

**COLUMBIA CHAPTER OF NIGP
EXECUTIVE BOARD MEETING**

January 15 2020, 11:30am-1:00pm
Multnomah Building, 501 SE Hawthorne Blvd, Portland, Oregon 97214, 1st flr. room 126

Facilitator: Elvis Carter, Jr. President | Note Taker: Gina Dowd, Secretary

MEETING CALLED: 11:34 AM

ATTENDANCE

Board Member	Board Position	Present	Absent	Committee Report
Elvis Carter, Jr.	President	X		
Nick Ioanna	Vice President		X	
Gina Dowd	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		

GUEST

Chapter Member	
1	Annie Teav

REPORTS FOR BOARD APPROVAL

Reports	Presenter
Meeting Minutes -	
1	November Board Meeting Minutes –Nick has resigned, minutes have been requested. To be approved at next meeting.
Committee Reports -	
2	Treasurer (Committee(s): BOY/MOY, Social Media, Budget) Some year-end info missing from Treasury Report. \$8,440.09 business \$28,053.30 in savings. Waiting for cashier’s check from RVTs, Delivered to Anthony’s address, not received.

	OPPA discussed option of electronic address. Social Media – send to Anthony if you have anything to post on FB or LinkedIn.	
3	Pro D (Committee(s): Student Outreach) Intro to Public Procurement Class enrollment is 7, we need 8 within the next 2 weeks. Kathi asked if we should offer a scholarship or discount. Emmanuel said there are several at City of Portland who will be signing up. Student Outreach meeting scheduled next week to discuss options for job fairs, etc. Developing and Managing RFPs April. OPPA has edits for Public Procurement as a Career brochure. Kathi recommends a joint committee. Emmanuel Tracy Fisher w/Metro and Joe Martin w/Clackamas County.	Kathi
4	Membership (Committee(s): Mentor Program, Audit) When members leave employment, sponsoring organization can transfer the membership to a new employee. Discussed possibility of refunding Anthony's fee since he moved to Trimet. Tabled for next meeting. Need to update bylaw/handbook for how to handle refunds. Add to next month's agenda. Emmanuel to follow up on unpaid memberships. Will be in next month's report. 140 paid members including two retired. 20 that aren't part of NIGP and Columbia Chapter. Mentor – looking for mentors/mentees	Emmanuel
5	Logistics – No updates	Julie
6	ICP (Committee(s):Legislative Committee) scheduled first meeting on 1/30 at noon. Celeste can't access google docs at work. Teela is the co-chair, looking for speaker for April joint meeting. Doesn't have web access yet.	Celeste
7	Chapter Liaison Discussed RVTs check, Procurement Career brochure, joint workshop on March 19 th . Joint OPPA & Columbia there is an attendance fee – Jennifer Houston stepped down as Pro D for OPPA, no replacement yet. Lee to provide a copy of OPPA leadership for 2020.	Lee
8	Vice President (Committee(s): Chapter of the Year Application, Handbook/ByLaw) – No updates	Gina for Nick
9	Past President (Committee(s): Scholarship Program) Past Pres and Scholarship – no updates Handbook to be updated – past due since not updated last year. Will need to updated with position lists/duties. Marketing, board nominating (starts in October), Spring conf dates may 21 st – 23 rd at Brasada Ranch near Bend, OR	Christy
10	Secretary (Committee(s): Board Nominating, Marketing – No updates	Gina

Motion to accept reports as read: motion by Julie, seconded by Kathi, approved, none opposed.

OLD BUSINESS

Topic	Responsible Party
1 BOY/MOY Nominations Nominees - one on board, one general membership committee. Anthony will find replacement members.	Anthony
2 Membership Dues	Emmanuel
3 Holiday Luncheon Options for 2020 (defer to January) ooked at Portland City Grill/holding 3 rooms	Julie
4 Chapter Committee Updates Send to Christy and Gina	Christy
5 Chapter Website <ul style="list-style-type: none"> • Website Access – Add Celeste, Gina, and Lee. Remove Denice and Annie – Requested by Christy • Officers and Directors / Pictures - Done • Other updates to the web – Per Elvis, Nick send requests to web team 	<ul style="list-style-type: none"> • Christy • Christy • Gina

NEW BUSINESS

Topic	Responsible Party
1 Nomination Process and Members on Committee	Anthony
2 Membership Dues for Anthony Blackmon made by Multnomah County	Christy
3 Position Transitioning Nick/Gina reviewed Secretary, but still need to transfer thumb drives/files and supplies. Elvis and Christy still need to meet.	Elvis
4 Joint Workshop /OPPA Approved by OPPAboard March 19 th . All Day workshop Holiday Inn in Wilsonville. Nick has 3 speakers, working on one more. Lee recommends Julie discuss w/Camber to meet. Discretionary funds set aside by OPPA. This is first one in a few years. Maybe Diane Resinsky. Discussed how to handle payments, may be similar to RVTs. OPPA handles food & location, we handle speakers. Nick was looking for confirmation per Anthony. Usually 50/50 after expenses	Elvis/Julie

PARKING LOT

Topic	Responsible Party
1 Possible refund on Anthony Blackmon's membership since he is now at Trimet	Board members
2 Discuss updating bylaws/handbook to address if/how to refund memberships	Emmanuel

2020 EVENTS AND MEETINGS

Date	Event / Meeting
February 6, 2020	General Membership Meeting

MEETING ADJOURNED: 12:56 AM

Treasurer Cover Page

Monthly Report for December – January

Preparer- Treasurer

Date: January 14, 2020

President or Vice President Signature

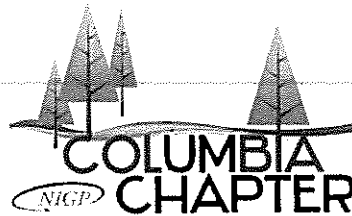
Elvis Carter

Print Name

Elvis L. Carter, Jr. 1/14/20

Treasurer Signature

Blalock / Anthony Blalockman 1/14/20



Report Date: January 15, 2020

Committee or Director: Treasurer

Prepared by: Anthony Blackmon

Executive Board Meeting date: January 15, 2020

Report information:

Please note that all reports are done in arrears. For the month of January this report is for the month of December.

1. Treasurer's Report does not include the following information as I am currently working on verifying the account to obtain access from QuickBooks:
 - Profit and loss
 - Summary of year end
 - Bank reconciliation- This report shows that both Chapter and Quickbooks is matching
 - Membership invoices that have been paid- This is reflected as income in our bank statement.
2. Please note that there is a new service charged that is being introduced starting in January. I will monitor and see if this charge happens and if it does will bring this back to the Board for recommendation. The concern would be the amount of QuickBook transactions that are done. So far we have not reached near 125 for the fees amount. May want to consider moving QuickBooks to check.
3. Will be adding the following receipts in the report for the month of February
 - Portland City Grill Holiday Luncheon
 - Board Retreat from Olive Garden
 - Smart food service and Fred Meyer- These are for items that was purchased for the Holiday Luncheon
4. Will be meeting with Kaliska King next week to receive the check for RVTS.
5. RVTS Audit- Files have been handed over to Eric. Met with Eric January 13, 2020
6. Working with Emmanuel to send out reminders for Chapter Member invoices
7. Will begin working on required reports that are due for later this year.



P.O. Box 1800
Saint Paul, Minnesota 55101-0800

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Business Statement

Account Number:
Statement Period:
Dec 2, 2019
through
Dec 31, 2019

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COLUMBIA CHAPTER NIGP
818 SW 3RD AVE PMB 1499
PORTLAND OR 97204-2405



To Contact U.S. Bank

24-Hour Business

Solutions: 1-800-673-3555

U.S. Bank accepts Relay Calls

Internet: usbank.com

NEWS FOR YOU

If you have Previous or current day reporting on SinglePoint or via a direct transmission in BAI format, additional data fields with field labels will be reported for your ACH transaction credits and debits. The additional information will assist in the identification and reconciliation of both settlement and individual ACH transactions. Please be sure to see the detail in the previous communications on SinglePoint LaunchPoint or a direct mail letter (for those with BAI direct transmission files only) or reach out to Commercial Customer Service.

INFORMATION YOU SHOULD KNOW

Thank you for choosing U.S. Bank. We would like to inform you of upcoming changes that may impact your account. The chart below lists account modifications that go into effect beginning January 1, 2020.

To determine if these changes will impact you, review the 'Analysis Service Charge Detail' section of this statement for your current usage of these services. This is typically found on the last page.

If you have any questions or would like to discuss your account options, please call us at 1.800.673.3555.

Current	New (as of January 1, 2020)
150 Free Combined Transactions Per Month, then \$0.50 each ¹	125 Free Combined Transactions Per Month, then \$0.50 each ¹
<u>Wire Transfers</u> Advice (Mail) - \$8 Advice (Fax) - \$6 Domestic - \$35 International - \$70	<u>Wire Transfers</u> Advice (Mail) - \$10 Advice (Fax) - \$8 Domestic - \$40 International - \$75

There are also additional U.S. Bank Business Checking, Savings and Treasury Management Services price changes effective Jan. 1, 2020. Please contact your banker or Treasury Management consultant for pricing information specific to your account. If you need assistance in reaching your bank contact, call Customer Service at the number listed in the upper right corner of this statement or send an email to Customer Service at commercialsupport@usbank.com.

¹ A transaction includes deposits and other credits, checks paid and other debits, ACH and deposited items, signature and PIN-based purchases made with a U.S. Bank Business Visa Debit Card.

Protecting your accounts is our highest priority. We have many safeguards in place to help ensure your accounts are secure. One of these is to close long-term inactive cards. If your U.S. Bank Business Edge™ Debit or ATM Card has not been used within the last 18 months, it may be closed. Please call us with any questions at 800-673-3555.



BALANCE YOUR ACCOUNT

To keep track of all your transactions, you should balance your account every month. Please examine this statement immediately. We will assume that the balance and transactions shown are correct unless you notify us of an error.

Outstanding Deposits

DATE	AMOUNT
TOTAL	\$

- List any deposits that do not appear on your statement in the Outstanding Deposits section at the left. Record the total.
- Check off in your checkbook register all checks, withdrawals (including Debit Card and ATM) and automatic payments that appear on your statement. Withdrawals that are NOT checked off should be recorded in the Outstanding Withdrawals section at the left. Record the total.
- Enter the ending balance shown on this statement. \$ _____
- Enter the total deposits recorded in the Outstanding Deposits section. \$ _____
- Total lines 3 and 4. \$ _____
- Enter the total withdrawals recorded in the Outstanding Withdrawals section. \$ _____
- Subtract line 6 from line 5. This is your balance. \$ _____
- Enter in your register and subtract from your register balance any checks, withdrawals or other debits (including fees, if any) that appear on your statement but have not been recorded in your register.
- Enter in your register and add to your register balance any deposits or other credits (including interest, if any) that appear in your statement but have not been recorded in your register.
- The balance in your register should be the same as the balance shown in #7. If it does not match, review and check all figures used, and check the addition and subtraction in your register. If necessary, review and balance your statement from the previous month.

Outstanding Withdrawals

DATE	AMOUNT
TOTAL	\$

IMPORTANT DISCLOSURES TO OUR CONSUMER CUSTOMERS

In Case of Errors or Questions About Your Checking, Savings, ATM, Debit Card, ACH, Bill Pay and Other Electronic Transfers

If you think your statement or receipt is wrong or if you need more information about a transfer on the statement or receipt, we must hear from you no later than 60 days* after we sent you the FIRST statement on which the error or problem appeared. Telephone us at the number listed on the front of this statement or write to us at U.S. Bank, EP-MN-WS5D, 60 Livingston Ave., St. Paul, MN 55107.

- Tell us your name and account number.
- Describe the error or the transfer you are unsure about, and explain as clearly as you can why you believe there is an error or why you need more information.
- Tell us the dollar amount of the suspected error.

We will determine whether an error occurred within 10 business days after we hear from you and will correct any error promptly. If we need more time, we may take up to 45 days to investigate your complaint. For errors involving new accounts, point-of-sale, or foreign-initiated transactions, we may take up to 90 days to investigate your complaint. If we decide to do this, we will credit your account within 10 business days for the amount you think is in error, so that you will have the use of the money during the time it takes us to complete our investigation. If we ask you to put your complaint or question in writing and we do not receive it within 10 business days, we may not credit your account.

*Please note: Paper draft and paper check claims must be disputed within 30 days per Your Deposit Account Agreement.

IMPORTANT DISCLOSURES TO OUR BUSINESS CUSTOMERS

Errors related to any transaction on a business account will be governed by any agreement between us and/or all applicable rules and regulations governing such transactions, including the rules of the National Automated Clearing House Association (NACHA Rules) as may be amended from time to time. If you think this statement is wrong, please telephone us at the number listed on the front of this statement immediately.

CONSUMER BILLING RIGHTS SUMMARY REGARDING YOUR RESERVE LINE

What To Do if You Think You Find A Mistake on Your Statement

If you think there is an error on your statement, write to us at:

U.S. Bank, P.O. Box 3528, Oshkosh, WI 54903-3528.

In your letter, give us the following information:

- Account information:** Your name and account number.
- Dollar Amount:** The dollar amount of the suspected error.
- Description of problem:** If you think there is an error on your bill, describe what you believe is wrong and why you believe it is a mistake.

You must contact us within 60 days after the error appeared on your statement.

You must notify us of any potential errors *in writing*. You may call us, but if you do we are not required to investigate any potential errors and you may have to pay the amount in question.

While we investigate whether or not there has been an error, the following are true:

- We cannot try to collect the amount in question, or report you as delinquent on that amount.
- The charge in question may remain on your statement, and we may continue to charge you interest on that amount. But, if we determine that we made a mistake, you will not have to pay the amount in question or any interest or other fees related to that amount.
- While you do not have to pay the amount in question, you are responsible for the remainder of your balance.
- We can apply any unpaid amount against your credit limit.

Reserve Line Balance Computation Method: To determine your **Balance Subject to Interest Rate**, use the dates and balances provided in the Reserve Line Balance Summary section. The date next to the first Balance Subject to Interest is day one for that balance and is applicable up to (but not including) the date of the next balance (if there is one). We multiply the Balance Subject to Interest by the number of days it is applicable and add them up to get the same number of days in the billing cycle. We then divide the result by the number of billing days in the cycle. This is your **Balance Subject to Interest Rate**. Any unpaid interest charges and unpaid fees are not included in the Balance Subject to Interest. The *****INTEREST CHARGE***** begins from the date of each advance.

REPORTS TO AND FROM CREDIT BUREAUS FOR RESERVE LINES

We may report information about your account to credit bureaus. Late payments, missed payments or other defaults on your account may be reflected in your credit report.

CONSUMER REPORT DISPUTES

We may report information about account activity on consumer and small business deposit accounts and consumer reserve lines to Consumer Reporting Agencies (CRA). As a result, this may prevent you from obtaining services at other financial institutions. If you believe we have inaccurately reported information to a CRA, you may submit a dispute by calling 844.624.8230 or by writing to: U.S. Bank Attn: Consumer Bureau Dispute Handling (CBDH), P.O. Box 3447, Oshkosh, WI 54903-3447. In order for us to assist you with your dispute, you must provide: your name, address and phone number; the account number; the specific information you are disputing; the explanation of why it is incorrect; and any supporting documentation (e.g., affidavit of identity theft), if applicable.





COLUMBIA CHAPTER NIGP
818 SW 3RD AVE PMB 1499
PORTLAND OR 97204-2405

Business Statement

Account Number:
Statement Period:
Dec 2, 2019
through
Dec 31, 2019



SILVER BUSINESS CHECKING

U.S. Bank National Association

Member FDIC
Account Number

Account Summary

	# Items	\$	
Beginning Balance on Dec 2		\$	9,257.54
Other Deposits	15		3,318.50
Card Withdrawals	9		3,548.72-
Other Withdrawals	12		389.48-
Ending Balance on Dec 31, 2019		\$	8,637.84

Other Deposits

Date	Description of Transaction	Ref Number	Amount
Dec 3	Electronic Deposit REF=193370103250910N00	From INTUIT PYMT SOLN 9215986202DEPOSIT 524771991683866	\$ 30.00
Dec 6	Electronic Deposit REF=193400086269770N00	From INTUIT PYMT SOLN 9215986202DEPOSIT 524771991683866	530.00
Dec 9	Electronic Deposit REF=193430061004950N00	From INTUIT PYMT SOLN 9215986202DEPOSIT 524771991683866	100.00
Dec 10	Electronic Deposit REF=193440083642500N00	From INTUIT PYMT SOLN 9215986202DEPOSIT 524771991683866	240.00
Dec 11	Electronic Deposit REF=193450064956470N00	From INTUIT PYMT SOLN 9215986202DEPOSIT 524771991683866	121.00
Dec 12	Electronic Deposit REF=193460067866970N00	From INTUIT PYMT SOLN 9215986202DEPOSIT 524771991683866	1,255.00
Dec 13	Electronic Deposit REF=193470041378500N00	From INTUIT PYMT SOLN 9215986202DEPOSIT 524771991683866	100.00
Dec 16	Electronic Deposit REF=193500017666110N00	From INTUIT PYMT SOLN 9215986202DEPOSIT 524771991683866	200.00
Dec 19	Electronic Deposit REF=193530036127300N00	From INTUIT PYMT SOLN 9215986202DEPOSIT 524771991683866	100.00
Dec 20	Electronic Deposit REF=193540013218780N00	From INTUIT PYMT SOLN 9215986202DEPOSIT 524771991683866	326.50
Dec 30	Mobile Check Deposit	8056340605	42.00
Dec 30	Mobile Check Deposit	8056340603	43.00
Dec 30	Mobile Check Deposit	8056340607	65.00
Dec 30	Mobile Check Deposit	8056340609	126.00
Dec 31	Mobile Check Deposit	8355486395	40.00
Total Other Deposits			\$ 3,318.50

Card Withdrawals

Card Number: xxxx-xxxx-xxxx-9805

Date	Description of Transaction	Ref Number	Amount
Dec 2	Recurring Debit Purchase EIG*CONSTANTCONT *****9805	On 120119 855-2295506 MA REF # 24906419335083796021 US1	5083796021 \$ 20.00-
Dec 9	Debit Purchase - VISA ABM US BANCORP P *****9805	On 120519 PORTLAND OR REF # 24789309340777902865660	0777902865 16.00-
Dec 9	Debit Purchase - VISA PORTLAND CITY GR *****9805	On 120619 PORTLAND OR REF # 24431069340796687477683	0796687477 3,178.56-
Dec 16	Debit Purchase - VISA OLIVE GARDEN #00 *****9805	On 121319 VANCOUVER WA REF # 24164079347140305687198	7140305687 151.67-
Dec 27	Recurring Debit Purchase Intuit *QuickBoo *****9805	On 122619 800-446-8848 CA REF # 24692169360100140929 US1	0100140929 40.00-



COLUMBIA CHAPTER NIGP
818 SW 3RD AVE PMB 1499
PORTLAND OR 97204-2405

Business Statement

Account Number:
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Dec 2, 2019
through
Dec 31, 2019

SILVER BUSINESS CHECKING

(CONTINUED)

U.S. Bank National Association

Account Number

Card Withdrawals (continued)

Card Number: xxxx-xxxx-xxxx-9805

Date	Description of Transaction	Ref Number	Amount
Dec 30	Debit Purchase - VISA WATERMELON WEB W *****9805	On 122719 971-645-4352 OR REF # 24247609361300510213406	1300510213 8.95-

Card 9805 Withdrawals Subtotal \$ 3,415.18-

Card Number: xxxx-xxxx-xxxx-8041

Date	Description of Transaction	Ref Number	Amount
Dec 4	Debit Purchase - VISA SMART FOODSERVIC *****8041	On 120319 PORTLAND OR REF # 24231689338837000225614	8837000225 \$ 37.38-
Dec 4	Debit Purchase - VISA FRED-MEYER #0135 *****8041	On 120319 PORTLAND OR REF # 24445009337300490892769	7300490892 80.16-
Dec 9	Debit Purchase - VISA ABM US BANCORP P *****8041	On 120519 PORTLAND OR REF # 24789309340777902865652	0777902865 16.00-

Card 8041 Withdrawals Subtotal \$ 133.54-

Total Card Withdrawals \$ 3,548.72-

Other Withdrawals

Date	Description of Transaction	Ref Number	Amount
Dec 3	Electronic Withdrawal REF=193370103274580N00	To INTUIT PYMT SOLN 9215986202TRAN FEE 524771991683866	\$ 1.12-
Dec 4	Customer Withdrawal	8655895701	250.00-
Dec 6	Electronic Withdrawal REF=193400086268380N00	To INTUIT PYMT SOLN 9215986202TRAN FEE 524771991683866	17.52-
Dec 9	Electronic Withdrawal REF=193430061006530N00	To INTUIT PYMT SOLN 9215986202TRAN FEE 524771991683866	3.15-
Dec 10	Electronic Withdrawal REF=193440083637060N00	To INTUIT PYMT SOLN 9215986202TRAN FEE 524771991683866	7.72-
Dec 11	Electronic Withdrawal REF=193450064964670N00	To INTUIT PYMT SOLN 9215986202TRAN FEE 524771991683866	4.01-
Dec 12	Electronic Withdrawal REF=193460067870370N00	To INTUIT PYMT SOLN 9215986202TRAN FEE 524771991683866	37.90-
Dec 13	Electronic Withdrawal REF=193470041385890N00	To INTUIT PYMT SOLN 9215986202TRAN FEE 524771991683866	3.15-
Dec 16	Electronic Withdrawal REF=193500017667670N00	To INTUIT PYMT SOLN 9215986202TRAN FEE 524771991683866	6.30-
Dec 19	Electronic Withdrawal REF=193530036122600N00	To INTUIT PYMT SOLN 9215986202TRAN FEE 524771991683866	3.15-
Dec 20	Electronic Withdrawal REF=193540013218380N00	To INTUIT PYMT SOLN 9215986202TRAN FEE 524771991683866	10.47-
Dec 23	Electronic Withdrawal REF=193570086948990N00	To WF Bus Credit 50260000 AUTO PAY 90225360607264	44.99-

Total Other Withdrawals \$ 389.48-

Balance Summary

Date	Ending Balance	Date	Ending Balance	Date	Ending Balance
Dec 2	9,237.54	Dec 10	6,529.93	Dec 19	8,099.75
Dec 3	9,266.42	Dec 11	6,646.92	Dec 20	8,415.78
Dec 4	8,898.88	Dec 12	7,864.02	Dec 23	8,370.79
Dec 6	9,411.36	Dec 13	7,960.87	Dec 27	8,330.79
Dec 9	6,297.65	Dec 16	8,002.90	Dec 30	8,597.84



COLUMBIA CHAPTER NIGP
 818 SW 3RD AVE PMB 1499
 PORTLAND OR 97204-2405

Business Statement

Account Number:
 Statement Period:
 Dec 2, 2019
 through
 Dec 31, 2019



SILVER BUSINESS CHECKING

(CONTINUED)

U.S. Bank National Association

Account Number

Balance Summary (continued)

<i>Date</i>	<i>Ending Balance</i>
Dec 31	8,637.84

Balances only appear for days reflecting change.

ANALYSIS SERVICE CHARGE DETAIL

Account Analysis Activity for: November 2019

Account Number:	\$	0.00
Analysis Service Charge assessed to	\$	0.00

Service Activity Detail for Account Number

<i>Service</i>	<i>Volume</i>	<i>Avg Unit Price</i>	<i>Total Charge</i>
Depository Services			
Combined Transactions/Items	44		No Charge
Subtotal: Depository Services			0.00
Fee Based Service Charges for Account Number 1-536-6830-3834		\$	0.00



P.O. Box 1800
Saint Paul, Minnesota 55101-0800

3106 IMG S Y ST01

Business Statement

Account Number:
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Dec 2, 2019
through
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COLUMBIA CHAPTER NIGP
818 SW 3RD AVE PMB 1499
PORTLAND OR 97204-2405

To Contact U.S. Bank

24-Hour Business

Solutions: 1-800-673-3555

U.S. Bank accepts Relay Calls

Internet: usbank.com

PREFERRED BUSINESS MONEY MARKET

Member FDIC
Account Number

U.S. Bank National Association

Account Summary

	# Items				
Beginning Balance on Dec 2		\$	29,051.33	Annual Percentage Yield Earned	0.07987%
Other Deposits	1		1.97	Interest Earned this Period	\$ 1.97
Ending Balance on Dec 31, 2019		\$	29,053.30	Interest Paid this Year	\$ 23.18
				Number of Days in Statement Period	31

Other Deposits

Date	Description of Transaction	Ref Number	Amount
Dec 31	Interest Paid	3100001945	\$ 1.97
Total Other Deposits			\$ 1.97



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Outstanding Deposits

DATE	AMOUNT
TOTAL	\$

- List any deposits that do not appear on your statement in the Outstanding Deposits section at the left. Record the total.
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- Enter the ending balance shown on this statement. \$ _____
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- Total lines 3 and 4. \$ _____
- Enter the total withdrawals recorded in the Outstanding Withdrawals section. \$ _____
- Subtract line 6 from line 5. This is your balance. \$ _____
- Enter in your register and subtract from your register balance any checks, withdrawals or other debits (including fees, if any) that appear on your statement but have not been recorded in your register.
- Enter in your register and add to your register balance any deposits or other credits (including interest, if any) that appear in your statement but have not been recorded in your register.
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Outstanding Withdrawals

DATE	AMOUNT
TOTAL	\$

IMPORTANT DISCLOSURES TO OUR CONSUMER CUSTOMERS

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- Tell us your name and account number.
- Describe the error or the transfer you are unsure about, and explain as clearly as you can why you believe there is an error or why you need more information.
- Tell us the dollar amount of the suspected error.

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CONSUMER BILLING RIGHTS SUMMARY REGARDING YOUR RESERVE LINE

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U.S. Bank, P.O. Box 3528, Oshkosh, WI 54903-3528.

In your letter, give us the following information:

- Account information:** Your name and account number.
- Dollar Amount:** The dollar amount of the suspected error.
- Description of problem:** If you think there is an error on your bill, describe what you believe is wrong and why you believe it is a mistake.

You must contact us within 60 days after the error appeared on your statement.

You must notify us of any potential errors *in writing*. You may call us, but if you do we are not required to investigate any potential errors and you may have to pay the amount in question. While we investigate whether or not there has been an error, the following are true:

- We cannot try to collect the amount in question, or report you as delinquent on that amount.
- The charge in question may remain on your statement, and we may continue to charge you interest on that amount. But, if we determine that we made a mistake, you will not have to pay the amount in question or any interest or other fees related to that amount.
- While you do not have to pay the amount in question, you are responsible for the remainder of your balance.
- We can apply any unpaid amount against your credit limit.

Reserve Line Balance Computation Method: To determine your **Balance Subject to Interest Rate**, use the dates and balances provided in the Reserve Line Balance Summary section. The date next to the first Balance Subject to Interest is day one for that balance and is applicable up to (but not including) the date of the next balance (if there is one). We multiply the Balance Subject to Interest by the number of days it is applicable and add them up to get the same number of days in the billing cycle. We then divide the result by the number of billing days in the cycle. This is your **Balance Subject to Interest Rate**. Any unpaid interest charges and unpaid fees are not included in the Balance Subject to Interest. The *****INTEREST CHARGE***** begins from the date of each advance.

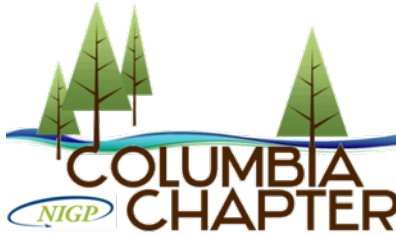
REPORTS TO AND FROM CREDIT BUREAUS FOR RESERVE LINES

We may report information about your account to credit bureaus. Late payments, missed payments or other defaults on your account may be reflected in your credit report.

CONSUMER REPORT DISPUTES

We may report information about account activity on consumer and small business deposit accounts and consumer reserve lines to Consumer Reporting Agencies (CRA). As a result, this may prevent you from obtaining services at other financial institutions. If you believe we have inaccurately reported information to a CRA, you may submit a dispute by calling 844.624.8230 or by writing to: U.S. Bank Attn: Consumer Bureau Dispute Handling (CBDH), P.O. Box 3447, Oshkosh, WI 54903-3447. In order for us to assist you with your dispute, you must provide: your name, address and phone number; the account number; the specific information you are disputing; the explanation of why it is incorrect; and any supporting documentation (e.g., affidavit of identity theft), if applicable.





Report Date: January 15, 2020

Committee or Director: Membership

Prepared By: Emmanuel Amunga, Membership Director

Executive Board Meeting Date: January 15, 2020

Committee meeting minutes, new developments, or other information:

Membership

1. Two new applications received and approved:
 - Tracy Fisher – Metro (attached)
 - George Marlton – Clackamas County (attached)
2. Total Current members 162 (including 2 retired).
3. Currently working with Treasurer to determine members in good standing and send reminders for pending invoices.
4. NIGP Chapter Member Data Form for year 2019 submitted 1/14/2020. See attached.

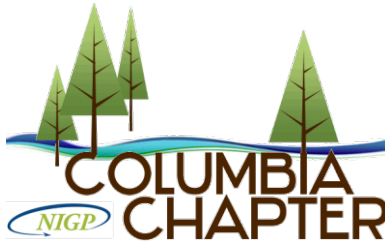
Committee: Mentorship

5. Current mentors
 - Alaine Baker -City of Hillsboro
 - James Moering – City of Portland
 - Diane Seaton – City of Portland
 - Lester Spitler – City of Portland
6. Current Mentees
 - Christy Tran – Multco
 - Anthony Blackmon – TriMet
 - Emmanuel Amunga - City of Portland

Committee: Audit

- No report

No further items to report.



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): _____

POSITION/TITLE: _____

AGENCY: _____

DEPT: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ EMAIL: _____

PRESENT CERTIFICATION: _____ CPM _____ CPPO _____ CPPB _____ OTHER

MEMBER OF NIGP NATIONAL: Yes _____ No _____

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

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.

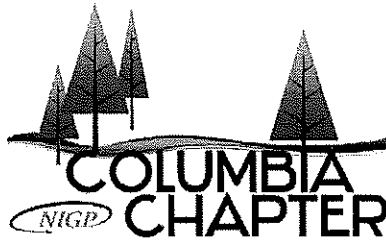
No Payment Due Now: You will be invoiced after NIGP/Columbia Chapter Board approves your application.

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 _____

SUPERVISOR/MANAGER SIGNATURE _____



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): Tracy Fisher
POSITION/TITLE: Senior Procurement Analyst
AGENCY: Metro
DEPT: Finance and Regulatory Services
ADDRESS: 600 NE Grand Ave
CITY: Portland STATE: OR ZIP: 97232
PHONE: 503-813-7596 EMAIL: tracy.fisher@oregonmetro.gov

PRESENT CERTIFICATION: CPM CPPO CPPB OTHER

MEMBER OF NIGP NATIONAL: Yes No

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

Policy and procedure guidance for the procurement division, as well as procurement training for the entire agency. Outreach to businesses, equity in contracting, sustainable procurement.


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 

SUPERVISOR/MANAGER SIGNATURE 



NIGP Chapter Member Data Reporting Form

To be completed by January 31

REMINDER: When completing this form make sure to TAB from field to field and DO NOT hit enter.

This form is required annually when reporting the total number of chapter members and classification of chapter members by member type. These Chapter Membership statistics are reported in our annual Demographic Report to the Board of Directors. Additionally, your ***Annual Chapter Assessment dues invoice*** is created based on the information you report to the NIGP office on this form. Chapter affiliates are assessed dues based on the *previous year's* per person membership numbers. Chapters will be invoiced in February.

Chapter Name

Name of Person completing this form

First Name

Last Name

As of December 31, 2019, what was the:

Number of Chapter Members who are also NIGP Institute members:

Number of Chapter-Only members:

Number of Chapter Members who are full-time students:

Number of Chapter Members who are faculty members:

Number of Chapter Members who are retired members:

Total Number of all Chapter Members (add previous 5 categories):

Upload your electronic chapter roster below in excel format and include each members **last name, first name, certifications held, job title, agency name, address, phone, fax and e-mail address and membership status with NIGP (chapter-only member, chapter and institute member)**. See below for a sample roster format and upload link.

An NIGP member listing by state will be provided to all chapters in December to aid in determining chapter/institute status.

Chapter Assessment Fees (based on the data provided above)

\$8 fee - will be assessed for all chapter only members (this discounted fee will only apply if the Chapter Leadership Form and Member Data Forms are turned in by January 31)

\$15 fee - will be assessed for all chapter only members if the above forms are not turned in by the January 31 deadline.

All assessment invoices will be emailed out in February to the Chapter President and Treasurer.

Upload chapter roster

Columbia Chapter Membership Full List 2019 Final_.xls

Example Chapter Roster:

Microsoft Excel - Chapter Member Database 2007

File Edit View Insert Format Tools Data Window Help

Reply with Changes... Epd Review...

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	First Name	Last Name	Certification	Title	Agency	Agency Address 1	Agency Address 2	City	State	Zip Code	Phone #	Fax #	E-mail	Chapter Help Member	Chapter and N memb
1	Mary	Ang	CFPB	Purchasing Agent	County of Claude	125 Gable St	206 Courthouse	Fairfax	VA	15219	555-330-6316	555-330-6316	marysullivan@cah.com	yes	
4	Conner	Blunk	CFPB	Assistant Buyer	Lower Merion Township	25 E. Lancaster Ave.		Annandale	VA	19003	555-625-6140	555-625-6140	conab@cah.com	yes	yes
5	Gulky	Bronco		Purchasing Manager	County of Northampton	221 W. Arlington Ct		Vienna	VA	19042-7464	425-553-4011	425-553-4011	gulky@cah.com	yes	
6	Nancy	Deutch	CFPB, CFPD	Director of Purchasing	W/ Arlington County	40 North Blue Street	Suite 402	Centerville	VA	15301	555-128-6123	555-128-6123	nnc@cah.com	yes	yes
7	Scott	Ellis		Assistant Buyer	City of Allentown	Purchasing Office	435 Hamilton St.	Allentown	VA	18101-1659	555-537-7624	555-537-7624	scott@cah.com	yes	
8	David	Frank	VCO	Purchasing Agent	Municipality of Fairfax	345 Franktown Road		Anglers	VA	15235	555-138-2222	555-138-2222	dfrank@cah.com	yes	yes
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24															

The chapter roster must include last name, first name, certifications held, job title, agency name, address, phone, fax and e-mail address as well as each member's membership status with NIGP (chapter-only member, chapter and national member).

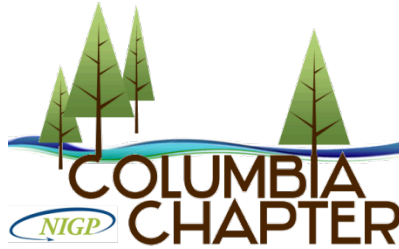
Please print a copy of this form prior to submitting your membership roster for your chapter records.

Submit Form

Member Name	Agency		Job title	Email address - work	Phone number - work	Chapter Only Member	Chapter and National Member
Larry Pelatt	Beaverton School District	16550 SW Merlo Rd, Beaverton OR 97003	Purchasing Manager	laurence_pelatt@beaverton.k12.or.us	503.356.4379		Yes
Elizabeth Smith	Beaverton School District	16550 SW Merlo Rd, Beaverton OR 97003	Purchasing Agent	elizabeth_smith@beaverton.k12.or.us	503.356.4500		Yes
Odununga Olubusola	Beaverton School District	16550 SW Merlo Rd, Beaverton OR 97003	Purchasing Agent Assisnt	olubusola_odunuga@beaverton.k12.or.us	503.356.4324	Yes	
Thuy Meade	Beaverton School District	16550 SW Merlo Rd, Beaverton OR 97003	Purchasing Agent Assisnt	Thuy_Meade@beaverton.k12.or.us	503.356.4539		Yes
Victoria Le	Beaverton School District	16550 SW Merlo Rd, Beaverton OR 97003	Snr. Purchasing Agent	victoria_le@beaverton.k12.or.us	503.356.4441		Yes
Priscilla Ricci	Clark County	1300 Franklin St, Suite 650, Vancouver, WA 98660	Senior Buyer	priscilla.ricci@clark.wa.gov	360.397.2323	Yes	
George Mariton	Clackamas County	2051 Kaen Road, Oregon City OR 97045	Chief Procurement Officer	gmariton@clackmas.us	503-742-5441	Yes	
Terry Muralt	City of Beaverton	12725 SW Millikan Way, Beaverton OR 97005	Purchasing Agent	tmuralt@beavertonoregon.gov	503.526.2229		Yes
Scott Jury	City of Gresham	1333 NW Eastman Parkway, Gresham OR 97030	Purchasing Agent Assisnt	scott.jury@greshamoregon.gov	503.618.2376	Yes	
Elaïne Baker	City of Hillsboro	150 E. Main Street, Hillsboro OR 97123	Purchasing Manager	elaïne.baker@hillsboro-oregon.gov	503.681.6134		Yes
Erika Lopez	City of Hillsboro	150 E. Main Street, Hillsboro OR 97123	Senior Buyer	erika.lopez@hillsboro-oregon.gov	503.681.5220		Yes
Stephen Nelson	City of Hillsboro	150 E. Main Street, Hillsboro OR 97123	Senior Buyer	stephen.nelson@hillsboro-oregon.gov	503.681.6256		Yes
Gabe Bowby	City of Hillsboro	150 E. Main Street, Hillsboro OR 97123	Buyer	gabe.bowby@hillsboro-oregon.gov	503.681.6256		Yes
Lester Spitzer	City of Portland	1120 SW 5th Avenue, Portland OR 97204	Chief Procurement Officer	lester_spitzer@portlandoregon.gov	503.823.8397		Yes
Cindy Phillips	City of Portland	1120 SW 5th Avenue, Portland OR 97204	Procurement Specialist	cindy.phillips@portlandoregon.gov	503.823.6809		Yes
Catherine (Cate) Antisdell	City of Portland	1120 SW 5th Avenue, Portland OR 97204	Senior Procurement Specialist	cate_antisdell@portlandoregon.gov	503.823.6850		Yes
Diane Seaton	City of Portland	1120 SW 5th Avenue, Portland OR 97204	Contracts Manager	diane.seaton@portlandoregon.gov	503.823.6987		Yes
Valentine Hellman	City of Portland	1120 SW 5th Avenue, Portland OR 97204	Procurement Supervisor	valentine.hellman@portlandoregon.gov	503.823.6130		Yes
Jeff Blade	City of Portland	1120 SW 5th Avenue, Portland OR 97204	Procurement Supervisor	jeff.blade@portlandoregon.gov	503.823.6858		Yes
Kathleen Brenes-Morua	City of Portland	1120 SW 5th Avenue, Portland OR 97204	Procurement Manager	kathleen_brenes-morua@portlandoregon.gov	503.823.5371		Yes
Kelly Davis	City of Portland	1120 SW 5th Avenue, Portland OR 97204	Procurement Supervisor	kelly.davis@portlandoregon.gov	503.823.75754		Yes
Emmanuel Amunga	City of Portland	1120 SW 5th Avenue, Portland OR 97204	Sr. Procurement Specialist	emmanuel.amunga@portlandoregon.gov	503.823.2299		Yes
Elvis Leray Carter, Jr.	City of Portland	1120 SW 5th Avenue, Portland OR 97204	Office Support Specialist	elvis.carterjr@portlandoregon.gov	503.823.5023		Yes
Kimberly Whelan	City of Portland	1120 SW 5th Avenue, Portland OR 97204	Procurement Specialist	kimberly.whelan@portlandoregon.gov	503.823.5578		Yes
Destinee Strickland	City of Portland	1120 SW 5th Avenue, Portland OR 97204	Assistant Procurement Specialist	destinee_strickland@portlandoregon.gov	503.823.4879	Yes	
James Moering	City of Portland	1120 SW 5th Avenue, Portland OR 97204	Contracts Coordinator	james.moering@portlandoregon.gov	503.823.7886		Yes
Patrick Boyd	City of Portland	1120 SW 5th Avenue, Portland OR 97204	Contracts Management Coordinator	patrick.boyd@portlandoregon.gov	503.823.7031		Yes
Rachel Beane	City of Portland	1120 SW 5th Avenue, Portland OR 97204	Sr. Procurement Specialist	rachel.beane@portlandoregon.gov	503.823.9293		Yes
Scott Schneider	City of Portland	1120 SW 5th Avenue, Portland OR 97204	Procurement Manager	scott.schneider@portlandoregon.gov	503.823.6880		Yes
Theresa Green	City of Portland	1120 SW 5th Avenue, Portland OR 97204	Procurement Supervisor	theresa.green@portlandoregon.gov	503.823.6837		Yes
Manh T. Saechao	City of Portland	1120 SW 5th Avenue, Portland OR 97204	Sr. Procurement Specialist	manh.t.saechao@portlandoregon.gov	503.823.5055		Yes
Mahn Saechao	City of Portland	1120 SW 5th Avenue, Portland OR 97204	Sr. Procurement Specialist	mahn.saechao@portlandoregon.gov	503.823.1075		Yes
Jin Huang	City of Portland	1120 SW 5th Avenue, Portland OR 97204	Sr. Procurement Specialist	jin.huang@portlandoregon.gov	503.823.5371		Yes
Nichelina Almirol-Robbins	City of Portland	1120 SW 5th Avenue, Portland OR 97204	Procurement Specialist	nichelina_almirol-robbins@portlandoregon.gov	503.823.2297		Yes
Jim Harley	City of Portland	1120 SW 5th Avenue, Portland OR 97204	Strategic Sourcing Program Coordinator	jim.harley@portlandoregon.gov	503.823.6850		Yes
Adriana Lucas	City of Portland	1120 SW 5th Avenue, Portland OR 97204	Procurement Assistant	adriana.lucas@portlandoregon.gov	503.823.7665	Yes	
Ashly Hoffman	City of Portland	1120 SW 5th Avenue, Portland OR 97204	Contracts Manager	ashly.hoffman@portlandoregon.gov	503.823.6193		Yes
Gennie Nguyen	City of Portland	1120 SW 5th Avenue, Portland OR 97204	Senior Procurement Specialist	gennie.nguyen@portlandoregon.gov	503.823.0912	Yes	
Karen Brown	City of Portland	1120 SW 5th Avenue, Portland OR 97204	Procurement Specialist	karen.l.brown@portlandoregon.gov	503.823.6827		Yes
DeEtte Wolfe	City of Portland	1120 SW 5th Avenue, Portland OR 97204	Administrative Specialist	DeEtte.Wolfe@portlandoregon.gov	503.823.6829		Yes
Mark Ariza	City of Portland	1120 SW 5th Avenue, Portland OR 97204	Procurement Specialist	Mark.Ariza@portlandoregon.gov	503.823.5680		Yes
Mackenzey Ryan Dennis	City of Portland	1120 SW 5th Avenue, Portland OR 97204	Procurement Specialist	mac.dennis@portlandoregon.gov	503.823.4913	Yes	
Vazel McCoy	City of Portland	1120 SW 5th Avenue, Portland OR 97204	Procurement Assistant	Vazel.McCoy@portlandoregon.gov	503.823.5513	Yes	
Christine Moody	City of Tigard	13125 SW Hall Blvd, Tigard, OR 97223	Contracts and Purchasing Manager	Christine@tigard-or.gov	503.718.2415		Yes
Kevin Yin	Trimet	1800 SW 1st Ave, Suite 300, Portland OR 97201	Director, Procurement & Contracts	yink@trimet.org	503.962.3055		Yes
Anthony Blackmon	Trimet	1800 SW 1st Avenue, Suite 300, Portland, Oregon 97201	Contracts Administrator	blackmoa@trimet.org	503.962.5668		Yes
Mike Wolfson	City of Vancouver	415 W 6th St, Vancouver, WA 98660	Procurement Specialist B	mike.wolfson@cityofvancouver.us	360.487.8428	Yes	
Julie Denton	City of Vancouver	415 W 6th St, Vancouver, WA 98660	Procurement Specialist B	julie.denton@cityofvancouver.us	360.487.8435	Yes	
Faye Bayer	David Douglas School District	11300 NE Halsey Street, Portland OR 97220	Purchasing Clerk	faye_bayer@ddsd40.org	503.261.8214	Yes	
Celeste King	Home Forward	135 SW Ash Street, Portland OR 97204	Manager, Procurement & Contracts	celeste.king@homeforward.org	503.802.8542		Yes
Peter Garcia	Home Forward	135 SW Ash Street, Portland OR 97204	Senior Procurement Specialist	peter.garcia@homeforward.org	503.802.8549	Yes	
Rossie George	Home Forward	135 SW Ash Street, Portland OR 97204	Office Assistant Senior	rosie.george@homeforward.org	503.802.8517	Yes	
Dzana Hrusic	Home Forward	135 SW Ash Street, Portland OR 97204	Procurement Coordinator	dzana.hrusic@homeforward.org	503.802.8562	Yes	
Don Hicks	Multnomah Education Service District	11611 NE Ainsworth Circle, Portland OR 97220	Contracts & Risk Manager	dhicks@mesd.k12.or.us	503.257.1518		Yes
Brian Altman	Multnomah Education Service District	11611 NE Ainsworth Circle, Portland OR 97220	Procurement Specialist	altman@mesd.k12.or.us	503.257.1794		Yes
Julie Hoffman	Metro Regional Government	600 NE Grand Ave, Portland OR 97232	Procurement Analyst	julie.hoffman@oregonmetro.gov	503.797.1648		Yes
Kim Bardes	Metro Regional Government	600 NE Grand Ave, Portland OR 97232	Procurement Analyst	kim.bardes@oregonmetro.gov	503.797.1613		Yes
Thomas Lunsford	Metro Regional Government	600 NE Grand Ave, Portland OR 97232	Procurement Analyst	thomas.lunsford@oregonmetro.gov	503.517.6987		Yes
Gabriele Schuster	Metro Regional Government	600 NE Grand Ave, Portland OR 97232	Procurement Manager	gabriele.schuster@oregonmetro.gov	503.797.1577		Yes
Matt Deninno	Metro Regional Government	600 NE Grand Ave, Portland OR 97232	Procurement Analyst	matt.deninno@oregonmetro.gov	503.5797.1809		Yes
Laura Corey	Metro Regional Government	600 NE Grand Ave, Portland OR 97232	Procurement Analyst	laura.corey@oregonzoo.org	503.220.5718		Yes
Deanna Podbielan	Metro Regional Government	600 NE Grand Ave, Portland OR 97232	Procurement Analyst	deanna.podbielan@oregonmetro.gov	503.797.1864		Yes
Jon Deveaux	Metro Regional Government	600 NE Grand Ave, Portland OR 97232	Procurement Analyst II	jon.deveaux@oregonmetro.gov	503.797.6992		Yes

Riko Tannenbaum	Metro Regional Government	600 NE Grand Ave, Portland OR 97232	Procurement Analyst II	riko.tannenbaum@oregonmetro.gov	503.797.1615		Yes
Tracy Fisher	Metro Regional Government	600 NE Grand Ave, Portland OR 97232	Sr. Procurement Analyst	tracy.fisher@oregonmetro.gov	503.813.7596		Yes
Brian Smith	Multnomah County Purchasing	501 SE Hawthorne Blvd, Portland OR 97214	Purchasing Manager	brian.r.smith@multco.us	503.988.5111		Yes
Barry Zimmerman	Multnomah County Purchasing	501 SE Hawthorne Blvd, Portland OR 97214	Deputy Purchasing Manager	barry.zimmerman@multco.us	503.988.5111		Yes
Lee Fleming	Multnomah County Purchasing	501 SE Hawthorne Blvd, Portland OR 97214	Supplier Diversity Officer	lee.fleming@multco.us	503.988.7540		Yes
Emilie Schulhoff	Multnomah County Purchasing	501 SE Hawthorne Blvd, Portland OR 97214	Contract Specialist Senior	emilie.g.schulhoff@multco.us	503.988.7539		Yes
Cyrus Lynch	Multnomah County Purchasing	501 SE Hawthorne Blvd, Portland OR 97214	Contract Specialist Senior	cyrus.lynch@multco.us	503.988.7549		Yes
Patrick Wybert	Multnomah County Purchasing	501 SE Hawthorne Blvd, Portland OR 97214	MWESB Program Specialist	patrick.wybert@multco.us	503.988.7541		Yes
Debra Lindsay	Multnomah County Purchasing	501 SE Hawthorne Blvd, Portland OR 97214	MWESB Program Specialist	debra.lindsay@multco.us	503.988.7551		Yes
Kathi Braeme-Burr	Multnomah County Purchasing	501 SE Hawthorne Blvd, Portland OR 97214	Sr. Procurement Analyst	kathi.braeme-burr@multco.us	503.988.7550		Yes
Tessa Paul	Multnomah County Purchasing	501 SE Hawthorne Blvd, Portland OR 97214	Procurement Analyst	tessa.paul@multco.us	503.988.7535		Yes
Luisa Two Two	Multnomah County Purchasing	501 SE Hawthorne Blvd, Portland OR 97214	Office Specialist	luisa.twotwo@multco.us	503.988.7542		Yes
Lawrence Russel	Multnomah County Purchasing	502 SE Hawthorne Blvd, Portland OR 97214	Sr. Procurement Analyst	lawrence.e.russell@multco.us	503.988.7548		Yes
Lisa Emery	Multnomah County Library	501 SE Hawthorne Blvd, Portland OR 97214	Sr. Procurement Analyst	lisa.a.emery@multco.us	503.988.3355		Yes
Lynne Waite	Multnomah County Purchasing	501 SE Hawthorne Blvd, Portland OR 97214	Contract Specialist	lynne.d.waite@multco.us	503.988.7543		Yes
Annie Teav	Multnomah County Purchasing	501 SE Hawthorne Blvd, Portland OR 97214	Strategic Sourcing Contract Specialist	annie.teav@multco.us	503.988.8376		Yes
Dawn Martin	Multnomah County Purchasing	501 SE Hawthorne Blvd, Portland OR 97214	Procurement Analyst	dawn.martin@multco.us	503.988.2521	Yes	
Rosie Bockowski	Multnomah County Human Services	421 SW Oak Street, Portland OR 97204	Contract Specialist	rosie.m.rockowski@multco.us	503.988.0221	Yes	
Shawn Postera	Multnomah County Purchasing	501 SE Hawthorne Blvd, Portland OR 97214	Sustainable Purchasing Coordinator	shawn.postera@multco.us	503.988.7995		Yes
Lynn Faulkenberry	Multnomah County Purchasing	501 SE Hawthorne Blvd, Portland OR 97214	Procurement Analyst	lynn.faulkenberry@multco.us	503.988.3888		Yes
Kristin Shorey	Multnomah County Purchasing	501 SE Hawthorne Blvd, Portland OR 97214	Procurement Analyst	kristin.shorey@multco.us	503.988.9808		Yes
Michelle Hull	Multnomah County DCJ	501 SE Hawthorne Blvd, Portland OR 97214	Sr. Contracts Specialist	michelle.hull@multco.us	503.988.8290		Yes
Jill PUNCHES	Multnomah County Health Dept	501 SE Hawthorne Blvd, Portland OR 97214	Senior Procurement Analyst	jill.punches@multco.us	503.988.9808		Yes
Percy Winters Jr.	Multnomah County Health Dept	501 SE Hawthorne Blvd, Portland OR 97214	Contract Technician	percy.winters@multco.us	503.988.7584		Yes
Anna Hathorne	Multnomah County Health Dept	426 SW Stark Street, Portland OR 97204	Procurement Analyst	anna.hathorne@multco.us	503.988.7589		Yes
Darren Chilton	Multnomah County Health Dept	426 SW Stark Street, Portland OR 97204	Finance Manager	darren.w.chilton@multco.us	503.988.4507		Yes
Kimberly Porter	Multnomah County DCA	501 SE Hawthorne Blvd, Portland OR 97214	DCA	kimberly.porter@multco.us	503.988.6539		Yes
Wendell Smith	Multnomah County Health Dept	427 SW Stark Street, Portland OR 97204	Contract Specialist	wendell.smith@multco.us	503.988.2460		Yes
Christy Tran	Multnomah County Purchasing	501 SE Hawthorne Blvd, Portland OR 97214	Procurement Analyst	christy.tran@multco.us	503.988.7997		Yes
Jeff Hagen	Multnomah County Health Dept	426 SW Stark Street, Portland OR 97204	Procurement Analyst	jeffrey.hagen@multco.us	503.988.2898		Yes
Michael Derleth	Multnomah Department of Community Services	501 SE Hawthorne Blvd, Portland OR 97214	Senior Contracts Specialist	michael.derleth@multco.us	503.988.0166		Yes
Heidi Leibbrandt	Multnomah County DCA	501 SE Hawthorne Blvd, Portland OR 97214	Contract Specialist Senior	heidi.l.leibbrandt@multco.us	503.988.7461	Yes	
Aimeera Flint	Multnomah County Health Dept	426 SW Stark Street, Portland OR 97204	Contract Technician	aimeera.flint@multco.us	503.988.7668		Yes
Bryanne Grafton Conrad	Multnomah County Health Dept	426 SW Stark Street, Portland OR 97204	Contract Specialist	bryanne.grafton-conrad@multco.us	503.988.9857		Yes
Naomi Melendez	Multnomah County Health Dept	426 SW Stark Street, Portland OR 97204	Contract Technician	naomi.melendez@multco.us	503.988.8239		Yes
Anne Nguyen	Multnomah County Health Dept	501 SE Hawthorne Blvd, Portland OR 97214	Contract Specialist	anne.nguyen@multco.us	503.988.7505		Yes
J. Nicole Rose	Multnomah County Health Dept	426 SW Stark Street, Portland OR 97204	Finance Supervisor	jnicole.gamboarose@multco.us	503.988.2435		Yes
Jarret Scanlon	Multnomah County Health Dept	619 NW 6th Ave, Floor 5, Portland OR 97209	Procurement Associate	jarrett.scanlon@multco.us	503.988.4864		Yes
Yehderah Tobiga	Multnomah County Health Dept	619 NW 6th Ave, Floor 5, Portland OR 97209	Contracts Specialist	yehderah.tobiga@multco.us	503.988.9848	Yes	
Sara Leighton	Multnomah County Health Dept	619 NW 6th Ave, Floor 5, Portland OR 97209	Contracts Specialist	sara.leighton@multco.us	503.988.8239		Yes
Lucas Hoelner	Multnomah County Human Services	421 SW Oak Street, Portland OR 97204	Contract Specialist	lucas.hoelner@multco.us	503.988.2490		Yes
Lailah Hamblin	Department of Community Justice	501 SE Hawthorne Blvd, Portland OR 97214	Contract Specialist	lailah.l.hamblin@multco.us	503.988.7805	Yes	
Ken Scholes	Multnomah County Human Services	421 SW Oak Street, Portland OR 97204	Contract Specialist	ken.scholes@multco.us	503.988.7463		Yes
Yassamin Alayan	Multnomah County Human Services	421 SW Oak Street, Portland OR 97204	Senior Procurement Analyst	yassamin.alayan@multco.us	360-521-9277		Yes
Stacey Widick	Multnomah County Human Services	421 SW Oak Street, Portland OR 97204	Senior Procurement Analyst	stacey.i.widick@multco.us	503.988.6540		Yes
Maura Platt	Multnomah County DCA	501 SE Hawthorne Blvd, Portland OR 97214	Contract Specialist Senior	maura.platt@multco.us	503.988.7549		Yes
Pavel Probasco	Multnomah County DCA	501 SE Hawthorne Blvd, Portland OR 97214	Procurement Analyst	pavel.probasco@multco.us	503.988.8211		Yes
Guy Melton	Multnomah County Drainage District No.1	1880 NE Elrod Dr., Portland OR 97211	Contract Administrator	gmelton@mccd.org	503.281.5675	Yes	
Brenda Caldwell	Multnomah County - Facilities	501 SE Hawthorne Blvd, Portland OR 97214	Senior Contracts Specialist	brenda.caldwell@multco.us	503.988.9398		Yes
Kerensa Mauck	North Clackamas School District	12451 SE Fuller Road, Milwaukie OR 97222	Director of Bus Ops	mauckk@nclack.k12.or.us	503.353.6031	Yes	
Jonathan Rivin	Oregon DEQ	700 Multnomah Street, Portland OR 97232	Materials Management	rivin.jonathan@deg.state.or.us	503.229.5472	Yes	
Michael Smelser	Port of Portland	7200 NE Airport Way, Portland OR 97218	Senior Procurement Specialist	michael.smelser@portofportland.com	503-415-6623		Yes
Rodney Reed	Port of Portland	7200 NE Airport Way, Portland OR 97218	Procurement Specialist	rodney.reed@portofportland.com	503.415.6338		Yes
Ryan Allen	Port of Portland	7200 NE Airport Way, Portland OR 97218	Senior Procurement Specialist	ryan.allen@portofportland.com	503-415-6593		Yes
Denice Henshaw	Port of Portland	7200 NE Airport Way, Portland OR 97218	Senior Procurement Specialist	denice.henshaw@portofportland.com	503.415.6268		Yes
Machelle Stephens	Port of Portland	7200 NE Airport Way, Portland OR 97218	Procurement Specialist	machelle.stephens@portofportland.com	503.415.6551		Yes
Nicole Murphy-Garcia	Port of Portland	7200 NE Airport Way, Portland OR 97218	Procurement Specialist II	nicole.murphy-garcia@portofportland.com	503.415.6594		Yes
Kendall Foose	Port of Portland	7200 NE Airport Way, Portland OR 97218	Senior Procurement Specialist	Kendall.foose@portofportland.com	503.415.6585		Yes
Charleena (Nina) Jones	Port of Portland	7200 NE Airport Way, Portland OR 97218	Contract Specialist	nina.jones@portofportland.com	503.460.4234		Yes
Michael Mathews	Portland Community College	722 SW 2nd Avenue, Portland OR 97204	Purchasing Manager	mike.mathews@pcc.edu	971.722.2802		Yes
Linda Niman	Portland Community College	722 SW 2nd Avenue, Portland OR 97204	MWESB Coordinator	linda.niman@pcc.edu	971.722.2802		Yes
Kim Copley	Portland Community College	722 SW 2nd Avenue, Portland OR 97204	Buyer/Contracts Specialist	kcopley@pcc.edu	971.722.2808		Yes
Regina Dowd	Portland Community College	722 SW 2nd Avenue, Portland OR 97204	Buyer/Contracts Specialist	gina.dowd@pcc.edu	971.722.2830		Yes
Sandra Barrientos	Portland Community College	722 SW 2nd Avenue, Portland OR 97204	Purchasing Systems Specialist	sandra.barrientos@pcc.edu	971.722.2806		Yes
Sabrina Bonser	Portland Community College	722 SW 2nd Avenue, Portland OR 97204	Purchasing Specialist	sbonser@pcc.edu	971.722.2821		Yes
Randy McCaleb	Port of Vancouver	3103 NW Lower River Road, Vancouver WA 98660	Contract Manager	rmccaleb@portvanusa.com	360.993.8654	Yes	
Teila Mullins	Public Procurement Authority	25030 SW Parkway Avenue, Suite 330, Wilsonville OR 97070	Procurement Specialist	teila@ppa-or.gov	800.785.3473		Yes

Emily Courtnage	Portland Public Schools	501 N. Dixon Street, Portland OR 97227	Program Director	ecourtnage@pps.net	503.916.3441		Yes
Erica Kreger	Portland Public Schools	501 N. Dixon Street, Portland OR 97227	Sr. Contracts Specialist	ekreger@pps.net	503.916.3314		Yes
Paul Williams	Portland Public Schools	501 N. Dixon Street, Portland OR 97227	Procurement Analyst	pwilliam@pps.net	503.916.3305		Yes
Travis Allison	Portland Public Schools	501 N. Dixon Street, Portland OR 97227	Purchasing Manager	tallison@pps.net	503.916.3441		Yes
Stephen Hirai	Portland Public Schools	501 N. Dixon Street, Portland OR 97227	Procurement Analyst	shirai@pps.net	503.916.3314		Yes
Kimberley Alandar	Portland Public Schools	501 N. Dixon Street, Portland OR 97227	Sr Contract Analyst	kalandar@pps.net	503.916.3441		Yes
Jesse Porter	Portland Public Schools	501 N. Dixon Street, Portland OR 97227	Senior Fiscal & Contract Specialist	jporter1@pps.net	503.916.3707		Yes
Samara Fuzi	Portland Public Schools	501 N. Dixon Street, Portland OR 97227	Senior buyer	sfuzi@pps.net	503.916.3976		Yes
Heather DeWig	Portland Public Schools	501 N. Dixon Street, Portland OR 97227	Buyer 1	hdewig@pps.net	503.916.3501		Yes
Aidan Gronauer	Portland Public Schools	501 N. Dixon Street, Portland OR 97227	Manager, Equity in Public Purchasing & Contracting	agronauer@pps.net	503.916.3113		Yes
Debra Watkins	Portland Public Schools	501 N. Dixon Street, Portland OR 97227	PCARD Accountant	dwatkins@pps.net	503.916.3750		Yes
Brandon Niles	Portland Public Schools	501 N. Dixon Street, Portland OR 97227	Contract Analyst	bniles@pps.net	503.916.3031		Yes
Christine Garland	Portland Public Schools	501 N. Dixon Street, Portland OR 97227	Contracts Administrator	cgarland@pps.net	503.916.3817		Yes
W. Logan Emmert	Portland Public Schools	501 N. Dixon Street, Portland OR 97227	Buyer 1	lemmert@pps.net	503.916.3447		Yes
Bethany Demello	Portland State University	1600 SW Fourth Avenue, Suite 260, Portland OR 97201	Contract Analyst	bdemello@pdx.edu	503.725.4386		Yes
Karen Thomson	Portland State University	1600 SW Fourth Avenue, Suite 260, Portland OR 97201	Contract Administrator	kthomson@pdx.edu	503.725.4387		Yes
Ahrea Summers	Portland State University	1600 SW Fourth Avenue, Suite 260, Portland OR 97201	Contract Officer	ahrea@pdx.edu	503.725.5244		Yes
Paul Thomas	Portland State University	1600 SW Fourth Avenue, Suite 260, Portland OR 97201	Contracts Officer	plthomas@pdx.edu	503.725.9841		Yes
Jake Schroeter	Portland State University	1600 SW Fourth Avenue, Suite 260, Portland OR 97201	Contracts Officer	jschroeter@pdx.edu	503.725.9770		Yes
Pamela Raway	Portland State University	1600 SW Fourth Avenue, Suite 260, Portland OR 97201	Contracts Associate	pir@pdx.edu	503.725.8459		Yes
Ahmadreza Alidousti	Portland State University	1600 SW Fourth Avenue, Suite 260, Portland OR 97201	Contracts Officer	alid2@pdx.edu	503.725.5244	Yes	
Christy McBeth	Portland State University	1600 SW Fourth Avenue, Suite 260, Portland OR 97201	Contracts Officer	mcbeth2@pdx.edu	503.725.5325		Yes
Lee Reinholz	Tigard-Tualatin School District	6961 SW Sandburg Street, Tigard OR 97223	Senior Purchasing Specialist	lreinholz@ttsd.k12.or.us	503.431.4035	Yes	
Eric Wicks	Tualatin Valley Fire & Rescue	11945 SW 70th Ave, Tigard OR 97223	Purchasing Manager/Contracts Administrator	eric.wicks@tvfr.com	503-259-1157		Yes
Carolyn Kraaz	Washington County	155 N 1st Ave #270, Hillsboro OR 97124	Buyer	carolyn_kraaz@co.washington.or.us	503-846-2818	Yes	
Mary Jamieson	Washington County	155 N 1st Ave #270, Hillsboro OR 97124	Buyer	mary_jamieson@co.washington.or.us	503-846-3819	Yes	
Suzi Fulcher	Washington County	155 N 1st Ave #270, Hillsboro OR 97124	Purchasing Supervisor	suzi_fulcher@co.washington.or.us	503-846-8734		Yes
Nick Ioanna	Washington County	155 N 1st Ave #270, Hillsboro OR 97124	Senior Buyer	nick_ioanna@co.washington.or.us	503-846-3585		Yes
Kittie Kong	Washington County	155 N 1st Ave #270, Hillsboro OR 97124	Sr. Administrative Specialist	kittie_kong@co.washington.or.us	503.846.8735		Yes
Sharon Roest	Washington County	155 N 1st Ave #270, Hillsboro OR 97124	Sr Admin	sharon_roest@co.washington.or.us	503.846.8736		Yes
Rob Rickard	Retired	Retired	Retired	oldrunner@wbcable.net	Retired		Yes
Craig Johnsen	Retired	Retired	Retired	crjohnsen@gmail.com	Retired		Yes



Report Date: January 15, 2020

Committee or Director: Pro-D

Prepared By: Kathi Braeme-Burr

Executive Board Meeting Date: January 15, 2020

Committee meeting minutes, new developments, or other information:

Tentative 2020 schedule:

Date	where	class	# of days	Booked?	Confirm?
Feb 25-27	Wilsonville	Intro to Public Procurement (8 registered)	3	y	
April 21-23	Wilsonville	Developing & Managing RFP	3		
June 16-17	Wilsonville	Contracting with Federal Grants Intermediate	2		
17-Aug	Portland	Best Practices in Developing Public Construction Bid Documents	1		
September 22-23	Wilsonville	CPPB Prep	2		
Oct 7-9	Wilsonville	Specialization Certificate: Foundations of Technology Procurement (students will need to take prerequisite classes before this one and will need lots of advance notice)	3		
14-Dec	Portland	Negotiations for the Public Procurement Professional	1		

Classes for 2019

~~January 29-31 Contract Administration Wilsonville — Only 1 registration. Cancelled~~

~~March 12-13 CPPB Prep Cancelled~~

May 7-8 Contracting for construction Services 10 students \$761.25 rebate

July 23-25 Legal Aspects 13 Students \$877.00 rebate \$600 scholarships
Sept 16 Tools for Ensuring Contractor Performance on Public Construction
Projects 16 Attendees \$607 rebate
November 5-6 ~~Get What you need through Successful Negotiation Strategies~~
(Cancelled)

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

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

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