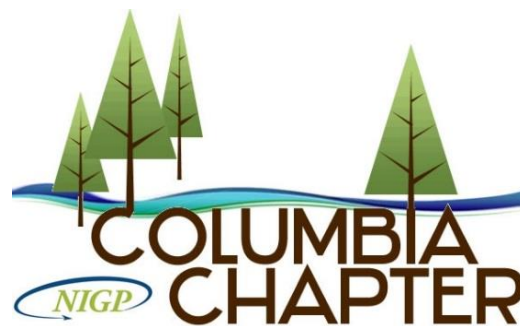


Columbia Chapter NIGP

Executive Board Meeting

June 2017



Date: June 21, 2017

Time: 11:30 AM– 1:00 PM

Location: The Portland Building, 12th Floor Horizon Room

Facilitator: Denice Henshaw, President

Minutes taken by: Elvis Carter, Secretary

EXECUTIVE BOARD MEETING MINUTES

CALL TO ORDER: 11:54 AM

ATTENDEES

Lee Fleming Chapter Liaison, Christy Tran Vice President, Diane Seaton Immediate Past President, Denice Henshaw President, Anthony Blackmon Treasurer, Annie Teav ICP Director, Elvis Carter Secretary, Suzi Fulcher Logistics Director.

REPORTS

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

COMMITTEE REPORTS

- **Treasurer** – Anthony reported the Wells Fargo account was closed and opening up a new account with US Bank should be complete 6/21/17. \$35,000 in the account \$25,000 in a money market account and \$10,000 in the checking account.
- **Vice President** - Handover to Elvis made today. Made reservations for Holiday Luncheon 12/7/17, need deposit to be made to Portland City Grill. Dougy Center visit July 12th at 3pm. Still need members to confirm visit.
- **Pro D** – Need to decide on class US Communities sponsors. The Board agreed on selecting this class “Making the Contract Fit the Purchase. (Report attached)
- **Membership** – No applications for membership received. Had two training sessions with Lee. Chapter rosters being updated and sent to Board. (Report attached)
- **Logistics** – No report, but will send out a survey to gather member’s food choices. Suzi looking for a location for the next General Meeting and Christy looking for a location for up-coming Board Meetings. We will discuss further at the Board retreat as new business.
- **Rewards** – Has no report.
- **Chapter Liaison** – Has no report.
- **ICP** – ICP has not been sending out a report but will start sending one out going forward. Cate is the backup for ICP Director. Annie & Cate will send out an ICP survey. They are considering sending to the chapter roster instead of just to the ICP roster. The survey is to let people know what ICP is all about and see if they want to be a part of it.

Suzi moved to accept the Director reports as presented, seconded by Diane, all approved.

TOPICS

- Meeting location- Christy will find rooms at the Multnomah Building for monthly Board meetings and Suzi will find rooms for the monthly General meetings.
- BOY/MOY-Time of Year & Application-Committee- Nominations due in January, decision made by end of February in order to allow the BOY/MOY recipients the opportunity of submitting applications for National BOY/MOY. We received three nominations for MOY this year and four BOY, although three of them were for the same person. Nominees for BOY/MOY should be involved in Columbia Chapter NIGP in order to be nominated by the Chapter. We need to get a committee together to look at updating the applications. Christy is the Chairman of the committee. Suzi and Annie agreed to help Christy update application.

- Scholarship/Rewards Program Revamp- Revision made to scholarship application. Now a draft but Diane will look over the policies for revisions by next meeting. Input was given on what still might need corrections on the application. We will take a deeper look at this at the retreat.
- Board All Day Retreat- July 7th location possibly Hillsboro. Shoot for meeting time 830am- 330pm. Suzi will let us know the address. The officer's handbook and checklist are in the process of being updated, review at retreat. Look at who is on what committee and get that updated. Review strategic plan at the retreat. Review committees, which each Board Member is responsible to lead and update committee members.
- ICP-Possible Re-Branding-People didn't know what ICP stands for.
- Ideas & Feedback- Review from 5/24 meeting- Have Q & A Forum after General Meetings to allow members to ask about what happens in the chapter meetings and board meetings. Denice to review Jeff's suggestions and decide which should be brought up at the retreat.
- CPPO/CPPB certifications- how to recognize- Take care of at retreat.
- Buyer/Manager of the Year- how to recognize- Take care of at retreat.
- Google Drive Folders- Diane will forward emery email to Denice. Will bring this up at retreat.

UPCOMING EVENTS AND MEETINGS

1. Tour of Dougy Center July 12, 2017 @ 3pm
2. Board Retreat July 7, 2017
3. General Membership Meeting: Sept 7, 2017

MEETING ADJOURNED AT 1:05 PM