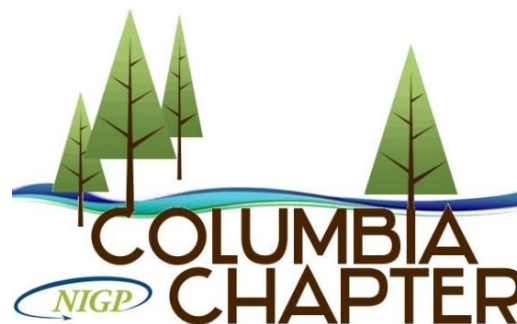


Columbia Chapter NIGP Executive Board Meeting September 2017



Date: September 20, 2017

Time: 11:30 AM– 1:00 PM

Location: Multnomah Building, 4th Floor, Jupiter Conference Room

Facilitator: Denice Henshaw, President

Minutes taken by: Elvis Carter, Secretary

EXECUTIVE BOARD MEETING MINUTES CALL TO ORDER: 12:05 PM

ATTENDEES

Denice Henshaw President, Elvis Carter, Jr. Secretary, Diane Seaton Immediate Past President, Suzi Fulcher Logistics Director, Kathi Braeme-Burr Pro D Director, Emmanuel Amunga Membership Director.

REPORTS

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

COMMITTEE REPORTS

- **Treasurer** – Denice will send Anthony an email to requesting that he that he sends out a report and budget to actuals.
- **Vice President** - Wasn't present no report submitted.
- **Pro D** – Kathi is in the positive for the year for classes. (Report attached)
- **Membership** – No applications for membership received. No report submitted.
- **Logistics** – October General Meeting at OAME. No report submitted.
- **Rewards** – Report submitted.
- **Chapter Liaison** – No report submitted.
- **ICP** – No report submitted.

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

TOPICS

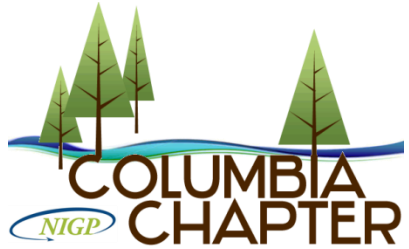
- **Constant Contact-** We don't know if we really use it. Why pay for it if we don't really use it. Currently Lee uses it to send out invoices. Emmanuel will check with Lee and see if it something that we currently want to continue to use. After Emmanuel reports back to the Board a decision will be made to get rid of Constant Contact or not.
- **BOY/MOY-Time of Year & Application-Committee-** Do we have a committee in place? Christy and Diane are on the committee and have room for another person. Emmanuel volunteered to be on the BOY/MOY committee. Diane is removing herself from the committee. Kathi will ask Annie and Lee if they would like to join the committee. We are asking the committee to bring a rough draft of the application in October and finish by November. Diane will send the committee the current application. We will ask for nominations of the BOY/MOY at the Holiday Luncheon and Feb we will announce who the BOY/MOY is.
- **Scholarship/Rewards Program Revamp-** The committee needs to review whose eligible for the program after looking at everything this can be announced at the Holiday Luncheon. We are going to start budgeting scholarship money from our money market account. When we do the budget we need to determine what we need for scholarships and lien times. Diane requested a meeting with the committee in Oct to bring a report back to the board.
- **CPPO/ CPPB Certifications-** We would like Board members to think how they would like to recognize people who were awarded CPPO/ CPPB certificates.
- **RVTS-** No report given.

- Storage- Denice wants Elvis to check on some prices for storage the smallest unit and next smallest unit and report back to the Board..
- Computer- Discuss at next month's meeting.
- Joint Workshop- Diane not for or against it but haven't heard much about it.
- Walk-ons (Pay Pal Accounts)- Close the current account and open a new one with our new Bank Account. Suzi moved to instruct the treasurer to close the current Pay Pal account and investigate into other options with the Bank and report back to the Board, Diane seconded it, all approved.

UPCOMING EVENTS AND MEETINGS

1. General Meeting- October 5th
2. RVTS- October 12th
3. Making the Contract Fit the Purchase- October 23rd
4. Board Meeting- October 18th

MEETING ADJOURNED AT 1:05 PM



Report Date: September 20, 2017

Committee or Director: Pro-D

Prepared By: Kathi Braeme-Burr

Executive Board Meeting Date: September 20, 2017

Committee meeting minutes, new developments, or other information:

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 –10 attendees - \$671.00 rebate

July Introduction to Public Procurement –10 attendees Approx \$500 rebate

Sept 13 & 14 CPPB Prep class 9 registered Confirmed

Sept 19 & 20 Contracting for Construction Services (2 day) 12 registered Confirmed

Oct 23rd Making the Contract fit the Purchase (1 day US Communities) Confirmed

~~Nov Get What you need through Successful Negotiation Strategies (2 day) No longer being offered~~

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 \$ 443.00

Expenses:
Refreshments, etc \$ 384.59
Net Income \$ 58.41

**May 2017
Legal Aspects of Public Procurement**

Income:
9 attendees Rebate \$671.00

Expenses: \$580.03
Refreshments, etc.
Net Income: \$ 90.97

**July 2017
Introduction to Public Procurement**

Income:
10 attendees Rebate \$700.00

Expenses: \$796.07
Refreshments, etc.
Net loss: -\$ 96.07

Total net income 2017 \$963.56

**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 17-20

- Introduction to Public Procurement (3 day)

Sept 13 & 14

- CPPB Prep class

Sept 19-20

- Contracting for Construction Services (2 day)

Oct 16th

- Making the Contract fit the Purchase (1 day US Communities)