



National Institute of Governmental Purchasing
Idaho Public Purchasing Association

P.O. Box 6512 Boise, ID 83707
www.nigp-idaho.org (208) 489-0417

Kathy Wanner, President

IPPA BOARD
MEETING MINUTES
September 7, 2016
12:00 P.M.

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

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

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

Board Business

Approval of Minutes – August 9, 2016

- Minutes Approved

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

- IPPA presently has 41 members.
- The current account balance is \$31,793.81
- Discussion regarding the breakdown of expenses.

Committee Updates

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. Discussion on possibly having a Board with open discussion on different types of government agencies and their procedures for purchasing.
- Diane provided a list of tasks required to finalize RVTS preparation.
- Bob discussed possible tax Implications for RVTS Sponsorship.
 - 2 criteria in order to establish sponsorship: (1) educational component to event; and (2) the sponsor must not receive any form of benefit (recognition is “ok”).
- Letter to IPPA members regarding participation in RVTS (Janet, Alyssa and Jacque follow-up).

- Discussion regarding printing services for RVTS.
 - Jacque has made contact with Idaho Correctional Industries (Steve Murphy) and they are willing to do a trade-in-kind service for the printing. Bob confirmed this position and noted that Randy Kennedy at ICI should also be contact

Policy and Procedure Manual/ Constitution and By-Laws Revised.

- Constitution and By-laws approved by NIGP. Vote by all IPPA members on approval of Constitution and By-laws will take place at fall luncheon. Notification regarding vote and location of Revised Constitution and By-Laws for review will be included with notification for fall luncheon. Alyssa and Janet will take care of notifying IPPA members and sending out vote.
- Board approved of Policy and Procedure Manual. Need to include notification to members of approval.

Fall Luncheon or Dinner Meeting:

- Board members have agreed that a luncheon is the preferable format and would like to have a speaker(s) regarding new state/political subdivision purchasing laws.
- Date tentatively set for October 5th and location to be at Meridian City Hall if available.
- Bob will see if he can get Sarah Hildebrand (and other DOP members) and John Riggins (BSU) to attend for a round-table type discussion.
- Pizza to be ordered.

Professional Development-Bob Perkins:

- NIGP Ethics Class scheduled for September 22, 2016 with Instructor Rob Rickard. 10 persons have signed up for class.
- NIGP Contracting for Public Sector Class scheduled for November 16-17, 2016 with Instructor Terri Gerhardt. 2 persons have signed up and 6 more required.
- Bob to prepare survey regarding 2017 class requests.
- IPPA one of several chapters that met annual maximum of classes provided to its members.

Communications-Alyssa Mitchell:

- Alyssa has reviewed costs for advertising on Facebook. It is a flat fee for a certain timeframe and a certain number of hits on page with advertising. Board approved moving forward with advertising for RVTS.

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 (filled in for Keith Watts)

- Determine challenges specific to political subdivisions to present to legislative committee. Input has been requested from various political subdivisions.
- September 14th legislative session on procurement in Twin Falls and September 29th legislative session on procurement in Boise.

Next meeting Scheduled for September 27, 2016 at Café Ole
Meeting adjourned at 1:20 P.M.