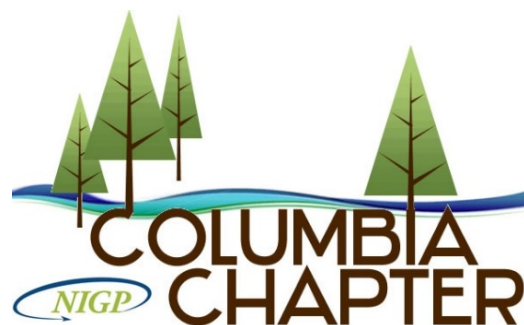


Columbia Chapter NIGP

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.

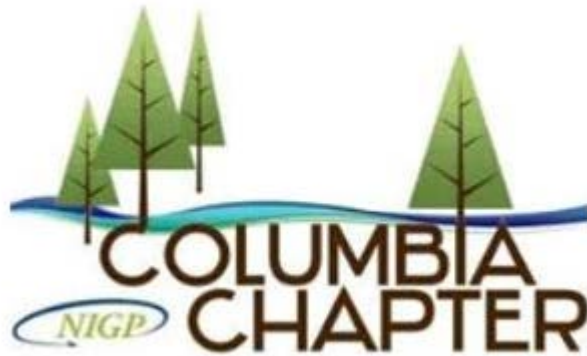
3. Miss Piggy- Christy will follow up next meeting.
4. Holiday Luncheon Highlights- We will discuss next meeting.

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



**COLUMBIA CHAPTER OF NIGP
EXECUTIVE BOARD MEETING MINUTES**

January 16, 2019, 11:30am-1:00pm
Multnomah Building, 4th Floor Juniper, 501 SE Hawthorne Blvd, Portland, Or 97214

Facilitator: Christy Tran, CBBP, President | Note Taker: Nick Ioanna, Secretary

Call to order: 11:48

ATTENDANCE

Board Member	Board Position	Present	Absent	Committee Report
Christy Tran, CPPB*	President	X		
Elvis Carter*	Vice President		X	
Nick Ioanna*	Secretary	X		
Denice Henshaw, CPPB*	Past President		X	
Anthony Blackmon*	Treasurer	X		X
Annie Teav	ICP Director	X		
Julie Hoffman, CPPB	Logistics Director	X		
Emmanuel Amunga*	Membership Director		X	
Kathi Braeme-Burr, CPPB*	Pro D Director		X	
Lee Fleming, CPPB	Chapter Liaison	X		

RESULTS OF BOARD APPROVAL

Reports	Presenter
Meeting Minutes -	
<p>December Board Meeting Minutes</p> <p>1 The board did not have enough voting members for a quorum and was unable to vote on anything. A new vote will be held at the next board meeting. (Please see attached for December Minutes)</p>	Nick
Committee Reports -	
<p>Treasurer (Committee(s): Marketing, BOY/MOY)</p> <p>2 At the time of the meeting there were no submissions</p>	Anthony

3	Pro D (Committee(s): Student Outreach) None	Kathi
4	Membership (Committee(s): Mentor Program, Audit) None	Emmanuel
5	Logistics Discussed different venues for hosting general members; university place, TVFR, libraries, Fire Station 1, PCC, and Climb Center Insurance an issue but can be purchased through NIGP for specific venues or a general policy can be purchased Julie needs attendee estimates for events	Julie
6	ICP (Committee(s): Social Media) No report – no meeting this month; did secure the state DAS to attend the February meeting; trying to get Washington state to come and discuss their program; April 4 th meeting but no location yet; who is providing food? Co-procure intended to present – like a google search for all thing’s procurement May change the April meeting to May – Elvis is working on presenters and will have to confirm with him for date switch.	Annie
7	Chapter Liaison OPPA Chapter held their first board meeting last Friday in Wilsonville at Ellerson facility; full board present – discussed board process and oriented all new board members and established new objectives for 2019; encouraged contact between the two pro-ds and contacts with RVTS chairs.	Lee
8	Vice President (Committee(s): Budget, Chapter of the Year) None	Elvis
9	Past President (Committee(s): Scholarship) None	Denice
10	Secretary (Committee(s): Board Nominating, Handbook, Legislative) None	Nick

MEETING MINUTES

Chapter Member

Debra Lindsay Presented and sought clarification from board members on the responsibilities and duties of the Marketing Committee.

The following is the board's decision regarding the committee:

- Soliciting member input and updating the mission statement will be done as needed.
- Mission statement, motto, logo, and branding – could be annually reviewed by marketing committee
 - The Mission Statement should be reviewed in 2019 to ensure it still fits the needs of the Columbia Chapter
 - Exploring branding opportunities is to be done in 2019
 - Logo & Motto will be reviewed in 2020
- Survey's to be performed as needed or when asked by the Board
- Everything from the marketing committee needs board's approval
- The Marketing Committee will no longer be responsible for organizing membership participation for charitable events

1

Goals for the Marketing Committee:

- Study what chapter branded items are desirable and could be sold by the chapter to help raise funds
- Ideas on how to promote the chapter
 - Host at least two charitable events in 2019
- Work with Pro-D director for outreach events
- Build a recruitment packet. Collaborative work between Marketing, SM, & Pro-D. Pro-d find and then Marketing & SM work together to promote the classes
- Outreach is a focal point for marketing committee efforts for 2019
- Highlight membership opportunities and benefits at all events.
- Making existing members aware of NIGP benefits
- Marketing committee will meet once every two months to 6 weeks and Anthony will present