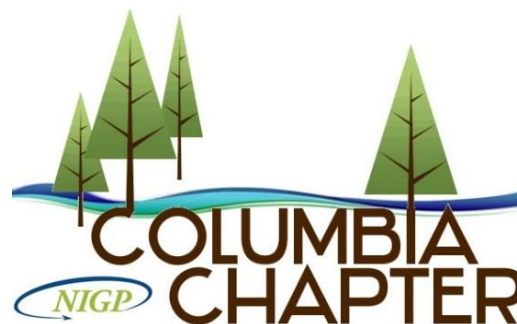


# Columbia Chapter NIGP

## Executive Board Meeting

### October 2017



**Date:** October 18, 2017

**Time:** 11:30 AM– 1:00 PM

**Location:** Multnomah Building, 4<sup>th</sup> Floor, Jupiter Conference Room

**Facilitator:** Denice Henshaw, President

**Minutes taken by:** Elvis Carter, Secretary

### EXECUTIVE BOARD MEETING MINUTES

#### CALL TO ORDER: 11:38 AM

#### ATTENDEES

Denice Henshaw President, Christy Tran Vice President, Elvis Carter, Jr. Secretary, Suzi Fulcher Logistics Director, Emmanuel Amunga Membership Director, Annie Teav ICP Director, Lee Fleming Chapter Liaison.

#### REPORTS

**Board Meeting Minutes and Retreat Minutes:** Suzi moved to accept meeting minutes as presented with the change that Denice is going to send Elvis the RVTS report, seconded by Emmanuel, all approved.

#### COMMITTEE REPORTS

- **Treasurer** – Only include report when attaching to minutes and not the US Bank Statement that was attached Denice is going to send Anthony a note to add Christy to the online bank account. Suzi and Travis will check into the current Pay Pal account and transfer the money to US Bank. Suzi will get Anthony the password to the Pay Pal account.
- **Vice President** - Christy has speakers for next year. She will send to Elvis to put in minutes and then we will come back and decide at the board Steve Havelka he will be doing joint meetings General and ICP meetings in April 2018. He's from PDX Procurement. Christy went over the Columbia Chapter Volunteers & Committees sheet she will send to me to attach to minutes. Suzi volunteered for Board Nominating Committee and Emmanuel volunteered to be on the Audit Committee. BOY/MOY remove Diane and add Emmanuel.
- **Pro D** – Still need a laptop. (Report attached)
- **Membership** – No applications have been received for new membership. (Report attached)
- **Logistics** – Same meeting location and caterer for General meeting. (Report attached)
- **Rewards** – No report submitted.
- **Chapter Liaison** – OPPA doing a lot of planning for fall conference. (No report submitted)
- **ICP** – Last meeting Cate spoke on ICP next meeting tomorrow in Beaverton. (Report attached)

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

#### TOPICS

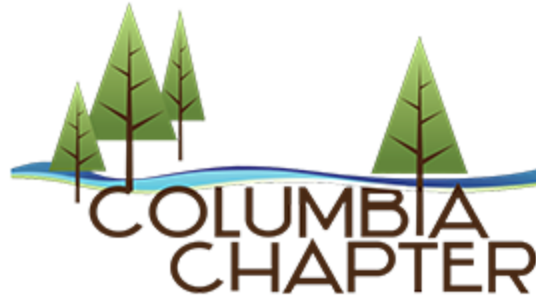
- Constant Contact-Keep through this year, look into Quick Books to see if this meets our needs and compare the two.
- BOY/MOY-Committee update- Diane suggested adding mentor to application to allow receiving points.
- CPPO/CPPB certifications update- We should have the marketing committee look into this and make recommendations to the board.
- RVTS- The event went well but people complained about the luncheon. It was in another building not easily accessible and some were not pleased with the sack lunches. Julie waked around and encouraged folks to join Columbia Chapter. It was not recommended to hold an event at this location again.
- ICP- There was nothing new shared
- Storage- We should make a decision when we have more board members present. We need to see what all we need to store. Denice will send out an email asking what we have and need to store

- Holiday Luncheon- Christy is asking for volunteers and donations. She will send out an email and Suzi is going to update the Holiday Flyer and send it out.

#### **UPCOMING EVENTS AND MEETINGS**

1. General Meeting- November 2nd
2. Board Meeting- November 15th
3. Holiday Luncheon- December 7th
4. Board Meeting- December 20th

**MEETING ADJOURNED AT 1:22 PM**



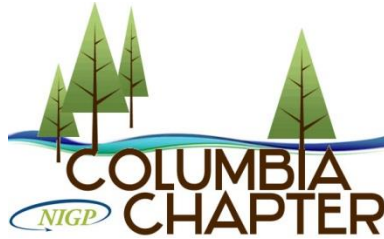
**Report Date:** October 2017

**Committee or Director:** ICP

**Prepared By:** Annie Teav

**Executive Board Meeting Date:** 10/18/2017

**Committee meeting minutes, new developments, or other information:** The last ICP meeting was 9/21/17 and was facilitated by Cate Antisdell. Our guest presenters were from Basecamp and a recap of that meeting is attached behind this report and can also be found on the Columbia Chapter website at <http://columbiachapternigp.org/wp-content/uploads/2014/08/ICP-Notes-09212017.pdf>. The meeting was well attended by purchasing staff as well as invited IT agency members. Basecamp provided lunch to the ICP group and feedback was received that even non IT buyers found this presentation to be insightful. The next meeting is tomorrow and we will return to our regular format meeting. We will discuss all of our new and upcoming contracts with co-op language and will check in with members on who they want invited to upcoming meetings. Special thanks to Cate Antisdell for carrying on the show while Annie is out on Leave until January 2018!



Report Date: October 17, 2017

Committee or Director: Logistics

Prepared By: Suzi Fulcher

Executive Board Meeting Date: October 18, 2017

Committee meeting minutes, new developments, or other information:

1. The October General Meeting was held at OAME and members liked the venue. Venue cost \$160, Catering provided by Miss'ipi Chefs cost \$339.80. Twenty members RSVP'd and nineteen members attended, three of which did not RSVP.
2. The November General Meeting will be held on November 02, 2017 at OAME with catering provided by Miss'ipi Chefs again. Venue cost \$160, Catering cost estimated at \$384.75 assuming 20 attendees. As of 10/17/17 eleven members have RSVP'd for the November General Meeting.
3. The December meeting will be held on December 07, 2017 at the Portland City Grill. Invites and details will go out after the November General Meeting.



Report Date: October 18, 2017

Committee or Director: Membership

Prepared By: Emmanuel Amunga

Executive Board Meeting Date: October 18, 2017

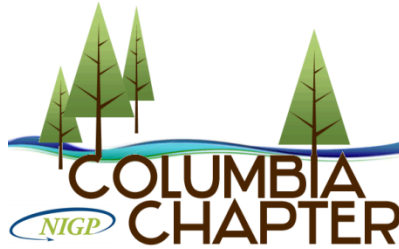
Committee meeting minutes, new developments, or other information:

No applications for membership were received since the last report.

The first notice for 2018 Chapter Memberships has been sent 10/18/2017, with final notices scheduled to go out before December 15<sup>th</sup> for a December 31, 2017 deadline.

Respectfully submitted,

Emmanuel Amunga  
Membership Director



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~~

**Classes for 2018**

January 17-18 2018 Effective Contract Writing – Wilsonville Columbia Chapter Tentative

March 7-8 2018 CPPB Prep - Columbia Chapter

July 2018 Legal Aspects – Columbia Chapter

September 2018 Introduction to Public Procurement – Columbia Chapter

November 2018 Contracting with Federal Grants Intermediate – Columbia Chapter

## 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**

**Sept 2017  
CPPB Prep**

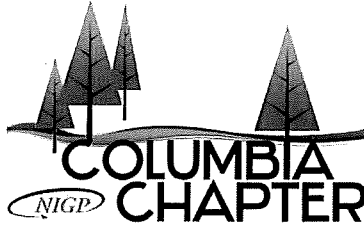
Income:  
9 attendees Rebate \$xxxxxx  
  
Expenses: \$959.31  
Refreshments, etc.  
Net Income **-\$ xxxxx**

**Contracting for Construction**

Income:  
12 attendees Rebate \$xxxxx  
  
Expenses: \$-----  
Combined with above.  
Net Income **xxxxxxxxx**

**Total net income 2017 \$963.56**





Report Date: October 1, 2017

Committee or Director: Treasurer

Prepared by: Anthony Blackmon

Executive Board Meeting date: October 18, 2017

Report information:

1. Treasurer's Report includes September's Balance Sheet, P&L, Checking Reconciliation, and bank statements (redacted).
  - a. Had not received the Pro-D report at the time of this report
2. Currently in process of closing down PayPal account and opening a new one.
3. Have not received check back from NIGP for class "Making the Contract fit the Purchase". Will check the mail this week.
4. Processing payments for Chapter Luncheon and Board Luncheon
5. RVTS Audit
6. Currently in process of inputting Pro-D credit card into the spreadsheet.
7. NOTE: No membership dues have been transferred to the accounts since the change in January.
  - a. A new Paypal account will be set up when the new Treasurer takes office
  - b. Balance as of 10/17/2017 is \$8,243.72

### Columbia Chapter NIGP 2017 Budget

Category Description	Provided By	2016 Budget	2017 Budget	2017 Current Spend	2017 Remaining Balance	Notes
<b>Other Types of Income</b>						
RVTS	Budget Committee	\$11,000.00	\$17,513.00			To include possible reimbursed expenses from RVTS
SILENT AUCTION AND OTHER FUND RAISERS	Budget Committee	\$1,690.00	\$1,500.00			
INTEREST	Budget Committee	\$0.00	\$4.00			
Other Types of Income - Other	Budget Committee	\$0.00	\$0.00			
<b>Program Income</b>						
MEMBERSHIP DUES	Membership Dir.	\$8,870.00	\$12,000.00			Increase in membership rolls
SEMINARS WORKSHOPS	Pro-D	\$1,200.00	\$4,800.00			Projecting a higher number of seminars
	<b>TOTAL INCOME</b>	<b>\$22,760.00</b>	<b>\$35,817.00</b>			
<b>Business Expenses</b>						
BANK FEES or CHARGES	Treasurer	\$0.00	\$5.00			
SECRETARY OF STATE	Budget Committee	\$25.00	\$25.00	-\$25.00	\$0.00	
Legal Services	Treasurer	\$150.00	\$250.00	-\$250.00		
POSTAGE AND DELIVERY	Budget Committee	\$300.00	\$300.00			
INTERNET - WEB HOSTING, ACCESS & TRANSACTION	Budget Committee	\$300.00	\$300.00	-\$26.85	\$273.15	Does not include prior to bank switch
Printing		\$0.00	\$0.00			
OFFICE SUPPLIES	Budget Committee	\$50.00	\$100.00			Increase based on supplies needed in new year
Other Expenses		\$0.00	\$0.00			
CONTINGENCY FUND	Budget Committee	\$1,000.00	\$1,000.00			
<b>Operations</b>						
ACCOUNTING SOFTWARE			\$750.00	\$750.00		
CHAPTER MARKETING PROMO MATERIALS	Marketing Committee	\$100.00	\$400.00			
SPECIAL PLAQUES / RECOGNITION AWARDS	Budget Committee	\$300.00	\$500.00			Past President/CPPX recognition
Annual Chapter Assessment		\$0.00	\$100.00			
PRES, VP NATIONAL FORUM	Budget Committee	\$6,000.00	\$5,500.00	-\$2,884.99	\$3,870.00	Reducing amount budgeted due to Utah location
PRES, Regional Conference	Budget Committee	\$0.00	\$950.00			New Category for Regional Conference
VP Leadership Symposium	Vice President	895	\$900.00	\$0.00		
GIFTS GIVEN/BEREAVEMENT	Budget Committee	\$40.00	\$40.00	\$0.00		
CHARITY	Budget Committee	\$0.00	\$0.00	\$0.00		
FUND RAISERS/SILENT AUCTION	Marketing/Budget	\$500.00	\$600.00	\$0.00		For events at Holiday Luncheon
BOARD LUNCHEONS / SPECIAL MEETINGS	Logistics Director	\$900.00	\$1,200.00	\$441.00	\$759.00	Account for overages in previous years & cost increases
<b>Program Expenses</b>						
Payment to NIGP for Seminars		-	\$0.00			
NATIONAL MEMBER DUES/PARTICIPATION FEE	Budget Committee	\$100.00	\$100.00			
GENERAL MEETINGS - Totals	Logistics Director	\$7,000.00		-\$232.00	\$6,768.00	
GENERAL MEETINGS - Rooms & Equipment	Logistics Director	-				
GENERAL MEETINGS - Catering	Logistics Director	\$0.00	\$5,000.00	-\$1,436.31	\$3,563.69	Money transferred from Totals
GENERAL MEETINGS - Prof Speaker Fees	Logistics Director	-				
GENERAL MEETINGS - Travel for Speaker	Logistics Director	-				
Holiday Luncheon	Budget Committee		\$3,000.00	-\$250.00	\$2,750.00	New account for Holiday Luncheon
FREE ALL DAY WORKSHOP	Vice President	\$1,000.00	\$2,500.00			Costs for this workshop budgeted higher
JOINT WORKSHOP WITH OPPA	Vice President	\$0.00	\$1,000.00			Did not conduct this event this year
RVTS Expenses	Budget Committee	\$0.00	\$1,200.00			Reimbursement of RVTS expenses
PRO D SCHEDULED SEMINAR WORKSHOPS	Pro D Director	\$600.00	\$4,500.00			Costs for NIGP Seminars
Other Program Costs			\$50.00			Other Misc items
<b>Scholarships/Rewards</b>						
SCHOLARSHIPS - FORUM	Budget Committee	\$1,200.00	\$1,200.00			
SCHOLARSHIPS - WORKSHOP OR SEMINAR	Budget Committee	\$0.00	\$500.00			
SCHOLARSHIPS - Regional Conference	Budget Committee	\$0.00	\$1,000.00			New Category for Regional Conference
REWARDS DOLLARS	Budget Committee	\$2,000.00	\$2,750.00			Increasing amount budgeted for Rewards
	<b>TOTAL EXPENSE</b>	<b>\$22,460.00</b>	<b>\$35,720.00</b>			
	Anticipated surplus:	\$300.00	\$97.00			

### Budget Analysis in Brief

Category of Expense/Revenue	+/- 2016 Budget	Comments
Other Types of Income	50%	Increase in RVTS revenues, decrease in other revenues
Program Income	67%	Projecting more seminars and adjust for increasing member rolls
Sub-Total	57%	Overall increase in revenues
Business Expenses	8%	Increase in legal fees costs
Operations	25%	Increase for new computer, new regional meeting category, & board lunch costs
Program Expenses	99%	Increase for free workshop, joint workshop, and costs for NIGP seminars
Scholarships/Rewards	70%	Increase in rewards dollars and new category for regional conference
Sub-Total	59%	