



IPPA BOARD
MEETING MINUTES
January 25, 2016
12:00 PM

Board Members Present: Kathy Wanner, Megan Harvey, Tina McBride, Carrie Champlin, Keith Watts, Bob Perkins, Alyssa Mitchell, Bob Kobza, Diane Morrison, Colin Millar

Board Members Absent: Jacqueline Leech, Janet Gonzalez

Call to order: Kathy Wanner called the meeting to order at 12:04 pm.

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1. Approval of Minutes – December 28, 2015
No minutes, secretary out sick. Approval tabled until next meeting.

 2. Treasurer Report and Membership Update
Megan Harvey – The current balance is \$31,682.25. There are currently 37 official members and 4 on grace period.

 3. Business
 - Election Results:
 - Kathy Wanner, President
 - Jacque Leech, Vice President
 - Janet Gonzalez, Secretary
 - Megan Harvey, Treasurer
 - Carrie Champlin, Director-at-Large
 - Board member not up for election:
 - Tina McBride, Director-at-Large (2nd year)
 - Re-appoint Committee Chairs:
 - Bob Perkins, Professional Development
 - Alyssa Mitchell, Communication
 - Keith Watts, Legislative
 - Diane Morrison, Special Events
 - Bob Kobza, Special Events Co-Chair
 - Appoint new Chair Position:
 - Robyn Swaney, Awards
 - Chair Position to fill:
 - Membership (recruitment, certificates, etc.)

- Will approach Carl from ACHD.
- Diane Morrison suggested that the treasurer give a detailed summary report at each meeting.
- Quicken Update
 - Bob Kobza handed out Quicken report examples to show some options for categorizing and reporting. Discussion on purchasing checks to use with the system. Keith Watts motioned that we purchase the Quicken checks. Bob Perkins seconded and the motion passed.
 - Discussed that Colin Millar, Megan Harvey, Keith Watts, and Kathy Wanner to set up the Treasurer Position transition at US Bank as soon as possible.
 - Discussed scanning the President's signature for the checks. The process for using the scanned Presidential signature will be that the Treasurer will request approval for each transaction from the President by e-mail. The President will return the response to the Treasurer and copy the board. Keith Watts motioned for the scanned signature. Bob Perkins seconded and the motion passed.
- Policy & Procedure Manual and Bylaws
 - Need to update to reflect the dates we have been using (December 15 to December 14)
 - Keith Watts will send Bob Perkins the suggested updates that he received. Bob will add the suggested changes in a "track changes" format in Word and forward to the board for review and further revision.
 - The board will meet on February 29, 2016 at 12:00 pm at either DEQ or Boise Public Library. To discuss and approve final updates.
- RVTS 2016
 - Venue
 - Diane Morrison and Bob Kobza will research possible locations and costs
 - Date
 - Tentative date of November 3, 2016
- Committee Updates
 - Education
 - NIGP Introduction to Public Procurement Class (January 27-29)
 - Instructor Peter Rigterink

- 8 registered including students from Seattle City Lights
 - NIGP Legal Aspects of Public Procurement (March 8-10)
 - Instructor was Nancy Pryzmus but has changed to Edward Pabor
 - 3 registered so far but need 8
 - NIGP CPPB Prep Class (April 27)
 - No registrations yet
 - NIGP Fundamentals of Leadership Management (June 8 & 9)
 - Working to get this class set up.
- Communications
 - Website is updated with Winter Dinner meeting and pictures
 - Added new board members pictures
 - Facebook has been updated
 - Lots of action
 - Still need the board to tag the pictures they are in
- Legislative
 - Will move all the state purchasing statutes to their own chapter (92)
 - Are asking to retain the committee for 2016 to work on:
 - Political subdivisions
 - Department of Public Works
 - Purchasing appeals
- Spring Dinner Meeting
 - Venue
 - Big Al's for Bowling to celebrate Purchasing Month
 - Keith will check with Big Al's for availability and costs
 - Date
 - Tentative date of March 2 or 3
- Summer Dinner Meeting
 - Venue
 - Boise Hawk's

Meeting adjourned at 1:26 pm.