

Columbia Chapter NIGP

Executive Board Meeting

September 2018



Date: September 19, 2018

Time: 11:30 AM– 1:00 PM

Location: Multnomah Building, 4th Floor, Juniper Room

Facilitator: Denice Henshaw, President

EXECUTIVE BOARD MEETING MINUTES CALL TO ORDER: 11:20 AM

ATTENDEES

Christy Tran, Vice President; Anthony Blackmon, Treasurer; Kathi Braeme-Burr, ProD Director; Emmanuel Amunga, Membership Director; Annie Teav, ICP Director; Elvis Carter, Jr., Secretary; Suzi Fulcher, Logistics Director; Lee Fleming, Chapter Liaison

REPORTS

Board Meeting Minutes Kathi motioned to accept the minutes with changes to the punctuation (extra periods and question marks at the end of sentences). Anthony seconded it. All approved to accept the minutes.

COMMITTEE REPORTS

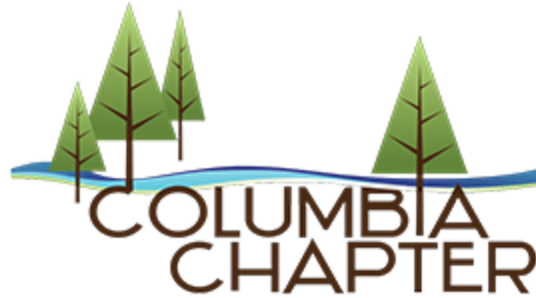
- **Treasurer** –Primary Checking balance \$6,916.33 and Money Market \$29,022.38 balance. Report will follow. Two checks pending will deposit on Friday.
- **Vice President** – No report submitted. For open positions in January start call for nominations beginning October 1st and elections start October 15th and go for two weeks. For October General Meeting Lee Fleming as guest speaker. ZOOM NIGP is doing a pilot offering and Jeff Hagen is wondering if the chapter is interested in using this? Christy will find out if we must pay for the service. QRF Showcase it is okay to post to the website.
- **Pro D** – No report submitted. Intro to Public Procurement class scheduled for next week. 13 attendees scheduled, no other classes scheduled through the end of the year.
- **Membership** – No report attached.
- **Logistics** – 22 people were at the meeting at OAME in September most were registered. October General meeting to be held at University Place Hotel and Conference Center.
- **Scholarship** – No new scholarship requests. No report submitted. Diane will begin working on a tracking system, so we can have something in place and board approved by sometime in January.
- **Chapter Liaison** – Fall Conference in November everything locked in look at the registration link will be held in Florence, OR Driftwood Resort. First 15 registered get in for free. Next year regional conference talk of raising the price.
- **ICP** – Oct next meeting. Assigning webinar to watch before coming to the meeting. 3-part series Cooperative
- **Website Committee**- Test run on mail chip it didn't like the logo on medium chapter award. Getting Forum up and running doing test runs.

Annie motioned to accept the Director reports as presented, seconded by Emmanuel, all approved.

TOPICS

Old Business

1. RVTS Scholarship Ideas- Didn't discuss at this meeting.



Report Date: 09/19/2018

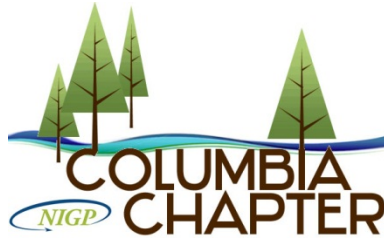
Committee or Director: ICP

Prepared By: Annie Teav

Executive Board Meeting Date: 09/19/2018

Committee meeting minutes, new developments, or other information: The next ICP meeting will be in October, we are planning to have folks watch a webinar and are going to give suggestions on when might be a good time...promoting exercise while watching! We will encourage people to make use of their workplace gyms and tune in to the webinars while working out! We will meet and have a discussion around takeaways from the video and will also do our round table of procurements on the street.

We are looking at December and planning for that meeting as well, working with NIGP to find out whether or not they will have a cooperative webinar in time for our meeting (presented by Tammy Rimes). If not, we may have Teila Leighton from Public Procurement Authority present in person.



Report Date: September 18, 2018

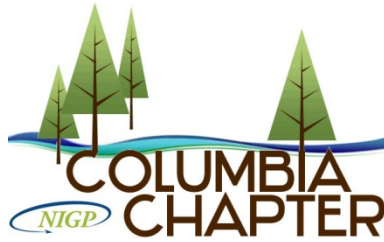
Committee or Director: Logistics

Prepared By: Suzi Fulcher

Executive Board Meeting Date: September 19, 2018

Committee meeting minutes, new developments, or other information:

1. The September General Meeting was held at OAME. A total of 22 members attended. The venue cost \$160, catering provided by Miss'ipi Chefs cost \$404.80. Twenty two members attended.
2. The October General Meeting will be held at the University Place Hotel and Conference Center. The agenda is unknown at this time.



Report Date: September 18, 2018

Committee or Director: Web Committee

Prepared By: Suzi Fulcher

Executive Board Meeting Date: September 19, 2018

Committee meeting minutes, new developments, or other information:

- 1) Working on Mail Chimp to replace Constant Contact, having some issues with content and Mail Chimp has not gotten back to us.
- 2) Forums is almost ready for prime time.
- 3) Suzi will meet with Emmanuel and show him how to add members to the site.