

Columbia Chapter NIGP

Executive Board Meeting

September 2016



Date: September 21, 2016

Time: 11:30 AM– 1:00 PM

Location: The Portland Building, 12th Floor, Horizon Conference Room

Facilitator: Diane Seaton, CPPO, CPPB – President

Minutes taken by: Christy Tran - Secretary

EXECUTIVE BOARD MEETING MINUTES

CALL TO ORDER: 11:43AM

ATTENDEES:

Diane Seaton, President; Lee Fleming, Membership; Kathi Braeme-Burr, Pro-D; Stephen Nelson, Treasurer, Craig Johnsen, Chapter liaison, Christy Tran, Secretary.

REPORTS:

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

COMMITTEE REPORTS:

ICP: Per Diane, Annie was unable to attend. (no reports)

Membership: Lee reports that there are 6 new applicants for membership. (See attached Membership Report)

Logistics: Stacey was unable to attend. (no reports)

Treasurer: Stephen presented Treasurer report. (See attached) Stephen moved to accept, seconded by Kathi, all approved.

Pro-D: Kathi reports that the Effective Decision Making (Dec. 9) - Free to first 20, has been filled and there is a waitlist. Cost is \$330/pp otherwise. Per Kathi, some of the people who received rewards offered to give up their reward of \$275 so that others could attend the class. Kathi proposed for the Board to pay for the difference of the cost which is \$55/pp. The Board approved of paying for up to 4 people totally \$220.00. Principles and Techniques of Problem Solving (Dec. 12 - tentative) – Free to first 20. Lee moved to accept, seconded by Kathi, all approved. (See attached Pro-D report).

Rewards: Per James, there are still rewards that have not been redeemed yet. He will send out email reminders this week.

Vice President: Per Diane, Denice was unable to attend.

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

OLD BUSINESS:

1. Web updates
 - Travis, web chair, will attend as needed per Diane.
2. Bank cards

- We have not received bankcards yet. Stephen will look into it.
3. Confirm committees & terms / volunteers
 - Diane reviewed the list (see attached)

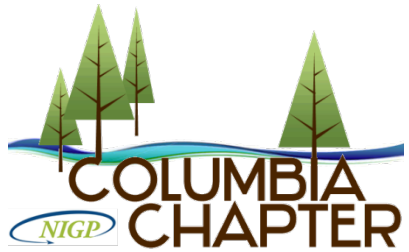
NEW BUSINESS:

1. Events with OPPA (list from all day retreat reviewed)
 - OPPA / Columbia Chapter Volunteer Day (OFB) – Dec. 3
 - 5K Walk/Run – March 2017
 - Joint Workshop – September 2017
2. Review Bylaws & propose edits for membership approval suggested edit: Page 2, section 8. Application for Membership – Change to “Membership shall be by written application reviewed and approved by the membership Director and reported by the Board”.
3. Holiday Luncheon
 - Letter for silent auction donations – Diane will look for last year’s letter
 - Baskets – Per Diane, Annie volunteered to do the shopping during the Black Friday sale
 - Committee – No update
 - Fundraiser – Stephen suggested halvesies
4. Fundraising ideas
 - Krispie Kreme fundraiser cards
 - Auntie Anne fundraiser cards
 - Halfsies
 - \$1 raffle tickets sales to win prizes at the all day workshop
 - Book drive
 - Popcorn
 - Papa Murphy’s
5. CPPO / CPPB certifications – how to recognize
 - Certificates
 - Announce at general meeting twice a year
6. Buyer / Manager of the Year – how to recognize
 - Read nomination letter (?)
7. Appreciation awards: Past presidents, retired members, special recognition
 - Certificates
 - Small Gifts
8. October 6 General Meeting
 - Diane will be out of the office and has asked Denice to facilitate the meeting.

UPCOMING EVENTS AND MEETINGS:

1. General Membership Meeting: October 6
2. Board Meeting: October 26
3. RVTS: October 19 at Columbia Conference Center at the Airport Holiday Inn
4. Chapter Volunteer Day: December 3

MEETING ADJOURNED AT 1:00 PM



Report Date: September 21, 2016

Committee or Director: Pro-D

Prepared By: Kathi Braeme-Burr

Executive Board Meeting Date: September 21, 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 tentative

Classes for 2017:

[Developing and Managing Requests for Proposals](#)

Start Date: 01/09/2017

[CPPB Prep](#)

Start Date: 03/06/2017

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 Negotiations Class

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 23rd)

- 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

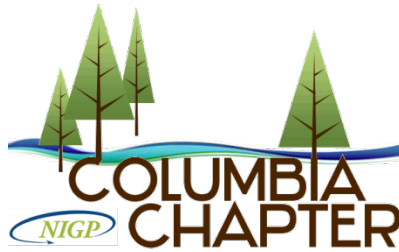
- Introduction to Public Procurement (3 day)

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: September 21, 2016

Committee or Director: Membership

Prepared By: Lee Fleming

Executive Board Meeting Date: September 21, 2016

Committee meeting minutes, new developments, or other information:

Six applications for membership were received since the last report, August 16, 2016 for consideration:

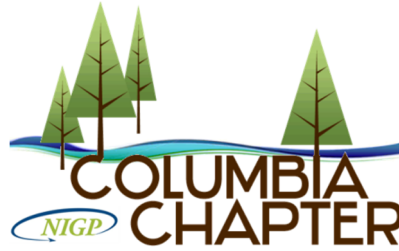
- Lester Spitler – TriMet
- Lee Reiholtz – Tigard-Tualatin School District
- Rhonda Lightfoot – PSU
- Rob Babcock – PSU (was a student member)
- Jake Schroeter – PSU
- Pamela Raway - PSU

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

Respectfully submitted,

Lee Fleming

Lee Fleming
Membership Director



Report Date: September 20, 2016

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

Executive Board Meeting Date: September 21, 2016

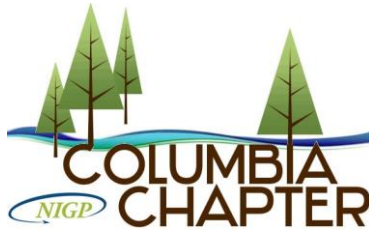
Committee meeting minutes, new developments, or other information:

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			
Kelly Davis-McKernan	1/19/2016	\$275.00	05/31/2016	Paid on 6/3/2016
Doreen Blome'	1/21/2016			
Paula Rickman	1/22/2016			
Lenika Hutchens	1/22/2016	\$200.00	08/12/2016	Paid 8/17/2016
Shawn Postera	1/28/2016			
Christy Tran	1/28/2016			
Emilie Schulhoff	2/2/2015			
Annie Teav	1/28/2016			

E-mails will be sent out this week reminding unredeemed members that they have until 12/31/2016 to redeem their rewards dollars.

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



Report Date: Sept 20th, 2016

Committee or Director: Treasurer

Prepared by: Stephen Nelson

Executive Board Meeting date: Sept 21st, 2016

Report information:

1. Treasurer's Report includes June Balance Sheet, P&L, Reconciliations, and bank statement.
2. There are no Credit Card Statements as there were no recorded transactions in the last month.
3. The following Checks are outstanding from the August Statement
 - a. Check #1104 – Christy Tran
 - i. \$74.85
 - b. Check #1106 – Stacey Ballenger
 - i. \$556.37
 - c. Check # 1107 – Stacey Ballenger (recently approved)
 - i. \$240.14
 - d. Check # 1108 – Denice Henshaw (recently approved)
 - i. \$1038.65
 - e. Check # 1109 – Diane Seaton (recently written)
 - i. \$116.09

Columbia Chapter Reconciliation Summary

Advantage Business Package Chec, Period Ending 08/31/2016

	<u>Aug 31, 16</u>
Beginning Balance	21,562.45
Cleared Transactions	
Checks and Payments - 8 items	<u>-2,705.54</u>
Total Cleared Transactions	<u>-2,705.54</u>
Cleared Balance	<u><u>18,856.91</u></u>
Uncleared Transactions	
Checks and Payments - 2 items	<u>-631.22</u>
Total Uncleared Transactions	<u>-631.22</u>
Register Balance as of 08/31/2016	<u><u>18,225.69</u></u>
New Transactions	
Checks and Payments - 3 items	<u>-1,394.88</u>
Total New Transactions	<u>-1,394.88</u>
Ending Balance	<u><u>16,830.81</u></u>

Columbia Chapter Reconciliation Summary

Business Market Rate Savings, Period Ending 08/31/2016

	<u>Aug 31, 16</u>
Beginning Balance	17,193.42
Cleared Transactions	
Deposits and Credits - 1 item	0.44
Total Cleared Transactions	<u>0.44</u>
 Cleared Balance	 <u><u>17,193.86</u></u>
 Register Balance as of 08/31/2016	 17,193.86
Ending Balance	17,193.86

Columbia Chapter
Balance Sheet
As of September 20, 2016

Sep 20, 16

ASSETS

Current Assets

Checking/Savings

Advantage Business Package Chec 16,830.81

Business Market Rate Savings 17,193.86

Total Checking/Savings 34,024.67

Total Current Assets 34,024.67

TOTAL ASSETS 34,024.67

LIABILITIES & EQUITY

Equity

30000 · Opening Balance Equity 19,086.74

32000 · Unrestricted Net Assets 2,541.60

Net Income 12,396.33

Total Equity 34,024.67

TOTAL LIABILITIES & EQUITY 34,024.67

Columbia Chapter
Profit & Loss
August 1 through September 20, 2016

Aug 1 - Sep 20, 16

Ordinary Income/Expense	
Income	
46400 · Other Types of Income	
46450 · Interest Income	0.44
Total 46400 · Other Types of Income	<u>0.44</u>
Total Income	0.44
Expense	
60900 · Business Expenses	
60960 · Website Development/Maintenance	17.90
60980 · Office Supplies/Equipment	74.85
Total 60900 · Business Expenses	<u>92.75</u>
65000 · Operations	
65060 · President & VP to Forum	2,423.66
65090 · Board Meetings	796.51
Total 65000 · Operations	<u>3,220.17</u>
68300 · Scholarships/Rewards	
68330 · Rewards	200.00
Total 68300 · Scholarships/Rewards	<u>200.00</u>
Total Expense	<u>3,512.92</u>
Net Ordinary Income	<u>-3,512.48</u>
Net Income	<u><u>-3,512.48</u></u>