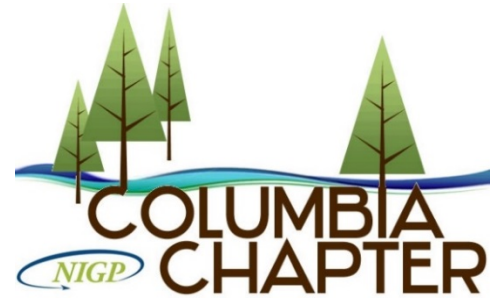


Columbia Chapter NIGP Executive Board Meeting November 2016



Date: November 28, 2016

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: James C. Moering, CPPO, CPPB, JD – Past President

EXECUTIVE BOARD MEETING MINUTES CALL TO ORDER: 11:45PM

ATTENDEES:

Diane Seaton, President; Lee Fleming, Membership Director; Kathi Braeme-Burr, Pro-D; Craig Johnsen, Chapter liaison; James Moering Past President, Annie Teav ICP Director.

REPORTS:

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

COMMITTEE REPORTS:

ICP: Annie reports that Cate Antisdal will be added as the Co-Chair of the ICP Committee. Working on ICP meeting attendance, and adopting a “lead agency” model to be more proactive about cooperative procurement creation in our region. Finding needs in advance and intentionally entering into specific cooperatives. Vendor collected fees (2%) from these cooperative contracts would go to ICP committee.

Membership: Lee reports that there was one new applicant for membership. Kendall Cisneros, the new Technology Buyer for the Port of Portland. Membership was approved along with the report (See attached report)

Logistics: no report.

Treasurer: Major issue regarding fraud. The President’s e-mail was “spoofed” so our Treasurer received e-mails that appeared to come from the President, but were actually from a different e-mail address. These false e-mails directed the Treasurer to perform balance transfers in order to pay vendors that didn’t exist. The Treasurer grew suspicious as these transaction requests continued, and eventually stopped the transfers, but not before \$4,600.00 had been lost. Efforts to be reimbursed by the Chapter’s Bank on account of fraud, have not met with much success. A police report has been filed and an investigation is ongoing. Treasurer’s handbook is to be updated. (see attached report)

Pro-D: Kathi reports that free classes are scheduled. Effective Decision Making will be held at Multnomah building 12/9/16. Principles and Techniques of Problem Solving will be at the Portland building 12/12/16. This week. Diane will be site contact for 2nd class. Kathi will take care of materials coming in and out. Coming up January 9-11 (3 day class) Developing and Managing RFP. NIGP web has been updated with first half of year classes. (See attached report)

Rewards: (See attached report)

Chapter Liaison: No report

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

OLD BUSINESS

Topic

1. Holiday Luncheon Update – Cindy is assisting with basket preparations for the City, Handout provided – meeting notes from the Holiday Luncheon preparation meeting held by the President.
2. Chapter Awards NIGP Webinar – 12/01 – the President and Past President will be recorded by NIGP for a webinar on NIGP Chapter Awards. Lee requested Board review of the Webinar slides, and they will be shared with the board prior to the recording of the webinar
3. Volunteer Day Update – Few to none signed up for the Portland Oregon Food Bank location on 12/3/2016, Recommendation from the President that the gathering at Portland's branch be cancelled and any potential registrants be relocated to the Beaverton or Salem locations which do have registered volunteers.
4. NIGP Challenge Update – Columbia Chapter is in second place nationally! With 400+ documents reviewed. A chapter from Florida is in the lead though with 700+ documents reviewed.

NEW BUSINESS

Topic

1. Edits to Treasurer Handbook / Discussion – In order to mitigate/eliminate future instances of fraud, the Treasurer presented to options to change the Treasurer's handbook one was a blanket ban on bank transfers, and one allowed the transfer if 3 officer signatures were obtained. The board nominated to enact the blanket ban. James made the motion, seconded by Kathi, all were in favor. Blanket Transfer Ban approved.
2. Prepare 2017 Budget. Budget reviewed and revised for General Membership vote and approval at the Holiday Lunch.
3. Bylaws – Delayed until next meeting
4. Mentorship Program Discussion – Delayed until next meeting
5. Potluck in January? – Delayed until next meeting

UPCOMING EVENTS AND MEETINGS:

Next month: Budget, finalize Bylaws (extend Board meeting...additional hour)

1. CPPO / CPPB certifications – how to recognize
2. Buyer / Manager of the Year – how to recognize
3. Appreciation awards: Past presidents, retired members, special recognition

UPCOMING EVENTS AND MEETINGS

1. Volunteer Day with OPPA (1-3:30): December 8
2. Holiday Luncheon at Ptl City Grill; December 8
3. Classes: December 9 & 12; January 9-11
4. Potluck: January 12
5. All Day Workshop: March 2

MEETING ADJOURNED AT 2:03 PM



Report Date: November 28, 2016

Committee or Director: Membership

Prepared By: Lee Fleming

Executive Board Meeting Date: November 28, 2016

Committee meeting minutes, new developments, or other information:

One application for membership was received since the last report, October 26, 2016:

- Kendall Cisneros – Sr Procurement Specialist, Port of Portland

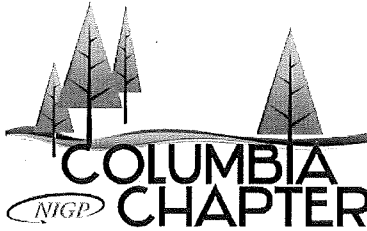
The first notice for 2017 Chapter Memberships went out via Constant Contact on November 14, 2016. A second and final notice will go out before December 15th for a December 31, 2016 deadline.

Updates to the Chapter Roster are being completed in preparation for the annual report to NIGP National, which is due on/about January 31, 2017

Respectfully submitted,

Lee Fleming

Lee Fleming
Membership Director



National Institute of Governmental Purchasing - Columbia Chapter

Serving the Greater Portland Area and Southwest Washington.

MEMBERSHIP APPLICATION

If admitted to membership, I agree to abide by the Rules and Regulations and Ethics of NIGP and the Columbia Chapter. I agree to resign from the chapter in case my duties of employment change and I am no longer qualified to hold membership.

An individual application must be filled out by each applicant

SIGNATURE OF APPLICANT: Kendall Cisneros
NAME: (print or type) Kendall Cisneros
POSITION/TITLE: Sr. Procurement Specialist
AGENCY: Port of Portland
DEPT: contracts and procurement
ADDRESS: 7200 NE Airport
CITY: Portland STATE: OR ZIP: _____
PHONE: 503 415 6585 EMAIL: kendall.cisneros@portofportland.com
PRESENT CERTIFICATION: _____ CPM _____ CPPO _____ CPPB _____ OTHER _____
MEMBER OF NIGP NATIONAL: Yes No _____

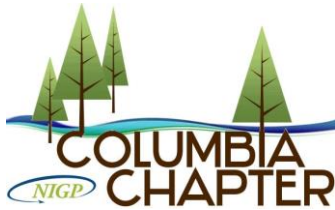
PROVIDE A BRIEF DESCRIPTION OF YOUR PURCHASING FUNCTION

IT purchasing/procurements and contracts

Email a scanned copy of your application to: lee.fleming@mutlco.us , or mail to **Lee Fleming**, NIGP/Columbia Chapter Membership Director, Multnomah County Purchasing, 501 SE Hawthorne Blvd, Ste 125, Portland, OR 97214, Phone: 503-988-7540.

No Payment Due Now: You will be invoiced after NIGP/Columbia Chapter Board approves your application.

Membership Fee \$100.00



Report Date: Nov 23rd, 2016

Committee or Director: Treasurer

Prepared by: Stephen Nelson

Executive Board Meeting date: November 28th, 2016

Report information:

1. Treasurer's Report includes October Balance Sheet, P&L, Reconciliations, and bank statement.
2. There are no Credit Card Statements for Logistics as there were no card available for use and transactions were placed on the,
 - a. Presidents card for Dominos
 - b. Treasurers card for Maggie's Buns payment from Mar/2016 (Cynthia Phillips Request)
3. The following Checks are outstanding from the October Statement
 - a. Check # 1111 – Stacey Balenger
 - i. \$621.90
4. **MAJOR ISSUE:** Fraud occurrence. On the 21st and 26th spoofed emails were sent that appeared that the President authorized transfers by the Treasurer to different Wells Fargo accounts.
 - a. \$2700 in the form of an in-bank transfer was transacted on the 21st of October
 - b. \$500 in the form of a balance transfer was completed on the 26th of October
 - c. \$1400 in the form of a balance transfer was completed on the 9th of November
 - i. This transaction was a continuation of item (b)
5. Correction of vulnerabilities
 - a. Currently there is a two approver process for check transactions
 - i. There is no two approver process for CC and debit card transactions
 - ii. Two approvers would constitute President or Vice-President and the Treasurer
 - b. Need to correct this for future security (options)
 - i. 100% security of CCNIGP bank account
 1. No more CC or debit cards, all payments via reimbursement requests
 - a. Many organizations conduct business this way
 - b. Requires use of personal funds and can be more cumbersome
 - ii. Increased security of CCNIGP bank accounts
 1. Updated policy and procedures annotated in Treasurer handbook
 2. Impose a limit on debit card transactions also
 - a. Could be more cumbersome
 - iii. Do nothing to change the process and rely on tribal knowledge
 1. Organization open to same threat later with a change in board
 2. This is not a recommended path of action

Columbia Chapter
Balance Sheet
As of November 23, 2016

Nov 23, 16

ASSETS

Current Assets

Checking/Savings

Advantage Business Package Chec 11,862.32

Business Market Rate Savings 17,194.72

Total Checking/Savings 29,057.04

Total Current Assets 29,057.04

TOTAL ASSETS 29,057.04

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Credit Cards

20030 · Pro D CC 582.20

Total Credit Cards 582.20

Total Current Liabilities 582.20

Total Liabilities 582.20

Equity

30000 · Opening Balance Equity 19,086.74

32000 · Unrestricted Net Assets 2,541.60

Net Income 6,846.50

Total Equity 28,474.84

TOTAL LIABILITIES & EQUITY 29,057.04

Columbia Chapter
Profit & Loss
October 2016

	<u>Oct 16</u>
Ordinary Income/Expense	
Income	
46400 · Other Types of Income	
46450 · Interest Income	0.43
Total 46400 · Other Types of Income	<u>0.43</u>
47200 · Program Income	
47230 · Chapter Membership Dues	1,150.00
47200 · Program Income - Other	6,200.00
Total 47200 · Program Income	<u>7,350.00</u>
Total Income	7,350.43
Expense	
60900 · Business Expenses	
60960 · Website Development/Maintenance	17.90
60990 · Other Expenses	3,200.00
Total 60900 · Business Expenses	<u>3,217.90</u>
65000 · Operations	
65090 · Board Meetings	115.66
Total 65000 · Operations	<u>115.66</u>
65100 · Program Expenses	
65105 · Payment to NIGP for Seminars	6,840.00
65120 · General Mtgs-Catering	1,204.10
65140 · February All Day Workshop	684.90
65142 · RVTS Expenses	57.18
Total 65100 · Program Expenses	<u>8,786.18</u>
68300 · Scholarships/Rewards	
68330 · Rewards	275.00
Total 68300 · Scholarships/Rewards	<u>275.00</u>
Total Expense	<u>12,394.74</u>
Net Ordinary Income	<u>-5,044.31</u>
Net Income	<u><u>-5,044.31</u></u>

**Columbia Chapter
Reconciliation Detail
Advantage Business Package Chec, Period Ending 10/31/2016**

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance							17,719.74
Cleared Transactions							
Checks and Payments - 12 items							
	Check	09/02/2016	1107	Stacey Balenger	√	-240.14	-240.14
	Check	09/12/2016	1108	Denice Henshaw	√	-1,038.65	-1,278.79
	Check	09/20/2016	1109	Diane Seaton, CPPB	√	-116.09	-1,394.88
	Check	10/03/2016	debit	Watermelon	√	-8.95	-1,403.83
	Check	10/11/2016	debit	One-time Vendor	√	-57.18	-1,461.01
	Check	10/14/2016	debit	Maggies Buns	√	-684.90	-2,145.91
	Check	10/18/2016	1110	Multnomah County	√	-275.00	-2,420.91
	Check	10/20/2016	1112	NIGP	√	-6,840.00	-9,260.91
	Check	10/21/2016	cash	Fraud	√	-2,700.00	-11,960.91
	Check	10/26/2016	debit	Fraud	√	-500.00	-12,460.91
	Check	10/28/2016	debit	One-time Vendor	√	-115.66	-12,576.57
	Check	10/31/2016	debit	Watermelon	√	-8.95	-12,585.52
Total Checks and Payments						-12,585.52	-12,585.52
Deposits and Credits - 3 items							
	Deposit	10/21/2016	DEP	NIGP	√	50.00	50.00
	Deposit	10/21/2016	DEP	NIGP	√	1,100.00	1,150.00
	Deposit	10/21/2016	DEP	US Communities	√	6,200.00	7,350.00
Total Deposits and Credits						7,350.00	7,350.00
Total Cleared Transactions						-5,235.52	-5,235.52
Cleared Balance						-5,235.52	12,484.22

Columbia Chapter Reconciliation Detail

Business Market Rate Savings, Period Ending 10/31/2016

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance							17,194.29
Cleared Transactions							
Deposits and Credits - 1 item							
	Deposit	10/31/2016			√	0.43	0.43
Total Deposits and Credits						<u>0.43</u>	<u>0.43</u>
Total Cleared Transactions						<u>0.43</u>	<u>0.43</u>
Cleared Balance						<u>0.43</u>	<u>17,194.72</u>
Register Balance as of 10/31/2016						<u>0.43</u>	<u>17,194.72</u>
Ending Balance						<u><u>0.43</u></u>	<u><u>17,194.72</u></u>

Columbia Chapter
Reconciliation Detail
20030 · Pro D CC, Period Ending 10/31/2016

	<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 - 1 item							
	Credit Card Charge	10/06/2016		Elephants Catering	√	-582.20	-582.20
Total Charges and Cash Advances						<u>-582.20</u>	<u>-582.20</u>
Total Cleared Transactions						<u>-582.20</u>	<u>-582.20</u>
Cleared Balance						<u>582.20</u>	<u>582.20</u>
Register Balance as of 10/31/2016						<u>582.20</u>	<u>582.20</u>
Ending Balance						<u><u>582.20</u></u>	<u><u>582.20</u></u>

**Columbia Chapter NIGP
Visa Reconciliation Form**

Date: October 11, 2016

Amount: \$582.20

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

Purpose of Request: October meeting food expense

Signature of Approval:

President or Vice-President _____

Treasurer _____

Budget Account for Transaction

Date	Where	What	Amount
10/6/16	Elephants Catering	Food	\$ 582.20
	Total		\$ 582.20



Kathi BRAEME-BURR <kathi.braeme-burr@multco.us>

ELEPHANTS CATERING transaction receipt. 10/6/2016 1:39:03 PM Pacific - Invoice: E135820 Columbia Chapter of the NIGP

1 message

ELEPHANTS CATERING <notifications@paytrace.com>
Reply-To: chelseaspeir@elephantsdeli.com
To: kathi.braeme-burr@multco.us

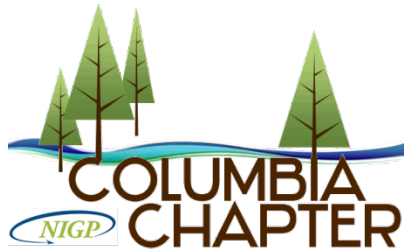
Thu, Oct 6, 2016 at 1:39 PM

ELEPHANTS CATERING

1611 SE 7th Avenue
Portland, OR 97214

10/6/2016 1:39:00 PM

Reference Number: 132501664
Total: \$582.20
Transaction Type: Sale
Transaction Status: Pending Settlement
Card Type: Visa
Card Number: xxxxxxxxxxxx2913
Entry Method: Keyed
Approval Code: 006212
Approval Message: ZIP MATCH
AVS Result: Zip Match Only
CSC Result: Match
Customer Name: Stacey Balenger
Invoice: E135820 Columbia Chapter of
the NIGP



Report Date: November 28, 2016

Committee or Director: Pro-D

Prepared By: Kathi Braeme-Burr

Executive Board Meeting Date: November 28, 2016

Committee meeting minutes, new developments, or other information:

Classes held in 2016:

CPPB prep Class, April 2016

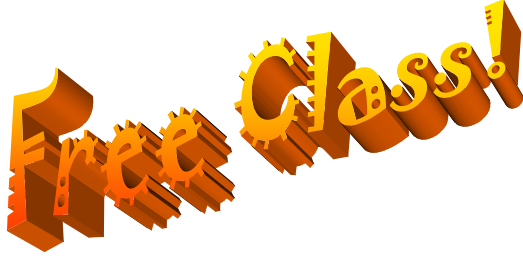
Upcoming Classes:

Effective Decision Making – Free to first 20 December 9 Confirmed filled

Principles and Techniques of Problem Solving – Free to first 20 December 12

Classes for 2017:

See Last page



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

**List of classes for 2017
Columbia Chapter**

January 9th

Developing and Managing RFP (3 day)

March 6th

- CPPB prep (2 day)

May 8th

- Legal Aspects of Public Procurement (3 day)

July

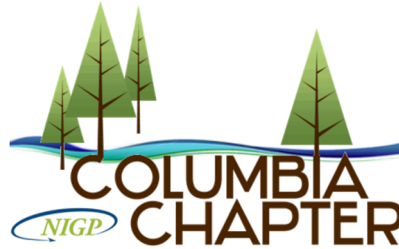
- Introduction to Public Procurement (3 day)

Sept

- Contracting for Construction Services (2 day)

Nov

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



Report Date: November 23, 2016

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

Executive Board Meeting Date: November 28, 2016

Committee meeting minutes, new developments, or other information:

Rewards Status Table

2016 Rewards Awardees (\$275.00 for each Awardee)	Date Application Submitted	Redeemed In the amount of:	Date redeemed	Comments
Brian Smith	1/15/2016	\$275.00	9/26/16	Paid on 10/19/2016
Kelly Davis-McKernan	1/19/2016	\$275.00	05/31/2016	Paid on 6/3/2016
Doreen Blome'	1/21/2016	\$275.00	10/7/16	Paid: Donated towards funding free class seats
Paula Rickman	1/22/2016	\$275.00	10/12/16	Paid: Donated towards funding free class seats
Lenika Hutchens	1/22/2016	\$200.00	08/12/2016	Paid 8/17/2016
Shawn Postera	1/28/2016		Not received	
Christy Tran	1/28/2016		Not received	
Emilie Schulhoff	2/2/2015	\$275.00	Not received	To Be: Donated towards funding free class seats?
Annie Teav	1/28/2016	\$275.00	11/02/2016	Paid: Donated towards funding free class seats

A reminder e-mail will be sent out in the beginning of December, 2016 reminding awardees that they need to redeem their rewards by December 31, 2016 or risk losing their rewards dollars.

Submitted by: Past President
 James C. Moering, CPPB, CPPO, JD
 2016 Rewards Dollars Committee Chair