

Columbia Chapter NIGP

Retreat

July 2017

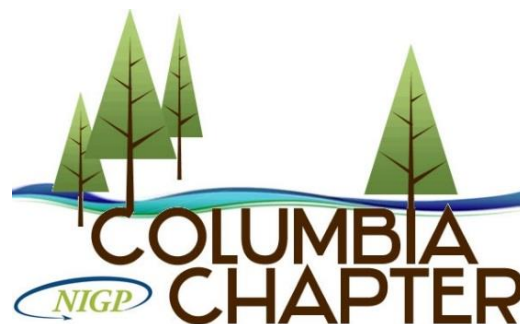
Date: July 7, 2017

Time: 8:30 AM– 3:30 PM

Location: Charles Cameron Public Services Building, Sequoia Room, Suite 270 (2nd Floor)

Facilitator: Denice Henshaw, President

Minutes taken by: Elvis Carter, Secretary



RETREAT MINUTES CALL TO ORDER: 8:50 AM

ATTENDEES

Denice Henshaw President, Christy Tran Vice President, Elvis Carter, Jr. Secretary, Anthony Blackmon Treasurer, Diane Seaton Immediate Past President, Suzi Fulcher Logistics Director, Annie Teav ICP Director, Emmanuel Amunga Membership Director, Kathi Braeme-Burr Pro-D Director.

TOPICS

- Calendar for upcoming year- We updated the NIGP Columbia Chapter General Meeting Schedule 2017-2018. We updated the dates of the General Meetings and Board Meetings for the upcoming year. We also scheduled agenda items for the General Meetings and Board Meetings for the upcoming year.
- Cursory review of Bylaws- The Board recently reviewed the Bylaws and made a few revisions. Bylaws revisions were voted on and approved by membership. A question was raised on something highlighted on the Bylaws; Brian Smith asked if the director should be able to approve new members. The Board agreed it is appropriate for the Membership Director to approve new members. Diane said Brian brought this up in a meeting, it was discussed; and Bylaws were approved by the members. Diane will confirm revisions were made and forward final version of the Bylaws to Travis for posting to the website.
- Columbia Chapter, NIGP Strategic Plan- We updated the Columbia Chapter, NIGP Strategic Plan. We went through the Action Plans and updated the action items in the fields. We also updated the due/date frequency of the action item and updated which Board Members are assigned to each action item. Emmanuel will compare Constant Contact versus Watermelon Works and see which one is more practical to use. We will discuss this further in September.
- Columbia Chapter 2017 Budget- It would be good to see the actuals to see what we spent. This will help us see what was spent and confirm we are staying within the budget. We should be looking at this in July. Denice will work with Anthony to get the actuals updated on the budget report.
- Committees- NIGP deadlines for Buyer and Manager of the Year applications changed this year. We need to give our awards sooner so the recipients have time to apply for the National award.
- Scholarship & Rewards- Board is working on revamping the scholarship program. Scholarship committee will finalize the application, review the process and make recommendation if it makes sense to keep the Rewards Program. Revamp of Scholarship Program will be in effect January 1, 2018. . Need to increase budget for Scholarships.
- Google Folders- Annie gave examples of how she is using Google folders. Diane read an email that we already have folders set up in Google Drive. Discussed getting everything transitioned into the folders by the end of the year. Suzi moved we adopt the Google Folders, Annie seconded it, all approved.
- Soar Analysis- (Strengths, Opportunities, Aspirations, Results) A couple years ago, the Board with the members completed a Soar Analysis. Christy will be attending the leadership symposium and will ask how others are using this; are they going back and tracking results; or preparing a new one.

- Jeff Hagen Suggestions- Extend general meetings to allow additional time All members will be invited to ask questions and learn what Columbia Chapter is about. Board will come up with set amount of questions & answers to address potential questions and concerns. Have membership packet for new members prior to their first meeting. Town Hall meeting with questions asked ahead of time leading to panel discussion. Have Brian Smith (Chapter Ambassador) come in and answer questions. We will work on this at later meeting.

MEETING ADJOURNED AT 3:29 PM