

**COLUMBIA CHAPTER OF NIGP
EXECUTIVE BOARD MEETING**

August 19, 2020, 11:30 – 1:00

Via Google Hangouts

Facilitator: Elvis Carter, Jr. President | Note Taker: Lee Fleming, Secretary

MEETING CALLED TO ORDER: 11:35 AM

ATTENDANCE

Board Member	Board Position	Present	Absent	Committee Report
Elvis Carter, Jr.	President	X		
Gina Dowd	Vice President	X		
Lee Fleming	Secretary	X		
Christy Tran, CPPB	Past President	X		
Anthony Blackmon	Treasurer	X		
Celeste King	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		

Meeting started: 11:36

GUEST

Chapter Member	
1	None

REPORTS FOR BOARD APPROVAL

Reports		Presenter
Meeting Minutes -		
1	July meeting minutes were reviewed and accepted. Moved by Gina; seconded by Anthony.	Elvis
Committee Reports -		
2	Treasurer (Committee(s): BOY/MOY, Social Media, Budget) Reviewed report with board; checking account balance is \$23,003.75 and savings balance is \$29,058.78. Having to review all accounts between bank and Quickbooks; will be working on resolving issue. Because account is over \$50,000, chapter may not be able to file a 990 for tax purposes, but will confirm what actions to take. Need to get with Gina to effect account update/card order. Reported in response to inquiry by NIGP regarding 2019 taxes that the 990 form was filed and sent in March 15, 2020. Jennifer Stefan acknowledged receipt of the form. RVTS approved by both boards for October 2021. Working through contract details with Red Lion Hotel. RVTS will be meeting tomorrow to discuss details for the actual and virtual trade show. Have not had a chance to research online conferencing platform tools but will send email to the board by next week with research details and options to the board for consideration. No update on BOY/MOY, but be preparing details for next year's selection. Will be getting Doodle Poll to get a date on calendars for budget planning.	Anthony
3	Pro D (Committee(s): Student Outreach): Report will be submitted just before meeting. All classes have been converted to virtual which has helped attendance. Reviewed upcoming classes with the board through the end of the year. No update on student outreach/membership, but will reach out the Supply Logistics Chair to explore possible virtual collaboration options.	Kathi
4	Membership (Committee(s) - Mentor Program, Audit): No report received this month.	Emmanuel
5	Logistics: No report this month.	Julie
6	ICP (Committee(s)-Legislative Committee): Next ICP Meeting was scheduled for tomorrow, August 20, 2020, but notified by Adam Helvey that they are not ready to present on the Oregon Buys system. They will present at the next ICP Meeting on November 12, 2020.	Celeste
7	Chapter Liaison: No report this month.	Lee
8	Vice President (Committee(s) - Chapter of the Year Application, Handbook/Bylaws, Marketing): Chapter of the Year Award/Chapter Performance Standard Seal and Outstanding Chapter Award submitted; no response back on status. Handbook and Bylaws Committee – did a review of ICP portion with Celeste and wanted Christy to review changes made. Will get draft out for review by Monday to the board. Ordered awards for BOY/MOY; requested addresses for recipients. No activity for the Marketing Committee this month.	Gina
9	Past President (Committee(s) - Scholarship Program): No report this month.	Christy
10	Secretary (Committee(s) - Board Nominating): Waiting on Handbook completion and expect to put information out at General Membership Meeting on September 3, 2020. No motion asked for and received accept reports.	Lee

OLD BUSINESS

Topic	Responsible Party
1 Holiday Luncheon – Reviewed draft language for poll submitted by Julie sent to Elvis for consideration. Request made to send to the rest board for review and feedback. Kathi offered to consolidate responses from the board and sending to Julie.	Elvis

NEW BUSINESS

Topic	Responsible Party
1 General Board Meeting Agenda: Christy reminded the board we need to ensure we have speakers lined up for speakers and generating interest in the upcoming vacant board positions. Gina reported that the presenter for our September meeting we asked Barry Zimmerman, Multnomah County, to share about County Emergency Operations during the pandemic. Awaiting confirmation. Open to presenter recommendations for future meetings; recommendations of other NIGP trainers in the area such as Kevin Yin, Rob Ricard, Don Hicks for example. Shared that she did not see any new CPPBs or CPPOs for our area on the list newly awarded certificants.	Christy/Gina
2 Monthly Newsletter: Elvis requested Christy’s assistance with the newsletter. Recommendation to send out before Forum, which is next week. Christy will send a skeleton out to the board for content by tomorrow and expedite publishing.	

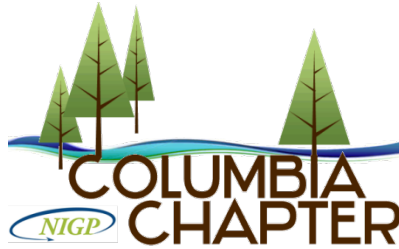
PARKING LOT

Topic	Responsible Party
1	
2	
3	

2020 EVENTS AND MEETINGS

Date	Event / Meeting
September 3, 2020	General Membership Meeting
September 16, 2020	Executive Board Meeting
October 5, 2020	General Membership Meeting
October 18, 2020	Executive Board Meeting

MEETING ADJOURNED AT 12:14 PM



Report Date: August 19, 2020

Committee or Director: Pro-D

Prepared By: Kathi Braeme-Burr

Executive Board Meeting Date: August 19, 2020

Committee meeting minutes, new developments, or other information:

All classes are being held virtually per NIGP due to covid-19 in 2020.
 More attendees to classes as they can draw a nationwide audience.

2020 Class schedule:

Date	where	class	# of days	Booked?	Confirm?	Rebate
Feb 25-27	Wilsonville	Intro to Public Procurement (18 registered)	3	y	yes	1091.00
April 21-23	virtual	Developing & Managing RFP (6 registered)	3	y	y	\$441.50
June 16-17	Virtual	Contracting with Federal Grants Intermediate	2	y	y	510.00
17-Aug	Virtual	Best Practices in Developing Public Construction Bid Documents	1	y	3 signed up	
September 22-23	Virtual	CPPB Prep	2	y	4 signed up	
Oct 7-9	Virtual	Specialization Certificate: Foundations of Technology Procurement (students will need to take prerequisite classes before this one and will need lots of advance notice)	3	y	9 signed up	
14-Dec	Virtual	Tools for Ensuring Contractor Performance on Public Construction Projects VIRTUAL CLASS	1	y		

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) 1052.50
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Expenses:

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

**September 2018 Intro to Public
Procurement**

Income:

16 attendees Rebate	\$1,052.50
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Expenses:

Refreshments, etc	<u>\$565.33</u>
Net Income:	\$487.17

Total net income 2018 \$719.05

**May 2019 Contracting for Construction
Services**

Income:

10 attendees Rebate	\$761.25
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Expenses:

Refreshments, etc	<u>\$518.20</u>
Net Income:	\$243.05

July 2019 Legal Aspects

Income:

10 attendees Rebate	\$877.00
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Expenses:

Scholarships	\$600.00
Refreshments, etc	<u>\$757.68</u>
Net loss:	- \$480.68

September 2019**Procurement Tools for Ensuring Contractor
Performance on Public Construction
Projects**

Income:

16 Attendees Rebate	\$607.00
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Expenses:

Refreshments	\$ 75.32
Net Income:	\$531.68

Total net income 2019 \$294.05

February 2020 Intro to Public Procurement

Income:

18 attendees Rebate	\$1,091.00
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Expenses:

Refreshments, etc	<u>\$884.30</u>
Net Income:	\$206.70

April 2020 Developing and Managing RFP

Income:

15 Attendees rebate	\$ 441.50
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Expenses:

Refreshments, etc	<u>\$ 0</u>
Net Income	\$ 441.50

June 2020 Contracting with Federal Funds

Income:

Attendees rebate	\$ 510.00
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Expenses:

Refreshments, etc	<u>\$ 0</u>
Net Income	\$510.00

Total net income 2020 \$ 1,158.20

Requests for \$100 rebate Legal Aspects July 23, 2019 cut off date 6/20

	Name	Agency	CC member
1	Džana Hrustic	Home Forward	y
2	Rosie George	Home Forward	y
3	Ashly Hoffman	Portland Bureau of Transportation	y
4	Manh Saechao	Portland Bureau of Transportation	y
5	Faye Bayer	David Douglas Ed District	y
6	Lynn Faulkenberry	Multnomah County	y