

**COLUMBIA CHAPTER OF NIGP
EXECUTIVE BOARD MEETING**

May 20, 2020, 11:30 – 1:00
Via Google Hangouts

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

MEETING CALLED TO ORDER: 11:43 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 11:43

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 submitted via email. Reported on BOY/MOY winners need to be announced. Elvis to include in newsletter. Bank cards for chapter officers on hold pending more review. Secretary of State filing completed and paid; due in August. Received a check from OPPA for the RVTS.NIGP. Also received a rebate check from NIGP for a virtual class. Updating social media sites. Preparing a survey for the next RVTS to determine options how to approach the next event. Will provide further updates once more information is available.	Anthony
3	Pro D (Committee(s): Student Outreach): Virtual class rebate of \$441.00 for the Developing and Managing RFPs. Next class is Contracting for Federal Grants, virtual on June 16 th . Provided updates of upcoming classes through December; all classes scheduled to be virtual through end of year. Will send out a notice after the meeting. All events for Student Outreach on hold due to the pandemic. Standing by to see what happens in the Fall. Received some student applications.	Kathi
4	Membership (Committee(s) - Mentor Program, Audit): Confirmed eight (8) applications received in February from student outreach. No new applications received from last report.	Emmanuel
5	Logistics: No report this month.	Julie
6	ICP (Committee(s)-Legislative Committee): May 28, 2020 next meeting; Mariel for CoProcure is featured speaker. No other ICP meetings scheduled.	Celeste
7	Chapter Liaison: OPPA still having meetings and determining how to move forward with the pandemic. More information coming pertaining to Fall Conference.	Lee
8	Vice President (Committee(s) - Chapter of the Year Application, Handbook/ByLaw, Marketing): Continuing work on the Chapter Recognition Award Report; deadline moved to June 1 st . Will be reaching out to members to work on the Chapter Handbook and Bylaws. Added the Marketing Committee to the Vice President this meeting; discussed holding off on obtaining swag items due to the pandemic. Discussed combining the Marketing and Student Outreach Committees; determined that even though the membership is the same, functions are different.	Gina
9	Past President (Committee(s) - Scholarship Program): Scholarship Committee update – Met to review scores and applications. Sent out notices to winners.	Christy
10	Secretary (Committee(s)- Board Nominating): No report or committee updates. Motion to approve: Anthony. Second: Gina. No opposed. Reports accepted.	Lee

OLD BUSINESS

Topic	Responsible Party	
1	2020 RVTS: Anthony reminded the group that the survey will be going out to	Anthony

	get input on how to approach the next RVTS.	
2	Chapter Recognition: See Vice President's Report. Due June 1 st and in progress. Will send out for review before submission.	Gina
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. Working with Marketing Committee for additional ideas.	Anthony; Emmanuel

NEW BUSINESS

Topic		Responsible Party
1	No new business apart from discussion on combining Marketing and Outreach committees, as well as holding off the pursuit of Marketing materials.	Elvis
2	Chapter Meeting: Elvis will send out a notice to the membership informing them that the next meeting will be conducted via Zoom. Elvis will also update the chapter website information to include notification of the joint ICP and chapter meeting in April.	Elvis
3	Chapter Calendar: Gina will establish an online calendar that will be accessible by the board.	Gina
4	Chapter Google Drive: Christy offered to establish a chapter Google Drive folder for better collaboration and document sharing among the board and assist with transition management.	Christy

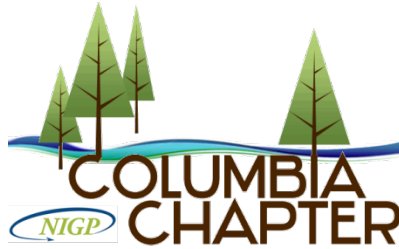
PARKING LOT

Topic		Responsible Party
1		
2		
3		

2020 EVENTS AND MEETINGS

Date	Event / Meeting
None during Summer	General Membership Meeting
June 17, 2020	Executive Board Meeting

MEETING ADJOURNED 12:17 PM



Report Date: May 20, 2020

Committee or Director: Pro-D

Prepared By: Kathi Braeme-Burr

Executive Board Meeting Date: May 20, 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			\$441.50
June 16-17	Virtual	Contracting with Federal Grants Intermediate	2			
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	<u>\$ 18.25</u>

**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
---------------------	----------

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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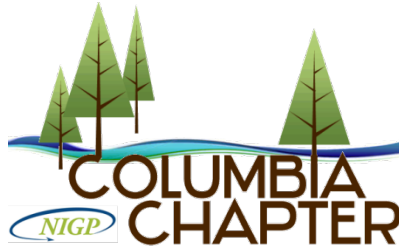
Expenses:

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

Total net income 2020 \$ 648.20

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



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