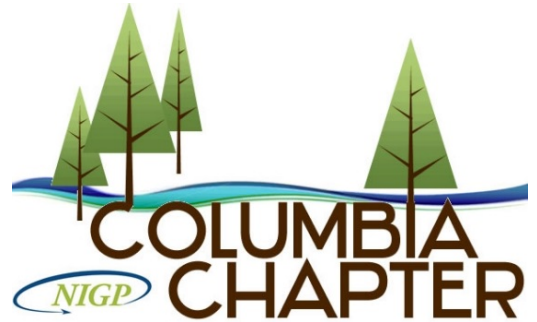


Columbia Chapter NIGP

Executive Board Meeting

October 2018



Date: October 17, 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: 11:35AM

ATTENDEES

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; Diane Seaton, Immediate Past President.

REPORTS

Board Meeting Minutes Annie motioned to accept the changes to the ICP report and change OPPA not interested in 2019 and Regional Conference in 2020. Emmanuel seconded it. All approved to accept the minutes.

COMMITTEE REPORTS

- **Treasurer** –No report submitted. Will submit later.
- **Vice President** – See attached report.
- **Pro D** – Sent the proposed schedule to National to get classes set for next year. The co-sponsored class went well with OPPA. We have some NIGP Construction classes for next year. See the attached report.
- **Membership** – Three new members applications. Annie motioned to accept new members and Suzi seconded it and it was all approved.
- **Logistics** – November meeting at OAME we are having a Panel Discussion. Holiday luncheon at City Grill and you must RSVP for it.
- **Scholarship** – No new scholarship requests.
- **Chapter Liaison** – No change from last meeting Fall Conference is next month.
- **ICP** – Teila Leighton will speak at next meeting speaking on ORS 190 and PPA and their mission. Meeting 11:30 am – 1:00pm at Multnomah Education Service District in December.
- **Website Committee**- Having trouble with Mail Chimp. Talk to Anthony and Emmanuel about how to get invoices out this year.

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

page 1 of 2

TOPICS

Old Business

1. Zoom Meeting- NIGP heard that Chapters wanted to use technology more. NIGP just adopted ZOOM as their vehicle for meetings. Jennifer Steffan will email out a link that you can use for the website. Jennifer is allowing us to use her access for now.
2. Q & A Forum Guidelines- We need to decide what we want and don't want. Suzi will send out again for us to review and then we'll discuss November 14th at the Retreat.
3. Board Retreat Update-November 14th, 2018. Suzi is looking into the Kenton Fire Station.
4. Board Nominations-We did not discuss at this meeting.

New Business

1. Social Media-Linked-In- Anthony and Annie will meet to talk about how we are using Facebook and Linked In. What are we using it for, how do we engage our audience. Bring this up at Holiday Luncheon to get feedback from audience. Anthony and Annie can do a survey.
2. All Day Workshop- We did not discuss at this meeting.
3. Miss Piggy- Bring up in November.
4. Holiday Luncheon- Cover in November's meeting.

UPCOMING EVENTS AND MEETINGS

1. RVTS - October 18, 2018
2. Budget Meeting – November 7, 2018
3. All Day Workshop – November 14, 2018
4. Board Meeting – November 21, 2018
5. Holiday Luncheon – December 6, 2018

MEETING ADJOURNED AT 12:57 PM

Carter, Elvis

From: Christy TRAN <christy.tran@multco.us>
Sent: Tuesday, October 16, 2018 7:38 PM
To: Annie TEAV; Anthony BLACKMON; Denice Henshaw; Seaton, Diane; Carter, Elvis; Amunga, Emmanuel; Kathi BRAEME-BURR; Suzi Fulcher; lee.fleming@multco.us
Cc: TRAN Christy B
Subject: Columbia Chapter Board Meeting - Vice President Report (October 2018) ACTION NEEDED

Hello Chapter Board,

Unfortunately, I am unable to call in after all.

Here are my updates:

- October Newsletter
 - Working on the newsletter. If anyone has anything to add, please send them to me by Monday, October 22.
- Ronald McDonald Meal Program
 - Kudos to Anthony for getting the dates set up
 - Dates confirmed for Nov 18 and Dec 2 from 4-7pm
 - Will include in this month's newsletter to call for volunteers
 - POC is needed to assist members with questions, signing up, and coordinating dinner plans with the volunteers.
- Board Nominations
 - Nominations closed last Wednesday. One nominee per position has accepted and submitted the form. There are 2 nominees who still have not submitted their forms but expressed interested. Deadline for them to submit the form is this Friday.
 - Elections will begin Oct 22- Nov 2
- All Day Workshop
 - Scheduled for March 7, 2019
 - Will include Chapter ambassador visit
 - Agenda and Speaker - Elvis
 - Venue and Food - New Logistics Director
- Holiday Luncheon
 - December 6 @ Portland City Grill
 - Will call for volunteers in the next week
 - Will include in this month's newsletter
- Kudos to Anthony for updating Facebook with chapter of the year logo, posting upcoming events, posting general meeting pix on FB and LinkedIn.

Denice, will you please help identify a POC for Ronald McDonald Meal Program from the Board? We'll need this information for the newsletter. If no one from the Board volunteers, I will reach out to members to take the lead.

Thank you!

Christy Tran

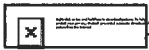
Procurement Analyst Sr.

Multnomah County Central Purchasing | Phone: 503.988.7997

[Multco Align](#) | [Sourcing Functional Lead](#) | [Bids and Proposal Opportunities](#)



Multco Marketplace Supplier Portal - an online tool where suppliers and staff connect for activities relating to contracting with the County. To learn more or to register, click [here](#).



This email was encrypted for your privacy and security



Report Date: October 16, 2018

Committee or Director: Membership

Prepared By: Emmanuel Amunga

Executive Board Meeting Date: October 17, 2018

Committee meeting minutes, new developments, or other information:

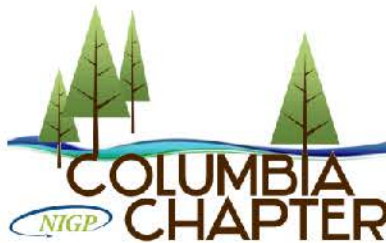
Three (3) membership applications received from Kittie Kong (Washington County), Lynn Faulkenberry (Multnomah County), and Kristin Shorey (Multnomah County) since the last report. See attached.

The first notice for 2019 Chapter Memberships will be sent out on 11/01/2018, with final notices scheduled to go out before December 14th for a December 31, 2018 deadline.

No further items to report.

Respectfully submitted,

Emmanuel Amunga
Membership Director



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): Kittie Kong

POSITION/TITLE: Senior Administrative Specialist

AGENCY: Washington County

DEPT: Purchasing

ADDRESS: 155

CITY: Hillsboro STATE: MS ZIP: 97124

PHONE: 503-846-8735 EMAIL: Kittie_Kong@co.washington.or.us

PRESENT CERTIFICATION: CPM CPPO CPPB OTHER

MEMBER OF NIGP NATIONAL: Yes No x, will be

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

Provide Administrative support to Purchasing, manage the County's version of the COBID database.

Process contracts and assist with contract administration, create and update blanket purchase orders.

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.

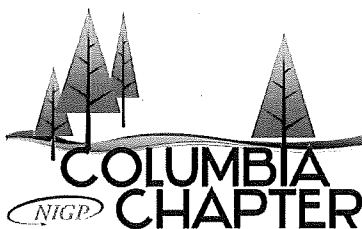
No Payment Due Now: You will be invoiced after NIGP/Columbia Chapter Board approves your application.

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 Kittie Kong 

SUPERVISOR/MANAGER SIGNATURE Suzi Fulcher 



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): Lynn Faulkenberry
POSITION/TITLE: Procurement Analyst
AGENCY: Multnomah County
DEPT: Department of County Management
ADDRESS: 501 SE Hawthorne Blvd. Suite 400
CITY: Portland STATE: OR ZIP: 97214
PHONE: unassigned EMAIL: lynn.faulkenberry@multco.us

PRESENT CERTIFICATION: CPM CPPO CPPB OTHER

MEMBER OF NIGP NATIONAL: Yes No

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

Intermediate procurements, contract creation, supplier management, formal procurement support.

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

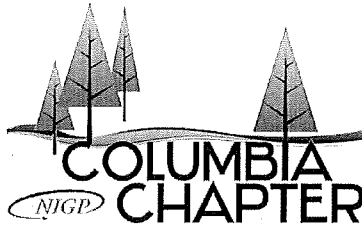
If admitted to membership, I agree to abide by the Rules and Regulations and Ethics of NIGP and the Columbia Chapter. I agree to resign from the chapter in case my duties of employment change and I am no longer qualified to hold membership

SIGNATURE OF APPLICANT

Lynn Faulkenberry

SUPERVISOR/MANAGER SIGNATURE

Bill R. S.



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): Kristin Shorey
POSITION/TITLE: Procurement Analyst
AGENCY: Multnomah County
DEPT: DCM: purchasing
ADDRESS: 501 SE Hawthorne
CITY: Portland STATE: OR ZIP: 97221
PHONE: 503.988.9808 EMAIL: kristin.shorey@multco.us
PRESENT CERTIFICATION: CPM CPPO CPPB OTHER
MEMBER OF NIGP NATIONAL: Yes No not yet.

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

I provide support to the Senior Procurement Analysts, the Contracts team and the Central Purchasing Management Team.

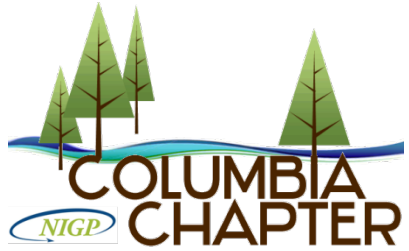
Email a scanned copy of your application to: emmanuel.amunga@portlandoregon.gov, or mail to Emmanuel Amunga, NIGP/Columbia Chapter Membership Director, City of Portland Procurement Services, 1120 SW 5th Ave., Portland, OR 97204, Phone: 503-823-2299.

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 Kristin Shorey
SUPERVISOR/MANAGER SIGNATURE [Signature]



Report Date: October 17, 2018

Committee or Director: Pro-D

Prepared By: Kathi Braeme-Burr

Executive Board Meeting Date: October 17, 2018

Committee meeting minutes, new developments, or other information:

Classes for 2018

~~Jan 17-18 Effective Contract Writing Columbia Chapter Canceled~~ needed 15 students

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

~~cancel~~ Canceled needed 8 students

July 10-12, 2018 Legal Aspects – Columbia Chapter Wilsonville 8 Attendees \$584.50 rebate

August 6-7, 2018 FEMA, Co Sponsor OPPA Wilsonville, OR 22 registered Confirmed

September 25-27, 2018 Introduction to Public Procurement tentative – Columbia Chapter Wilsonville 16 Attendees

Classes for 2019

January 29-31 Contract Administration

March 12-13 CPPB Prep

May 7-8 Contracting for construction Services

July 23-25 Legal Aspects

Sept 16 Tools for Ensuring Contractor Performance on Public Construction Projects

November 5-6 Get What you need through Successful Negotiation Strategies

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 loss -\$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**July 2018****Legal Aspects**

Income:

8 attendees Rebate	\$584.50
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Expenses:

Refreshments, etc	<u>\$602.75</u>
Net loss	\$ 18.25

August 2018 (Co-sponsored with OPPA)**FEMA**

Income:

22 attendees Rebate	\$657.08 (split with OPPA Est)
	1052.50

Expenses:

Refreshments, etc	<u>\$406.95</u>
Net Income:	250.13

September 2018 Intro to Public**Procurement**

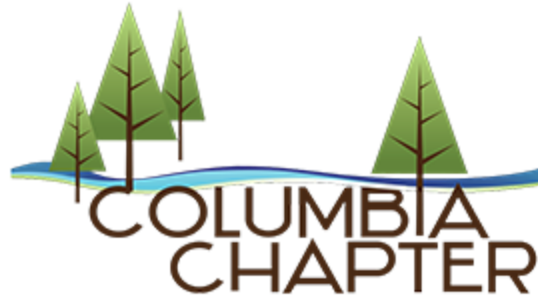
Income:

16 attendees Rebate	\$700.00 est
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Expenses:

Refreshments, etc	<u>\$500.00 est</u>
Net Income:	\$200.00 est

Total net income (loss) 2018**\$431.88 est**



Report Date: 10/17/2018

Committee or Director: ICP

Prepared By: Annie Teav

Executive Board Meeting Date: 10/17/2018

Committee meeting minutes, new developments, or other information: Our ICP meeting typically would have been on the 18th of this month, however we moved it to the 25th so that there weren't any conflicts with RVTS. The meeting agenda will only need about 1 hour; we have reserved the full 11:30-1 pm time slot but anticipate adjourning at about 12:30.

Instead of a Webinar, Teila Leighton will be joining us to present on ORS 190 and what her Agency does. Teila will be sending a copy of her slides. We will also go around the room for 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).