March 2. Saby: morning speaker. Tracey Segal may not be able to do afternoon. Looking to have at the Zoo.
- Denice – Holiday luncheon went well.

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

TOPICS

1. Holiday Luncheon - Went well

2. NIGP Chapter Challenge – We received 2nd overall. Receiving \$1000 for a Charity of choice.

3. Director Positions – Special election will be held for Logistics Director. We *might* need to hold a special election for Treasurer. Stephen still has one year left but I'm unsure what his plans are. Diane has checked in with him but he doesn't know yet. He had a car accident that delayed his decision. The other positions are a regular (not special election). We will elect a new Secretary and Membership Director.

4. Regional Conference. Diane will join in conference calls. We have not been approached about conference money and how the packages will be divided out, how funds would be dispersed amongst the chapter or shared. There is an MOU and there may be a regional conference going forward. OPPA, Columbia chapter, Washington, Idaho, Alaska and Hawaii - Region 8.

5. Potluck at future meeting? (postpone to next month)

6. FY to calendar year (postpone to next month)

7. Mentorship program – Christy will send out the Mentor information form to all interested members to complete.

8. Committees – Christy has received most committee descriptions. Christy will work with the webteam to have the information posted to the Chapter web.

NEW BUSINESS

Topic	Responsible Party
1. NIGP forms	Board
2. Taxes	Stephen
3. Buyer & Manager of the Year Nominations application (May 23) Diane will push out to membership soon. Need awarded by end of April beginning of May.	Committee
4. Scholarship Program Revamp (postpone to next month)	Committee
5. March is Purchasing Month	Board

UPCOMING EVENTS AND MEETINGS

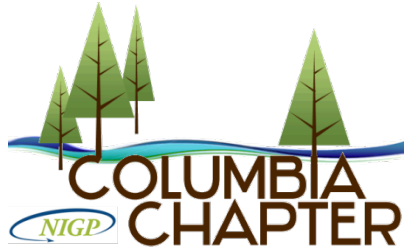
Parking Lot:

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

UPCOMING EVENTS AND MEETINGS

1. All Day Workshop: March 2
2. Classes: March 6 – CPPB/O Class
3. Executive Board Meeting: March 15
4. General Membership & ICP Meeting: April 6
5. Chapter of the Year application due May 23

MEETING ADJOURNED AT 2:00 PM



Report Date: February 14, 2017

Committee or Director: Membership

Prepared By: Lee Fleming

Executive Board Meeting Date: February 15, 2017

Committee meeting minutes, new developments, or other information:

One application for membership was received since the last report, December 21, 2016, and approved via email vote on/about January 13, 2017:

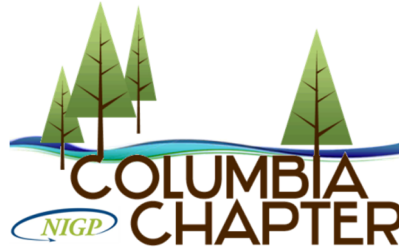
- Stacey Riley – City of Vancouver, WA

Attached the 2017 NIGP Chapter Report for 2016, submitted January 31, 2017.

Respectfully submitted,

Lee Fleming

Lee Fleming
Membership Director



Report Date: February 14, 2017

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

Executive Board Meeting Date: February 15, 2017

Committee meeting minutes, new developments, or other information:

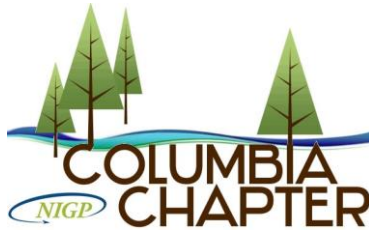
An e-mail was constructed using constant contact, soliciting the membership for rewards applications, and it was a big success! Many applications came in so quickly that the revised application form (sent to the web committee at the same time as the aforementioned e-mail) was not uploaded yet to the website (although the web committee had it posted to the website soon thereafter) with the revised deadline for applications.

We have received 7 applications so far (we have budgeted for 10 applications), and deadline for applications is April 14, 2017. It is likely that at the current rate we will have more than the anticipated 10 applications.

Thanks to Travis and Web committee for the quick updates to the website as the new form with the new deadline has been uploaded and is in use.

Respectfully submitted by: Past President

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



Report Date: February 15th, 2017

Committee or Director: Treasurer

Prepared by: Stephen Nelson

Executive Board Meeting date: February 15th, 2017

Report information:

1. Treasurer's Report includes January's Balance Sheet, P&L, Reconciliations, and bank statements.
2. There was no Pro-D report for January as nothing occurred in the month
3. There is a \$100 charge to Paypal that is being followed up on for correction
4. Holiday Luncheon related
 - a. Eric Wicks made a payment of \$22 for his Luncheon Raffle Item
 - b. The remainder of the payments were made to Denice who will be depositing/has deposited the funds
 - c. Diane is owed \$100 (\$140 spent on items, minus \$40 that she bid) for items related to the Holiday Luncheon
 - i. Diane will fill out the Payment Request form to have the reimbursement authorized
5. There is still an outstanding check to NIGP national for the Free "Problem Solving" class that needs to be repaid since the accounts were changed.

Columbia Chapter
Balance Sheet
As of February 15, 2017

Feb 15, 17

ASSETS

Current Assets

Checking/Savings

Advantage Business Package Chec 30,451.11

Business Market Rate Savings 17,195.58

Total Checking/Savings 47,646.69

Total Current Assets 47,646.69

TOTAL ASSETS 47,646.69

LIABILITIES & EQUITY

Equity

30000 · Opening Balance Equity 19,086.74

32000 · Unrestricted Net Assets 13,056.09

Net Income 15,503.86

Total Equity 47,646.69

TOTAL LIABILITIES & EQUITY 47,646.69

Columbia Chapter
Profit & Loss
January 1 through February 15, 2017

Jan 1 - Feb 15, 17

Ordinary Income/Expense

Income

46400 · Other Types of Income	
46420 · RVTS	17,314.00
Total 46400 · Other Types of Income	<u>17,314.00</u>

Total Income 17,314.00

Expense

60900 · Business Expenses	
60910 · Bank Fees or Charges	35.29
60960 · Website Development/Maintenance	37.90
60990 · Other Expenses	100.00
Total 60900 · Business Expenses	<u>173.19</u>

65000 · Operations	
65065 · VP Leadership Symposium	576.60
65090 · Board Meetings	160.35
Total 65000 · Operations	<u>736.95</u>

65100 · Program Expenses	
65142 · RVTS Expenses	900.00
Total 65100 · Program Expenses	<u>900.00</u>

Total Expense 1,810.14

Net Ordinary Income 15,503.86

Net Income 15,503.86

Columbia Chapter Reconciliation Detail

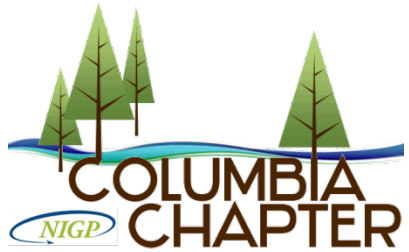
Advantage Business Package Chec, Period Ending 01/31/2017

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>	
Beginning Balance							14,947.25	
Cleared Transactions								
Checks and Payments - 9 items								
	Check	01/03/2017	1002	NIGP	√	-199.00	-199.00	
	Check	01/03/2017	debit	Harland Clarke	√	-35.29	-234.29	
	Check	01/03/2017	debit	Constant Contact	√	-20.00	-254.29	
	Check	01/05/2017	debit	Ingallina's Box Lunches	√	-160.35	-414.64	
	Check	01/05/2017	debit	Watermelon	√	-8.95	-423.59	
	Check	01/23/2017	debit	Delta Airlines	√	-377.60	-801.19	
	Check	01/30/2017	debit	Paypal	√	-100.00	-901.19	
	Check	01/30/2017	debit	Watermelon	√	-8.95	-910.14	
	Check	01/31/2017	1003	OPPA	√	-900.00	-1,810.14	
	Total Checks and Payments						-1,810.14	-1,810.14
Deposits and Credits - 1 item								
	Deposit	01/19/2017	DEP	OPPA	√	17,314.00	17,314.00	
	Total Deposits and Credits						17,314.00	17,314.00
	Total Cleared Transactions						15,503.86	15,503.86
	Cleared Balance						15,503.86	30,451.11
	Register Balance as of 01/31/2017						15,503.86	30,451.11
	Ending Balance						15,503.86	30,451.11

Columbia Chapter Reconciliation Summary

Business Market Rate Savings, Period Ending 12/31/2016

	<u>Dec 31, 16</u>
Beginning Balance	17,194.92
Cleared Transactions	
Deposits and Credits - 2 items	<u>0.66</u>
Total Cleared Transactions	<u>0.66</u>
Cleared Balance	<u><u>17,195.58</u></u>
Register Balance as of 12/31/2016	17,195.58
Ending Balance	17,195.58



Report Date: February 14, 2017

Committee or Director: Pro-D

Prepared By: Kathi Braeme-Burr

Executive Board Meeting Date: February 15, 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 tentative rebate

March - CPPB prep – 8 registered, class is confirmed

May – Legal Aspects – 6 register – class is confirmed

**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 est \$ 700.00

Expenses:
Resfreshments, etc \$ xxxx
Net Income \$ xxxx

**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

- Contracting for Construction Services (2 day)

Nov

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