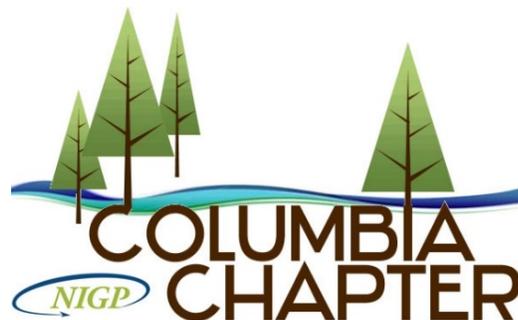


Columbia Chapter NIGP Executive Board Meeting February 2018



Date: February 14, 2018

Time: 11:30 AM– 1:00 PM

Location: Multnomah Building, 4th Floor, Juniper Room

Facilitator: Denice Henshaw, President

Minutes taken by: Diane Seaton, Immediate Past President

EXECUTIVE BOARD MEETING MINUTES CALL TO ORDER: 11:30 AM

ATTENDEES

Denice Henshaw, President; Christy Tran, Vice President; Anthony Blackmon, Treasurer; Diane Seaton, Immediate Past President; Kathi Braeme-Burr, ProD Director, Emmanuel Amunga, Membership Director; Suzi Fulcher, Logistics Director; Lee Fleming, Chapter Liaison.

REPORTS

Board Meeting Minutes and Retreat Minutes: No minutes.

COMMITTEE REPORTS

- **Treasurer** – No Treasurer report.
- **Vice President** – Christy said that Brian is thinking of having a meeting where topics & questions would be decided prior to the meeting. Christy will send a survey to members. Received a stipend from Winter Wonderland for volunteering and made a motion to donate it back to them. Kathi moved to accept the motion; Christy seconded. Kenton Fire Station is scheduled for the next general meeting. Lee recommended to cap registration at 40-45.
- **Pro D** – Suzi will begin to post notices through mail chimp. Deadline will be given to sign up for classes; tell members at workshops and meetings. Kathi will forward notices to Suzi. Appears notices are ending up in some spam folders.
- **Membership** – Emmanuel is adding new members to roster. Use updated roster for mail chimp. Approved three new members. Question was asked – what is the difference between honorary, lifetime and retired? Board needs to identify who should be honorary. Need review of definitions in Bylaws. Emmanuel improved membership application to be fillable. Submitted member form to NIGP.
- **Logistics** – Suzi reported there were 35 attendees at February general meeting. There are 12 members signed up for all day free workshop to be held on March 1. Will send a reminder.
- **Rewards** – Diane is working with Scholarship Committee to finalize draft procedures and application. Will present to Board at March 21 meeting for review and approval. Handle scholarships the usual way this year. Members will track points through 2018 and submit new application by end of January 2019.
- **Chapter Liaison** – The 2018 Spring Conference will be held April 11-13 at Sunriver. Regional Conference will be held in 2019 at Sunriver. Partnering with OPPA for March blood drive (for Purchasing month).
- **ICP** – No report.

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

TOPICS**Old Business**

1. Area 8 Leadership Call, Reports & Resource Guide – Financial form is due March 1 and taxes need to be filed (Anthony)
2. BOY / MOY, Committee Update - Christy reported that two nominations were received for Buyer of the Year and two for Manager of the Year. Committee met and reviewed submittals. Anthony is the Buyer of the Year. Suzi is the Manager of the Year. Congratulations!! Lee was Manager of the Year last year but received award too late to submit for National Manager of the Year. Lee can submit for national award this year.
3. CPPO / CPPB Certifications Update - Would like to award new CPPO's/CPPB's with a 20-oz. clear mug with logo and name.
4. Holiday Luncheon Recap – Move to future Board meeting.
5. PayPal, Constant Contact, QuickBooks Update – Anthony is going to train Emmanuel on QuickBooks. Discuss further at future Board meeting.
6. Laptop & Projector Update – Kathi reported that a new laptop and projector will cost about \$1,100. Will look in surplus.
7. Monies from OPPA (3 outstanding checks) – Move to future Board meeting.

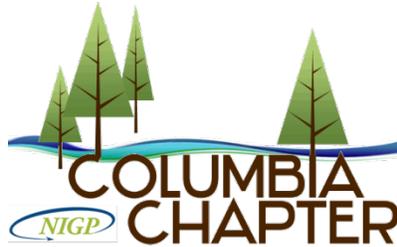
New Business

1. Watermelon – Suzi met with Watermelon; making website look more consistent. Can have discussions and polls. Will add mail chip, getting estimated cost, can push out Friday blast. Will enter members from roster. Members can update information; will need controls in place. Suzi will try and push a sample out to Board.
2. Storage – It was decided storage is not needed at this time.
3. Annual Audit, need Chair – Suzi will lead audit. Since Denice is on the budget committee it is not a good idea for her to be on Audit Committee. Diane volunteered to be chair; it was also decided this was not a good idea due to Diane's roles on the budget committee and on the Board.
4. Holiday Luncheon IOU's – Move to future Board meeting.
5. Facebook Upgrade – Move to future Board meeting.
6. Walk-Ons – None.

UPCOMING EVENTS AND MEETINGS

1. NIGP Regional Committee Meeting – March 28 at 11:00
2. General Meeting w/ ICP – April 5, 2018 at 11:30
3. OPPA's 2018 Spring Conference – April 11-13
4. Board Meeting – April 15, 2018 at 11:30

MEETING ADJOURNED AT 1:00 PM



Report Date: February 14, 2018

Committee or Director: Pro-D

Prepared By: Kathi Braeme-Burr

Executive Board Meeting Date: February 14, 2018

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) 14 attendees Confirmed

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

Classes for 2018

~~January 30-31 2018 Effective Contract Writing – 6 registered (~~need 9 more~~) Wilsonville
Columbia Chapter Canceled needed 15 students~~

March 20-21, 2018 CPPB Prep – 2 registered (~~need 6 more~~) Columbia Chapter will cancel

July 10-12, 2018 Legal Aspects – Columbia Chapter tentative Wilsonville

September 25-27, 2018 Introduction to Public Procurement – Columbia Chapter Tentative Wilsonville

November 2018 Contracting with Federal Grants Intermediate – Columbia Chapter tentative

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 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 \$465.50
Expenses: \$959.31
Refreshments, etc.
Net Income **-\$493.81**

Contracting for Construction

Income:
12 attendees Rebate \$667.00
Expenses: \$-----
Combined with above.
Net Income \$667.00

Oct 2017

Making the Contract fit the Purchase

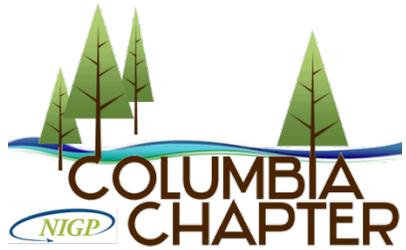
Income:

14 attendees Rebate	\$747.50
US Communities	\$6300.00

Expenses:

NIGP	\$6300.00
Refreshments, etc	<u>\$112.68</u>
Net Income	\$634.82

Total net income 2017 \$1771.57



Report Date: February 14, 2018

Committee or Director: Membership

Prepared By: Emmanuel Amunga

Executive Board Meeting Date: February 14, 2018

Committee meeting minutes, new developments, or other information:

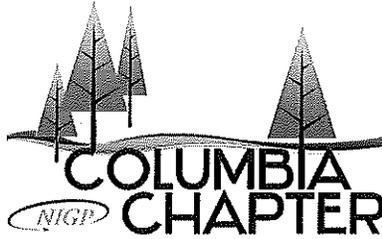
Three (3) applications for membership received from Stacey Widick (MULTCO), Yassmin Alayan (MULTCO), and Craig Johnson (MULTCO) since the last report. See attached

Yassmin's application doesn't have supervisor signature because it was received before updated applications were posted on Chapter's Website.

Membership applications updated and posted on website to include supervisor's signature.

NIGP Chapter Member Data form processed and send out January 26, 2018. See Attached.

Respectfully submitted,
Emmanuel Amunga
Membership Director



National Institute of Governmental Purchasing - Columbia Chapter

Serving the Greater Portland Area and Southwest Washington.

MEMBERSHIP APPLICATION

If admitted to membership, I agree to abide by the Rules and Regulations and Ethics of NIGP and the Columbia Chapter. I agree to resign from the chapter in case my duties of employment change and I am no longer qualified to hold membership.

An individual application must be filled out by each applicant

SIGNATURE OF APPLICANT: Yasamin Alayan

NAME: (print or type) Yasamin Alayan

POSITION/TITLE: Sr. Procurement Analyst

AGENCY: Multnomah County

DEPT: Health Dept.

ADDRESS: 426 SW Stark St.

CITY: Portland STATE: OR ZIP: 97204

PHONE: 360-521-9277 EMAIL: Yasamin.alayan@multco.us

PRESENT CERTIFICATION: CPM CPPO CPPB OTHER OPBC

MEMBER OF NIGP NATIONAL: Yes No

PROVIDE A BRIEF DESCRIPTION OF YOUR PURCHASING FUNCTION

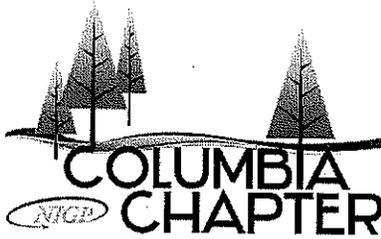
Please see attached.

Email a scanned copy of your application to: emmanuel.amunga@portlandoregon.gov , or mail to **Emmanuel Amunga**, NIGP/Columbia Chapter Membership Director, City of Portland Procurement Services, 1120 SW 5th Ave., Portland, OR 97204, Phone: 503-823-2299.

No Payment Due Now: You will be invoiced after NIGP/Columbia Chapter Board approves your application.

Membership Fee \$100.00

1. Provide advanced level coordination and oversight of purchasing and procurement services as support for Health Department program managers, operations supervisors and department staff Study vendor, product and market trends and research product features, cost analysis, capabilities and availability.
2. Determine appropriate methods of procurements such as formal or informal solicitations or assessment of inter-governmental agreements, and supports or leads the development of the solicitation.
3. Evaluate, interpret and tabulate responses to determine awards for all informal solicitations following approved state, county and department policies and procedures



National Institute of Governmental Purchasing - Columbia Chapter

Serving the Greater Portland Area and Southwest Washington.

MEMBERSHIP APPLICATION

An individual application must be filled out by each applicant

NAME: (print or type): Stacey Widick

POSITION/TITLE: Procurement Analyst Senior

AGENCY: Multnomah County

DEPT: Health Department Business Services

ADDRESS: 426 SW Stark St, 1st Floor

CITY: Portland STATE: OR ZIP: 97204

PHONE: 503-988-6540 EMAIL: Stacey.L.Widick@multco.us

PRESENT CERTIFICATION: CPM CPPO CPPB OTHER

MEMBER OF NIGP NATIONAL: Yes ^{Will be} No

PROVIDE A DESCRIPTION OF YOUR PURCHASING FUNCTION (ATTACH ADDITIONAL IF NECESSARY)

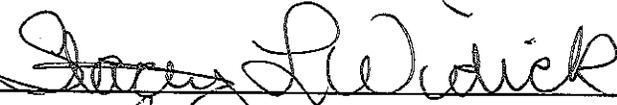
All area's of procurement, from low dollar to formal. In charge of several multi million dollar coop contracts within our Multco Marketplace, vendor management, etc...

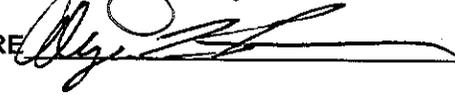
Email a scanned copy of your application to: emmanuel.amunga@portlandoregon.gov, or mail to **Emmanuel Amunga**, NIGP/Columbia Chapter Membership Director, City of Portland Procurement Services, 1120 SW 5th Ave., Portland, OR 97204, Phone: 503-823-2299.

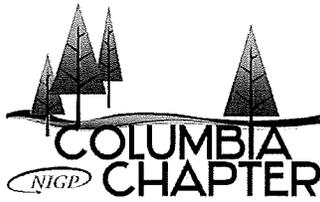
No Payment Due Now: You will be invoiced after NIGP/Columbia Chapter Board approves your application.

Membership Fee \$100.00

If admitted to membership, I agree to abide by the Rules and Regulations and Ethics of NIGP and the Columbia Chapter. I agree to resign from the chapter in case my duties of employment change and I am no longer qualified to hold membership

SIGNATURE OF APPLICANT 

SUPERVISOR/MANAGER SIGNATURE 



**National Institute of Governmental Purchasing
Columbia Chapter**

Serving the Greater Portland Area and Southwest Washington.

LIFETIME – RETIRED MEMBERSHIP APPLICATION

NAME (Print or Type): Craig Johnsen

PREVIOUS AGENCY: Port of Portland

ADDRESS: 452 Tukwila Drive

CITY: Woodburn STATE: OR ZIP: 97071

PHONE: 503-260-9392 FAX: _____

EMAIL ADDRESS: crgjohnsen@gmail.com

MEMBER OF NIGP NATIONAL: Yes _____ No (Not currently) *I WAS AN NIGP MEMBER FOR OVER 25 YEARS.*

PROVIDE A BRIEF DESCRIPTION OF YOUR CONTRIBUTIONS TO NIGP DURING YOUR PURCHASING CAREER

Board Member & Officer positions in both Columbia Chapter and OPPA
Served on the Membership Committee of NIGP for 3 years
Occasional speaker/trainer for local Chapters and NIGP
NIGP Manager of the Year, 2003

Email a scanned copy of your application to: emmanuel.amunga@portlandoregon.gov, or mail to Emmanuel Amunga, NIGP/Columbia Chapter Membership Director, City of Portland Procurement Services, 1120 SW 5th Ave., Portland, OR 97204, Phone: 503-823-2299.

After receipt of completed application, membership will be voted at the next Board Meeting and results will be emailed to applicant.

Membership Fee: Waived for approved lifetime members.

If approved for lifetime membership, I will continue to abide by the Rules and Regulations and Ethics of NIGP.

SIGNATURE OF APPLICANT: *Craig Johnsen*

NIGP Chapter Member Data Reporting Form

To be completed by January 31

REMINDER: When completing this form make sure to TAB from field to field and DO NOT hit enter.

This form is required annually when reporting the total number of chapter members and classification of chapter members by member type. These Chapter Membership statistics are reported in our annual Demographic Report to the Board of Directors. Additionally, your **Annual Chapter Assessment dues invoice** is created based on the information you report to the NIGP office on this form. Chapter affiliates are assessed dues based on the *previous year's* per person membership numbers. Chapters will be invoiced in February

Chapter Name

Name of Person completing this form

First Name

Last Name

As of December 31, 2017, what was the:

Number of Chapter Members who are also NIGP Institute members:

Number of Chapter-Only members:

Number of Chapter Members who are full-time students:

Number of Chapter Members who are faculty members:

Number of Chapter Members who are retired members:

Total Number of all Chapter Members (add previous 5 categories):

Upload your electronic chapter roster below in excel format and include each members **last name, first name, certifications held, job title, agency name, address, phone, fax and e-mail address and membership status with NIGP (chapter-only member, chapter and institute member)**. See below for a sample roster format and upload link.

An NIGP member listing by state will be provided to all chapters in December to aid in determining chapter/institute status.

Chapter Assessment Fees (based on the data provided above)

\$8 fee - will be assessed for all chapter only members (this discounted fee will only apply if the Chapter Leadership Form and Member Data Forms are turned in by January 31)

\$15 fee - will be assessed for all chapter only members if the above forms are not turned in by the January 31 deadline.

All assessment invoices will be emailed out in February to the Chapter President and Treasurer.

Upload chapter roster

Browse...

Example Chapter Roster:

1	First Name	Last Name	Certification	Title	Agency	Agency Address 1	Agency Address 2	City	State	Zip Code	Phone #	Fax #	E-mail	Chapter Only Member	Chapter and National member
3	May	Ang	CPFB	Purchasing Agent	County of Clarke	123 Oak St	206 Courthouse	Fairfax	VA	1519	555-330-6316	555-330-6316	ang@state.com	yes	
4	Connor	Blak	CPFB	Assistant Buyer	Lower Merion Township	25 E. Lancaster Ave.		Annandale	VA	19003	555-625-6140	555-625-6140	connor@state.com	yes	yes
5	Calky	Bronce		Purchasing Manager	County of Northampton	221 Worlington Ct		Vienna	VA	10042-7464	425-553-4011	425-553-4011	calky@state.com	yes	
6	Nancy	Dunack	CPFB, CPFB	Director of Purchasing	Worthington County	40 North Blue Street	Suite 402	Charlottesville	VA	15301	555-120-6123	555-120-6123	nancy@state.com	yes	yes
7	Scott	Ellis		Assistant Buyer	City of Allstons	Purchasing Office	435 Hamilton St.	Anytown	VA	10101-1629	555-537-1624	555-537-1624	scott@state.com	yes	
8	David	Frank	VCO	Purchasing Agent	Municipality of Fairfax	345 Franktown Road		Anytown	VA	10225	555-730-2222	555-730-2222	david@state.com	yes	yes

The chapter roster must include last name, first name, certifications held, job title, agency name, address, phone, fax and e-mail address as well as each member's membership status with NIGP (chapter-only member, chapter and national member).

Please print a copy of this form prior to submitting your membership roster for your chapter records.

Submit Form