



National Institute of Governmental Purchasing  
Idaho Public Purchasing Association

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Kathy Wanner, President

IPPA BOARD  
MEETING MINUTES  
October 11, 2016  
12:30 P.M.

Board Members Present: Kathy Wanner, Bob Perkins, Robyn Swaney, Jacque Leech, Janet Gonzalez, Megan Harvey, Alyssa Mitchell, Diane Morrison, Carrie Champlin

Board Members Absent: Tina McBride, Keith Watts, Bob Kobza

Call to order: Kathy Wanner called the meeting to order at 12:30 P.M.

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Board Business

Approval of Minutes –September 7, 2016

- Minutes Approved

Treasurer Report and Membership Update-Megan Harvey (see attached)

- IPPA presently has 41 members.
- The current account balance is \$38,154.97
- Discussion regarding \$600 outstanding from vendors for RVTS. Invoices will be forward to vendors.

Constitution and By-Laws Revision

- Winter lunch Board Meeting to be schedule tentatively first week of December.
- Revision of Constitution By-Laws will be voted on at this meeting. Notice will be sent to members regarding the By-Laws revision and the vote at this Board Meeting. Janet to prepare ballots for Board Meeting.

#### Reverse Vendor Trade Show 2016-Diane Morrison:

- Date/Location- November 2, 2016 at BSU. Start time changed to 9:30 AM. Ends after lunch and speaker presentation approximately 2:00 PM.
- Speaker for RVTS. Tom Gattiker, Supply Chain Professor from BSU.
- Final head count for lunch at RVTS due to BSU on October 28, 2016.
- Parking for event has been confirmed.
- Buyer numbers and table requirements still need to be determined.
- Sponsorship boards to be increased from two to four.
- Robyn has almost finalized Buyers Directory.
- Door prizes will include two free classes and four \$25.00 gift cards. Board voted and authorized door prize purchases.
- New IPPA pop-up banner to be ordered from Correctional Industries for event. Alyssa to work on design and place order (36" wide banner at \$258.00). Board voted and authorized purchase.
- Any printing for RVTS must be to Jacque by October 18, 2016.
- Board members to meet at BSU approximately 4:00PM on November 1, 2016 for set-up for RVTS.

#### Committee Updates

##### Professional Development-Bob Perkins:

- NIGP Contracting for Public Sector Class scheduled for November 16-17, 2016 with Instructor Terri Gerhardt. Nine persons have signed up.
- Bob to prepare survey regarding 2017 class requests.
- Bob working on possibly having some one day classes but requires fifteen participants.

##### Communications-Alyssa Mitchell:

- Alyssa provided update on Facebook advertising. Appear to be receiving hits.
- Notice regarding RVTS to be sent out two weeks prior to event. Will include updates on parking and other details.
- Alyssa noted they are having problems with the STAR Chapter web.

##### Awards-Robyn Swaney

- Need to determine standards for Frank Pierce Award
- Draft ideas in Dropbox (under Awards, Frank Pierce). Board members please review.

##### Legislative-Bob Perkins and Keith Watts

- Determine challenges specific to political subdivisions to present to legislative committee. Input has been requested from various political subdivisions.
- Some push back from Counties regarding making changes.

Meeting adjourned at 1:36 P.M.