



National Institute of Governmental Purchasing  
Idaho Public Purchasing Association

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Kathy Wanner, President

IPPA BOARD  
MEETING MINUTES  
July 12, 2016  
12:00 P.M.

Board Members Present: Kathy Wanner, Bob Perkins, Alyssa Mitchell, Diane Morrison, Robyn Swaney, Jacque Leech, Janet Gonzalez, Bob Kobza

Board Members Absent: Carrie Champlin, Megan Harvey, Tina McBride, Keith Watts

Call to order: Kathy Wanner called the meeting to order at 12:00 P.M.

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Board Business

Approval of Minutes – May 2, 2016

- Minutes Approved

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

- IPPA presently has 41 members.
- The current account balance is \$30,368.01.

Committee Updates

Reverse Vendor Trade Show 2016-Diane Morrison:

- Update provided for the 2016 Vendor Conference.
- Date/Location- November 2, 2016 at BSU. Start time changed to 9:30 AM. Ends after lunch and speaker presentation at 2:00 PM.
- Volunteers were selected:
  - Communication Lead (Alyssa)
  - Registration Lead (Carrie)
  - Sponsors & Speaker lead (Bob P & Keith helping)
  - Printing Lead ( Jacqueline)
  - Event-Facility Lead (Diane & Bob K)
- Registration fee increased to \$60.00 (late registration \$85.00)

- Discussed schedule for registration and sponsorship deadline
  - Registration deadline set for October 25, 2016
  - Sponsorship deadline three weeks prior to event
- Discussion on possible speaker candidates (Darren McLean (sp), Jana Johnson)
- Discussion on how to increase government participation
- Jacque to research use of ITD printing for RVTS catalog

#### Summer Dinner Meeting-Bob Kobza:

- Ticket for game and dinner at Hawks cost \$27.00 per person. IPPA will cover \$17.00 of the cost and attendees will cover \$10.00. Guests limited to one person.
- All you can eat burgers, dogs, chicken sandwiches, potato salad, chips, watermelon, BBQ Baked Beans, sherbet and all you can drink beer, wine and soda. This includes a 3rd base reserved seat for each person.
- Available dates are Wednesday, July 13th or Thursday, July 14th. Thursday, July 14<sup>th</sup> was the preferred date of the committee.

#### Policy and Procedure Manual/ Constitution and By-Laws Update

- Meeting is scheduled for July 19, 2016 at 11:30
- Location Ada County Offices

#### Authorize.net

#### NIGP Chapter Visit

- Scheduling of Ambassador visit from NIGP for January 10, 2017 (Winter Dinner Meeting)

#### Membership Drive

- Draft letter for membership drive
- Mail letter and application to government agencies procurement departments

#### Nominations for Vacant positions on IPPA Board for 2017

#### Fall Dinner

#### Education-Bob Perkins:

- NIGP Ethics Class scheduled for September 22, 2016 with

Instructor Rob Rickard

Communications-Alyssa Mitchell:

- Notice for Reverse Vendor Trade Show and Registration posted
- Post notice regarding NIGP Ambassador visit January 10, 2017

Awards-Robyn Swaney

- Need to determine standards for Frank Pierce Award
- Nomination will correspond with elections and award date will be at January winter meeting

Legislative-Keith Watts:

- Determine challenges specific to political subdivisions to present to legislative committee
- June 17, 2016 meeting to organize legislative committee.

Other Discussed Topics:

Meeting adjourned at 1:15 P.M.