

**COLUMBIA CHAPTER OF NIGP
EXECUTIVE BOARD MEETING**

June 17, 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: 11:35

GUEST

Chapter Member
1 None

REPORTS FOR BOARD APPROVAL

Reports	Presenter	
Meeting Minutes -		
1	February, March, and April meeting minutes were reviewed. All three reports were accepted. Moved by Kathi; seconded by Emmanuel.	Elvis
Committee Reports -		
2	Treasurer (Committee(s): BOY/MOY, Social Media, Budget) Report will be submitted later; checking account balance is \$23,205.65 and savings balance is \$29,058.31. No update on BOY/MOY. There have not been any social media posts of late. Recommendation to post BOY/MOY on social media.	Anthony
3	Pro D (Committee(s): Student Outreach): Report will be submitted later. Did have enough registrants for the Virtual Contracting for Federal Grants class and should be receiving a rebate. Will be setting up the balance of classes for the remainder of the year. Receiving interest from other because classes will be virtual. Marketing is on hold until we can determine how to handle in regards to the pandemic and can meet face to face.	Kathi
4	Membership (Committee(s) - Mentor Program, Audit): Nothing to report this meeting.	Emmanuel
5	Logistics: No report this month.	Julie
6	ICP (Committee(s)-Legislative Committee): Next ICP Meeting will be August 20, 2020 via Zoom at 11:30. Adam Helvey from DAS will do a presentation on Oregon Buys.	Celeste
7	Chapter Liaison: OPPA Lunch and Meet is happening today if members can make it. The meeting conflicts with our board meeting time.	Lee
8	Vice President (Committee(s) - Chapter of the Year Application, Handbook/ByLaw, Marketing): Chapter of the Year Award has been changed to a Chapter Performance Standard Seal and Outstanding Chapter Award. Applications were due June 1, 2020; our report was submitted with confirmation from Jennifer Stefan. Handbook and Bylaws committee still to be scheduled; will reach out with date and time options to the committee. No activity from Marketing Committee.	Gina
9	Past President (Committee(s) - Scholarship Program): No update from the Scholarship Committee, but did request an agenda item to discuss Virtual Forum and whether the award winner could apply their scholarship next year.	Christy
10	Secretary (Committee(s)- Board Nominating): No report or committee updates and will submit minutes for review. Motion to approve: Anthony. Second: Gina. No opposed. Reports accepted.	Lee

OLD BUSINESS

Topic	Responsible Party	
1	Chapter Recognition: See Vice President's Report. Due June 1 st and in progress. Will send out for review before submission.	Gina
2	2020 RVTS: Still working on the survey and will send to Web Team to push out, to gather information for the steering committee.	Anthony
3	Fundraising – Elvis reminded the board that fundraising was determined to be an action item from the retreat. No ideas yet; pandemic causing major concerns. Marketing Committee meeting cancelled for this month due to the Juneteenth Holiday declaration.	Anthony; Emmanuel

4	BOY/MOY: Clarified that awards for the winners will be ordered and will be sent to them.	Anthony

NEW BUSINESS

Topic	Responsible Party
1 Virtual Forum Group Registration Discount: Elvis sent email to all chapter members to encourage a group registration. Anthony provided caution about how funds would be collected and to ensure the logistics are in place to include registration information. Cited an example of how OPPA conducted a similar process. Wants to ensure that the communication is clear on process. Elvis added that he would be having a conversation with Brian Smith and follow up with Jennifer Stefan to determine the best way to approach and will follow up with Anthony once he has clarity on process.	Elvis
2 Scholarship/Virtual Forum: Christy recommended that we roll over the 2020 Forum funds to the 2021 budget and allow the 2020 recipient to attend in 2021. Any additional scholarships for 2021 will be based on whether there is an RVT'S event. Moved by Lee; seconded by Kathi. Motion passed.	Christy
3 Chapter Newsletter: Christy asked about the monthly newsletter. Elvis indicated he struggles with content; Gina offered to help with content. Christy will forward the template she uses for the newsletter.	
4 Seminar Agreements: Needs to be signed and submitted to NIGP; due the end of June. Kathi will get with Elvis to complete.	Kathi/Christy

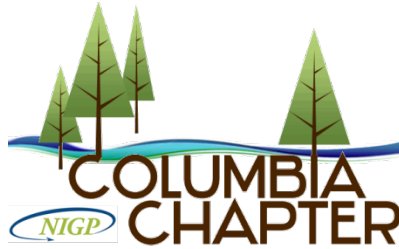
PARKING LOT

Topic	Responsible Party
1	
2	
3	

2020 EVENTS AND MEETINGS

Date	Event / Meeting
None during Summer	General Membership Meeting
July 15, 2020	Executive Board Meeting

MEETING ADJOURNED AT 12:09 PM



Report Date: June 25, 2020

Committee or Director: Pro-D

Prepared By: Kathi Braeme-Burr

Executive Board Meeting Date: June 17, 2020

Committee meeting minutes, new developments, or other information:

All classes are being held virtually per NIGP due to covid-19 until September approx.

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	tbd	Best Practices in Developing Public Construction Bid Documents	1			
September 22-23	tbd	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	y		
14-Dec	Portland	Negotiations for the Public Procurement Professional	1	y		

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
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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