



## COLUMBIA CHAPTER OF NIGP EXECUTIVE BOARD MEETING

March 17, 2021, 11:30am-1:00pm

Virtual Meeting

**Facilitator: Gina Dowd, President | Note Taker: Anthony Blackmon, Secretary**

### ATTENDANCE

Board Member	Board Position	Present	Absent	Committee Report
Gina Dowd	President	x		
Lee Fleming, CPPB, MCA, OPBC	Vice President & Chapter Liaison	x		
Anthony Blackmon, OPBC	Secretary	x		
Elvis Carter, Jr.	Past President	x		
Thomas Lunsford	Treasurer	x		
Celeste King, CPPB, CPPO	ICP Director	x		
Julie Hoffman, CPPB	Logistics Director	x		
Patrick Wybert, CCA	Membership Director	x		
Kathi Braeme-Burr, CPPB, OPBC	Pro D Director	x		

### GUEST

Chapter Member
1

**Meeting call to order at 11:38 A.M.**

### REPORTS FOR BOARD APPROVAL

Reports	Presenter
<b>Meeting Minutes -</b>	
1 February 2021 Hold on approving the notes for February notes. Lee, we really need to capture that information and bring this to the meeting for the next meeting.  This will need to be revised and move the next meeting.	Anthony
<b>Committee Reports -</b>	
2 Treasurer (Committee(s): Budget)	Thomas

	Anthony provided an update. Thomas and Anthony is still transitioning. This has been delayed. Anthony and Thomas will work on setting something up next week.	
3	Pro D (Committee(s): Student Outreach) Class coming up in April. Legal Aspects in Public Procurement. Mass mailing will be sent out within the next week. Could this be due to changes in certification? Remaining classes are indicated on Professional Development (Pro-D) report.	Kathi
4	Membership (Committee(s): Mentor Program, Audit) Refer to membership report from Patrick. No other updates at this time.	Patrick
5	Logistics – The save the dates calendar invite would it change if it has been forwarded to the membership?  Kathi will be looking into the issue and see what the issue is and what could be done?  Should this not be a good solution the Logistics Director will log in and then accept everyone into the committee.	Julie
6	ICP (Committee(s): Legislative Committee) Joint Columbia Chapter and ICP meeting 4/1/2021  No updates at this time. We are on for April 1 <sup>st</sup> . Adam from the State will be providing information on Oregon Buys.  Lee will check on the speaker to speak at the next meeting. Darin Mathews is the guest speaker that Lee has asked to speak on.  Celeste will move Adam to next month (April).  Vice President and ICP Director will coordinate the meeting for next month.	Celeste
7	Vice President & Chapter Liaison (Committee(s): Chapter Awards Application, Mentorship) - Chapter Awards & Recognition applications due 5/21/2021, webinar on 2/25/2021  Chapter Award Recognition is available virtually/review online.  No updates at this time.	Lee
8	Past President (Committee(s): Scholarship Program) - Scholarship for Forum announcement  Elvis is in the process of working on this duty and will be working on sending out updates in reference to the Scholarship Committee.	Elvis
9	Secretary (Committee(s): Board Nominating, Social Media, Handbook & Bylaw, Buyer & Manager of the Year, Marketing)	Anthony

Next Social Happy Hour –

Lee brought up a good idea to discuss about Chapter Academy and how it is going in the virtual environment.

### OLD BUSINESS

Topic	Responsible Party
1 RVTs 2021 – Virtual Networking Event Update Provided an update.	Anthony
2 Options for Holiday party (or substitution) - Ideas brought up at February’s General meeting: virtual auction, smaller group gatherings broadcast on Zoom, summer picnic instead of Holiday party, scavenger hunt	Gina
3 Columbia Chapter email accounts (document attached) – Patrick has reached out to a couple. They are looking to getting the project kicked off in May.	Patrick (and Anthony)
4 Columbia Chapter email utilization for communication to members (General Meetings invites, etc)  Discussed this earlier and no other updates at this time.  Issues on getting members in the calendar invite. Technical issues will look into at a later time.	Anthony
5 Committees & participation of members, including board  No updates at this time.	Anthony
Young/Developing Professional Discussion Collaboration with OPPA  Awaiting to meet with the OPPA	Anthony
Storage of chapter records & supplies	Elvis

### NEW BUSINESS

Topic	Responsible Party
1 April General Meeting agenda	Lee
2 Scholarship discussion re: Virtual Forum and/or Forum Leadership Summit	Elvis (requested by Anthony)
3 Forum Leadership Summit (in-person Anaheim, CA 9/11-14) (\$800 Early bird (through 5/31), \$850 Standard (6/1-8/12) – registration fee includes virtual forum (8/23-26)	Gina

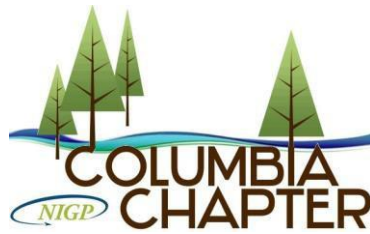
4	Watermelon webworks update	Anthony
	Julie moves to receive a revised invoice and move money from the money marketing account	
	Kathi seconds to receive a revised invoice and move money from the money marketing account	

### PARKING LOT

Topic	Responsible Party
1	All
<p>Group Fundraising of Charity Event (possibly online)</p> <p>Lee said that this is a great topic/idea that something was done during Leadership Academy and this could be something that we could offer to the General Membership as a token of appreciation.</p> <p>This could be something that Columbia Chapter can look into.</p> <p>Meeting adjourned at 12:53 P.M.</p>	

### 2021 EVENTS AND MEETINGS

Date	Event / Meeting
4/01/21	General & ICP Joint Meeting
4/21/21	Executive Board Meeting
4/28/21	Virtual Networking Event (RVTS Early Bird Sponsors)
5/06/21	General Membership Meeting
5/19/21	Executive Board Meeting
6/16/21	Executive Board Meeting
7/21/21	Executive Board Meeting
8/18/21	Executive Board Meeting
9/02/21	General Membership Meeting
9/15/21	Executive Board Meeting
10/7/21	General Membership Meeting
10/20/21	Executive Board Meeting
10/28/21	RVTS
11/4/21	General Membership Meeting
11/17/21	All Day Retreat – Executive Board
12/2/21	Holiday Party/General Meeting
12/15/21	Executive Board Meeting



**Report Date:** 03/16/2021

**Committee or Director:** Membership Director

**Prepared By:** Patrick Wybert

**Executive Board Meeting Date:** 03/17/2021

**Report Information:**

- Current number of memberships: **145**
  - Two retired memberships
  
- Number of new memberships: **2**
  - Jun Zhu – MultCo – Central Purchasing
  - Serin Bussell – City of PDX – Parks Division
  
- Number of new membership letters sent: **2**
  - Welcome letter now displays expiration date of 12/31/2021
  
- Number of name(s) removed from roster: **0**
  
- Number of name(s) removed due to budget cuts: **0**
  
- Number of late notices sent to members: **0**
  
- No other items to report.



Report Date: March 17, 2021

Committee or Director: Pro-D

Prepared By: Kathi Braeme-Burr

Executive Board Meeting Date: March 17, 2021

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.  
 The website is up to date with class info.  
 Only 1 person for the Legal Aspects class, will do a mass email to get more students.

**2021 Class schedule:**

Date	where	class	# of days	Booked?	Confirm?	Rebate
April 6, 2021	Virtual	Legal Aspects of Public Procurement (1 registered)	3 day	y		
				y		
July 21	Virtual	Evaluation Methods	1/2			
July 21	Virtual	Negotiations	1/2	y		
				y		
Aug 9 2021	Virtual	CPPB Prep	2			
				y		
Sept 21 2021	Virtual	Sourcing and Contracting Methods	1			

## 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	<u>\$ 18.25</u>

**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:	<u>- \$480.68</u>

**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

**August 2020 Best Practices in Construction**

Income:	\$511.00
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**September 2020: CPPB Prep**

Income;	
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**October 2020: Foundations of Technology**

Income	
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**December 2020: Contractor Performance**

Income:	
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**Total net income 2020 \$ 1,158.20**

**April 2021 Legal Aspects:  
Income:**

**Total net income for 2021 \$**

**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

**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 Confirmed	511.00
September 22-23	Virtual	CPPB Prep	2	y	6 signed up Confirmed	tbd
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	15 signed up Confirmed	tbd
14-Dec	Virtual	Tools for Ensuring Contractor Performance on Public Construction Projects VIRTUAL CLASS	1	y	1 signed up Not confirmed	



Report Date: March 17, 2021

Committee or Director:

Secretary/Treasurer- Transitioning

this month

Prepared by: Anthony Blackmon

Executive Board Meeting date: March 17,  
2021

Report information:

Please note that all reports are done in arrears. For the month of March, this report is for the month of February.

1. Treasurer's Report includes:

- Profit and loss – will need to be reviewed in March pending membership renewals
- Bank reconciliation- This report shows that both Chapter and Quickbooks is matching
- Bank Documents with account number omitted.
- Bank Account Summary March 17, 2021:

Checking: \$25, 203.26

Savings: \$ 30,431.44

2. Working with Thomas and Patrick on transitioning and invoicing between the Membership Director and Treasurer

- Reconciling invoices that have been paid with multiple invoices listed- This is ongoing but will be completed by the end of this month.

3. The following has been completed:

NIGP Filing

Secretary of State Filing

Department of Justice Charitable Filing

4. Currently awaiting Chapter Assessment form to be submitted to Columbia Chapter. Will check with Thomas during our Transition meeting to see if this has been received. Transition has been postponed to later this month due to quarantining.

5. Received notification on Chapter Credit Cards, review by Underwriter. Anthony, sent the signed document back this morning. US Bank required a wet signature rather than a digital signature. .



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

3106 IMG S Y ST01

**Business Statement**

Account Number:

Statement Period:

Feb 1, 2021

through

Feb 28, 2021



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000226111 01 SP 000638740562327 E

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

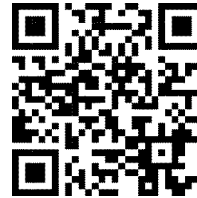
**U.S. Bank accepts Relay Calls**

**Internet:**

usbank.com

**NEWS FOR YOU**

Scan here with your phone's camera to download the U.S. Bank Mobile App.



**SILVER BUSINESS CHECKING**

U.S. Bank National Association

**Member FDIC**  
**Account Number**

**Account Summary**

	# Items		
Beginning Balance on Feb 1		\$	23,445.41
Other Deposits	8		1,900.00
Card Withdrawals	1		8.95-
Other Withdrawals	8		57.85-
<b>Ending Balance on Feb 28, 2021</b>		<b>\$</b>	<b>25,278.61</b>

**Other Deposits**

Date	Description of Transaction	Ref Number	Amount
Feb 4	Electronic Deposit From INTUIT PYMT SOLN REF=210350080990040N00	9215986202DEPOSIT 524771991683866	\$ 100.00
Feb 9	Electronic Deposit From INTUIT PYMT SOLN REF=210400103502930N00	9215986202DEPOSIT 524771991683866	100.00
Feb 11	Electronic Deposit From INTUIT PYMT SOLN REF=210420010212660N00	9215986202DEPOSIT 524771991683866	100.00
Feb 12	Electronic Deposit From INTUIT PYMT SOLN REF=210430094386210N00	9215986202DEPOSIT 524771991683866	200.00
Feb 16	Electronic Deposit From INTUIT PYMT SOLN REF=210470073196640N00	9215986202DEPOSIT 524771991683866	100.00
Feb 17	Electronic Deposit From INTUIT PYMT SOLN REF=210480077821770N00	9215986202DEPOSIT 524771991683866	300.00
Feb 18	Electronic Deposit From INTUIT PYMT SOLN REF=210490105850230N00	9215986202DEPOSIT 524771991683866	900.00
Feb 22	Electronic Deposit From INTUIT PYMT SOLN REF=210530119169350N00	9215986202DEPOSIT 524771991683866	100.00
<b>Total Other Deposits</b>			<b>\$ 1,900.00</b>



### 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:  
Feb 1, 2021  
through  
Feb 28, 2021



**SILVER BUSINESS CHECKING (CONTINUED)**

U.S. Bank National Association

Account Number

**Card Withdrawals**

Card Number: xxxx-xxxx-xxxx-9805

Date	Description of Transaction	Ref Number	Amount
Feb 2	Debit Purchase - VISA WATERMELON WEB W *****9805	On 020121 PORTLAND OR REF # 24247601032300498013998	2300498013 \$ 8.95-
<b>Card 9805 Withdrawals Subtotal</b>			<b>\$ 8.95-</b>
<b>Total Card Withdrawals</b>			<b>\$ 8.95-</b>

**Other Withdrawals**

Date	Description of Transaction	Ref Number	Amount
Feb 4	Electronic Withdrawal REF=210350080987220N00	To INTUIT PYMT SOLN 9215986202TRAN FEE 524771991683866	\$ 3.15-
Feb 9	Electronic Withdrawal REF=210400103506830N00	To INTUIT PYMT SOLN 9215986202TRAN FEE 524771991683866	3.15-
Feb 11	Electronic Withdrawal REF=210420010215590N00	To INTUIT PYMT SOLN 9215986202TRAN FEE 524771991683866	3.15-
Feb 12	Electronic Withdrawal REF=210430094392310N00	To INTUIT PYMT SOLN 9215986202TRAN FEE 524771991683866	6.30-
Feb 16	Electronic Withdrawal REF=210470073195380N00	To INTUIT PYMT SOLN 9215986202TRAN FEE 524771991683866	3.15-
Feb 17	Electronic Withdrawal REF=210480077827530N00	To INTUIT PYMT SOLN 9215986202TRAN FEE 524771991683866	9.45-
Feb 18	Electronic Withdrawal REF=210490105855240N00	To INTUIT PYMT SOLN 9215986202TRAN FEE 524771991683866	26.35-
Feb 22	Electronic Withdrawal REF=210530119168930N00	To INTUIT PYMT SOLN 9215986202TRAN FEE 524771991683866	3.15-
<b>Total Other Withdrawals</b>			<b>\$ 57.85-</b>

**Balance Summary**

Date	Ending Balance	Date	Ending Balance	Date	Ending Balance
Feb 2	23,436.46	Feb 11	23,727.01	Feb 17	24,308.11
Feb 4	23,533.31	Feb 12	23,920.71	Feb 18	25,181.76
Feb 9	23,630.16	Feb 16	24,017.56	Feb 22	25,278.61

Balances only appear for days reflecting change.

**ANALYSIS SERVICE CHARGE DETAIL**

Account Analysis Activity for: January 2021

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

**Service Activity Detail for Account Number**

Service	Volume	Avg Unit Price	Total Charge
<b>Depository Services</b>			
Combined Transactions/Items	11		No Charge
Subtotal: Depository Services			0.00
Fee Based Service Charges for Account Number			\$ 0.00

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

3106 IMG S Y ST01

**Business Statement**

Account Number:

Statement Period:

Feb 1, 2021

through

Feb 28, 2021



Page 1 of 1



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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

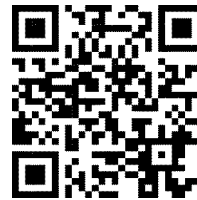
**U.S. Bank accepts Relay Calls**

**Internet:**

usbank.com

**NEWS FOR YOU**

Scan here with your phone's camera to download the U.S. Bank Mobile App.



**PREFERRED BUSINESS MONEY MARKET**

U.S. Bank National Association

**Member FDIC  
Account Number**

**Account Summary**

	# Items				
Beginning Balance on Feb 1		\$	30,431.21	Annual Percentage Yield Earned	0.00984%
Other Deposits	1		0.23	Interest Earned this Period	\$ 0.23
<b>Ending Balance on Feb 28, 2021</b>		<b>\$</b>	<b>30,431.44</b>	Interest Paid this Year	\$ 0.48
				Number of Days in Statement Period	28

**Other Deposits**

Date	Description of Transaction	Ref Number	Amount
Feb 26	Interest Paid	2600001157	\$ 0.23
<b>Total Other Deposits</b>			<b>\$ 0.23</b>



### 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	\$

#### Outstanding Withdrawals

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.

### 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

Balance Sheet  
As of March 17, 2021

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Checking (3834)	26,146.33
Savings (3842)	31,212.33
<b>Total Bank Accounts</b>	<b>\$57,358.66</b>
Other Current Assets	
Uncategorized Asset	697.14
Undeposited Funds	161.00
<b>Total Other Current Assets</b>	<b>\$858.14</b>
<b>Total Current Assets</b>	<b>\$58,216.80</b>
<b>TOTAL ASSETS</b>	<b>\$58,216.80</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Total Liabilities</b>	
Equity	
Opening Balance Equity	23,408.31
Owner's Pay & Personal Expenses	-4,868.25
Retained Earnings	38,428.23
Net Income	1,248.51
<b>Total Equity</b>	<b>\$58,216.80</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$58,216.80</b>

# Columbia Chapter NIGP

## Balance Sheet Summary

As of March 17, 2021

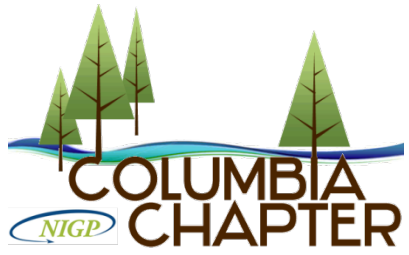
	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	57,358.66
Other Current Assets	858.14
<b>Total Current Assets</b>	<b>\$58,216.80</b>
<b>TOTAL ASSETS</b>	<b>\$58,216.80</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Total Liabilities</b>	
Equity	58,216.80
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$58,216.80</b>

# Columbia Chapter NIGP

## Profit and Loss

January 1 - March 17, 2021

	TOTAL
Income	
Sales	4,900.00
Uncategorized Income	100.00
<b>Total Income</b>	<b>\$5,000.00</b>
GROSS PROFIT	<b>\$5,000.00</b>
Expenses	
Advertising & Marketing	3,456.04
Bank Charges & Fees	20.00
Meals & Entertainment	17.90
Office Supplies & Software	80.00
QuickBooks Payments Fees	109.65
Repairs & Maintenance	67.90
<b>Total Expenses</b>	<b>\$3,751.49</b>
NET OPERATING INCOME	<b>\$1,248.51</b>
NET INCOME	<b>\$1,248.51</b>



Report Date: March 17, 2021

Committee or Director: Logistics

Prepared By: Julie Hoffman

Executive Board Meeting Date: March 17, 2021

No information to report.