



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
February 16, 2017
11:30 A.M.
Location: Chilis, Boise, Idaho**

Board Members Present: Kathy Wanner, Robyn Swaney, Carrie Champlin, Janet Gonzalez, Alyssa Ellington,
Board Members Absent: Tina McBride, Keith Watts, Jacque Leech, Bob Perkins, Bob Kobza, Diane Morrison, Megan Harvey
Call to order: Kathy Wanner called the meeting to order at 11:30 P.M.

Board Business (A quorum could not be attained at this meeting. Email quorum will be obtained for decisions required on Spring Lunch & Learn Meeting, Procurement Month Bowling at Big Al's, and Regional Conference).

Approval of Minutes

- Unable to approve January minutes –no quorum

Treasurer Report and Membership Update-Megan Harvey

Megan provided Treasurer's Report by email for period dated 1/1/2017 to 2/14/2017.

- Total income for period \$606.50
- Total expenses for period \$ \$2,126.81
- Overall total in account \$37,264.17
- Total Membership 42

Spring Lunch & Learn Meeting

Lunch and Learn Session will be held at Idaho Correctional Industries on March 8, 2017 from 11:00 AM to 1:00 PM.

- Michael Blomstrom from Ada County Sheriff's Office to present on Financial Ratios in the RFP Evaluation Process.
- Discussion on costs to participants-members free and non-members \$5.00 (Email sent on February 16, 2017 and costs approved).
- Discussion on what to serve for lunch (pizza or sandwiches).

Procurement Month-Bowling at Big Al's

Procurement month will be celebrated with Bowling at Big Al's on March 16, 2017 at

- Price for bowling and dinner \$15.00 for members and \$20.00 for non-members (Email sent February 16, 2017 and costs approved for bowling event)
- One guest can be included at non-member price.

Idaho Small Business Symposium

IPPA will forward an informal e-mail to members to see if enough members will be attending to have a meeting/social gathering at symposium.

Regional Conference Update

- Conference to be held at Wildhorse Resort, Pendleton, OR on May 17–19, 2017 (flyer attached).
- \$150 plus fees for classes, golf, etc.
- Classes to be held at conference: *Making the Contract Fit the Purchase* and *Promoting the Procurement Function*.
- IPPA will be also holding the *Making the Contract Fit the Purchase* class in 2017.
- Janet will participate for IPPA as the committee chair volunteer for Speaker committee. Costs associated with speaker attainment to be divided amongst regions. Determination as to how the division of costs to be allocated. Email to be sent to IPPA members to determine what board considers a fair and equitable amount that IPPA can agree to provide (Email sent February 16, 2017 and determined that \$1,000 would be allocated for IPPA contribution to Speaker costs and other costs associated with conference).
- Janet has volunteered to work on draft MOU between regions for conference.
- Several IPPA Board members have shown interest in attending conference.
- Discussion on OPPA success with sponsorships. OPPA has sent out the sponsorship applications and packages and has received great response from vendors. Anticipate \$70K in sponsorship fees, thus the low registration fee.
- Sponsorship flyer to be sent to IPPA vendors. Members should attempt to locate sponsors for conference.

Forum

NIGP Forum to be held in Salt Lake City, Utah from August 27-30, 2017.

Committee Updates

Professional Development-Bob Perkins

- Next training class is Risk Management in Public Contracting to be held on April 05, 2017 from 8:00 AM to 5:00 PM at Correctional Industries. The instructor will be Bill D. Davison, CPPO.

Communications-Alyssa Mitchell

- Alyssa will send out email notices for Procurement Month events (Lunch and Learn, and Big AI's Bowling).
- Alyssa will send out email notices regarding Regional Conference and Sponsorship information.

Awards-Robyn Swaney

- Robyn mailed Certificates of Membership Appreciation
- Frank Pierce Award
 - Nomination forms will be sent to Board Members.
 - Board will make a determination at May Board meeting.
- Robyn to contact Jennifer Steffan at NIGP to see what criteria is used for Buyer and Manager Awards.
- Carrie and Robyn evaluating nominations for awards.

Legislative-Bob Perkins and Keith Watts (not present)

Meeting adjourned at 12:45 P.M.