

Columbia Chapter NIGP

Executive Board Meeting

December 2018



Date: December 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: 11:37AM

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; Christy Tran, Vice President.

REPORTS

Board Meeting Minutes Diane made motion to accept the minutes, Kathi seconded it. All approved to accept the minutes.

COMMITTEE REPORTS

- **Treasurer** –Still tracking invoices for 12/31 due date. Bank account \$4438.00 Primary account and \$29,458.34 Money Market account. Money from Holiday Luncheon will be deposited on Friday. In the month of January Elvis, Christy and Anthony will go to the Bank and update our info for signature authority.
- **Vice President** – Gave out appreciation awards. Elvis, Nick, and Christy did transition of new positions. Would like to get together with Elvis and Julie to go over upcoming events.
- **Pro D** – Last year we had 3 classes attended out of 5 scheduled. Jan class Contract Administration only 1 registration probably will cancel in not filled. Rest of the classes are scheduled for the rest of the year. See the attached report.
- **Membership** – No new applications. We had about 18 come in the last 2 months. 137 current members, most are paying dues, will get with Anthony Dec 31st and see who hasn't paid and send out reminders. Will post the mentor on the website so mentees can get paired up with a mentor. Look at application of report submitted. See attached report.
- **Logistics** – No new report.
- **Scholarship** – No new scholarships offered. We put in the budget to allow for scholarships in January. We need to track who's turning in scholarship points for the year or rolling them over into the next year.
- **Chapter Liaison** – OPPA going through transition new of new officers were installed at Fall Conference. Regional Conference May 16th & 17th Sun River, OR. Let Diane or Lee know if you know of any presenters.
- **ICP** – Annie owes a formal report. Friday hosted a bi-monthly meeting.
- **Website Committee**- No new report.

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

TOPICS

Old Business

1. Q & A Forum Guidelines- We went over the guidelines and made corrections. Suzi will update and send out for review and approval.
2. All Day Workshop- Elvis and Christy met and Christy gave Elvis a few contacts to follow up and see if they would be available as a presenter.

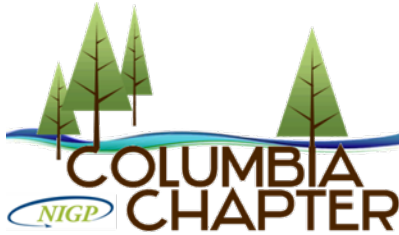
3. Miss Piggy- Christy will follow up next meeting.
4. Holiday Luncheon Highlights- We will discuss next meeting.

New Business

1. Social Media & Marketing Committee- We will discuss next meeting.
2. CPPB Certification- Our Vice President has been awarded her CPPB Certification.

UPCOMING EVENTS AND MEETINGS

MEETING ADJOURNED AT 1:04 PM



Report Date: December 19, 2018

Committee or Director: Membership

Prepared By: Emmanuel Amunga

Executive Board Meeting Date: December 19, 2018

Committee meeting minutes, new developments, or other information:

No New applications.

Total Current members 137.

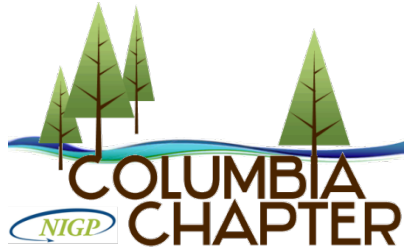
Received the NIGP Chapter Member Data Form from Jennifer. The form is due on January 31.

The mentorship committee met on November 30, 2018. We reviewed and revamped the mentee/mentor applications and the program's goals. See attached. Planning to send these out to the members via the newsletter as well as posting them on the chapter website.

No further items to report.

Respectfully submitted,

Emmanuel Amunga
Membership Director



Report Date: December 19, 2018

Committee or Director: Pro-D

Prepared By: Kathi Braeme-Burr

Executive Board Meeting Date: December 19, 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– Columbia Chapter

Wilsonville 16 Attendees

Classes for 2019

January 29-31 Contract Administration Wilsonville – Only 1 registration. Will likely cancel

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>\$565.33</u>
Net Income:	\$134.67 est

Total net income 2018 \$366.55 est