

**COLUMBIA CHAPTER OF NIGP
EXECUTIVE BOARD MEETING**

September 16 2020, 11:30am-1:00pm
Virtual Meeting

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

ATTENDANCE

Board Member	Board Position	Present	Absent	Committee Report
Elvis Carter, Jr.	President			
Gina Dowd	Vice President			
Lee Fleming	Secretary			
Christy Tran, CPPB	Past President			
Anthony Blackmon	Treasurer			
Celeste King	ICP Director			
Julie Hoffman, CPPB	Logistics Director			
Emmanuel Amunga	Membership Director			
Kathi Braeme-Burr, CPPB	Pro D Director			
Lee Fleming, CPPB	Chapter Liaison			

GUEST

Chapter Member
1

REPORTS FOR BOARD APPROVAL

Reports	Presenter
Meeting Minutes -	
1 August 2020	Lee
Committee Reports -	
2 Treasurer (Committee(s): BOY/MOY, Social Media, Budget)	Anthony
3 Pro D (Committee(s): Student Outreach)	Kathi
4 Membership (Committee(s): Mentor Program, Audit)	Emmanuel

9/15/20 ec

5	Logistics	Julie
6	ICP (Committee(s): Legislative Committee)	Celeste
7	Chapter Liaison	Lee
8	Vice President (Committee(s): Chapter of the Year Application, Handbook/ByLaw), Marketing	Gina
9	Past President (Committee(s): Scholarship Program)	Christy
10	Secretary (Committee(s): Board Nominating,	Lee

OLD BUSINESS

Topic	Responsible Party
1	
2	
3	
4	
5	
6	
7	
8	

NEW BUSINESS

Topic	Responsible Party
1 Box at Denice's house needing to be picked up	Elvis
2 Holiday Luncheon Survey Update	Julie
3 Board Election/Board Nomination Update	Christy
4 Group Fundraising or Charity Event (possibly online)	Christy

PARKING LOT

Topic	Responsible Party
1 11/18/20 All day Board Retreat	Elvis
2	
3	

2020 EVENTS AND MEETINGS

Date	Event / Meeting
10/1/20	General Meeting
10/21/20	Executive Board Meeting
11/5/20	General Meeting



Report Date: September 16, 2020

Committee or Director: Treasurer

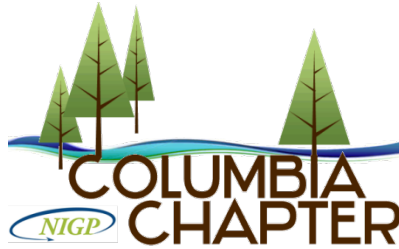
Prepared by: Anthony Blackmon

Executive Board Meeting date: September
16, 2020

Report information:

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

1. Treasurer will be working on setting up a doodle poll to discuss budget meeting for this year. This will be to cover next years budget.
2. Sent an update to Kaliska and Bethany to do a bank transfer for the RVTS funds. Board approved to transfer \$1,500.00 for the 2021 Reverse Vendor Trade Show
3. **Status of Accounts (this does not reflect the withdrawal of \$1,500.00 for RVTS) will include in the report next month:**
 Checking: \$23,445.25 (awaiting to see if there is a check that will be received from the class that was done in August)
 Savings: \$29, 058.78
 Total of both accounts: \$51,621.03
We will need to discuss the filing for next year since our account will most likely be over \$50k for our tax records.
4. Bank Card for Officers:
 Will need to follow up with Gina on next Date to meet and go to the bank
5. Contract has been signed with the Red Lion for the Reverse Vendor Trade Show. The steering committee is meeting today to discuss updates and the Virtual Trade Show. I will update the Board once we finish meeting today.



Report Date: September 16, 2020

Committee or Director: Pro-D

Prepared By: Kathi Braeme-Burr

Executive Board Meeting Date: September 16, 2020

Committee meeting minutes, new developments, or other information:

Will be scheduling 2021 classes in the next few weeks.
 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.

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

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

August 2020 Best Practices in Construction

Income:

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