



National Institute of Governmental Purchasing  
Idaho Public Purchasing Association

P.O. Box 6512 Boise, ID 83707  
[www.nigp-idaho.org](http://www.nigp-idaho.org) (208) 489-0417

Kathy Wanner, President

IPPA BOARD  
MEETING MINUTES  
February 29, 2016  
10:30 A.M.

Board Members Present: Kathy Wanner, Megan Harvey, Tina McBride, Carrie Champlin, Bob Perkins, Alyssa Mitchell, Bob Kobza Diane Morrison, Robyn Swaney

Board Members Absent: Jacqueline Leech, Keith Watts

Call to order: Kathy Wanner called the meeting to order at 10:30 A.M.

---

Board Business

Approval of Minutes – January 25, 2016

- Minutes Approved

Treasurer Report and Membership Update-Megan Harvey

- IPPA presently has 41 members.
- The current account balance is \$32,118.07.
- Megan to research fees from Bank.
- NIGP Treasurer's Report due-March 1, 2016
  - Megan to prepare with Colin Millar
  - Need prior years report placed into drop box

March is National Procurement Month

- Ada County has its National Procurement Month Proclamation March 1, 2016
- Meridian City Council set to approve proclamation March 15, 2016 (actually took place March 9, 2016)
- City of Boise to be determined (took place March 1, 2016)
- March 9, 2016 National Professional Buyer's Day Proclamation

Policy & Procedure Manual and Bylaws Update

- IPPA Board Members to provide revisions or updates that they have noted in review of IPPA Policy & Procedure and By-Laws. Updates have been forward by some members. Bob will add the

suggested changes in a “track changes” format in Word and forward to the board for review and further revision.

- Some of the issues discussed regarding the Policy & Procedures and By-Law updating:
  - Need to update to reflect the annual dates we have been using (December 15 to December 14).
  - Percent required for By-Law revision-2/3 vote of all members to revise By-Laws.
  - Board Policy and Procedure revisions approved by Board vote.
  - Whether invoicing is necessary due to computer generated statement.
  - Awards-Which awards should be for members only?
  - Vice President to work on nominations for new Board members.
  - Revisions regarding the spending of funds (spending versus debt).
- Board will review documents one more time. Final Review by Board members need to be turned in by March 31, 2016.
- The Board will hold a working lunch on April 6, 2016 11:00A.M. to 1:00 P.M. to finalize all revisions.

### Committee Updates

Reverse Vendor Trade Show 2016-Diane Morrison:

- Update provided for the 2016 Vendor Conference.
- Date/Location- November 2, 2016 at BSU
- Diane has requested budget information for event-Megan and Bob Perkins will provide.

Education-Bob Perkins:

- NIGP Legal Aspects of Public Procurement (March 8-10)
  - Instructor was Nancy Pryzmus but has changed to Edward Pabor
  - 5 students registered
  - Requested a buy out from NIGP for one seat.
  - IPPA to offer seat in class to first respondent to an e-mail sent to all members.
- NIGP CPPB Prep Class (April 27)
  - No registrations yet.
  - Bob noted that IPPA has a library of study materials information for persons taking the exam to use.
- NIGP Fundamentals of Leadership Management (June 8 & 9)  
Instructor Nadine Chastain

- Working to get this class set up.

Communications-Alyssa Mitchell:

- Alyssa provided update regarding Spring Dinner. Dinner to be held March 2<sup>nd</sup> at Big Al's for Bowling – Dinner to be a celebration of Purchasing Month.
- Congratulations to new CPPO members
- Facebook has been updated

Legislative-Keith Watts:

- No Report provided.

Summer Dinner Meeting-Bob Kobza:

- Tentative Venue-Boise Hawk's Game
- Dinner to be held in July.
- Bob will contact Hawks organization to determine dates and costs.

\*Chair Position still needs to be filled for Membership Committee (recruitment, certificates, etc.)

Meeting adjourned at 11:42 A.M.