



NIGP: The Institute for Public Procurement

Idaho Public Purchasing Association

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

Robyn Swaney, President | (208) 403-3113

**IPPA BOARD MEETING MINUTES**  
 October 8, 2025 | 11:30 A.M.  
 Webex

1. Call to Order / Roll-Call

<u>Board of Directors*</u>	<u>Present</u>	<u>Absent</u>	<u>Report</u>
Robyn Swaney, President	X		
Sandra Ramirez, Vice President		X	
Cathy Wright, Treasurer	X		
Kim Mein, Secretary	X		
Caylie Hansen, Director-at-Large		X	
Debie Beavers-Rudolph, Director-at-Large	X		
N/A, Immediate Past President			
<u>Committee Chairs*</u>	<u>Present</u>	<u>Absent</u>	<u>Report</u>
Shanda Crystal, Awards Chair	X		
Kaylee Starman, Communications Chair	X		
Megan Harvey, Elections Chair	X		
Alyssa Ellington, Events Chair	X		
Keith Watts, Legislative Chair		X	
<i>*Needs Filled*, Membership Chair</i>			
Drew Evans, Professional Development Co-Chair		X	
N/A, Professional Development Co-Chair			
<i>"Needs Filled", Scholarship Chair</i>			
<u>Committee Member(s)</u>	<u>Present</u>	<u>Absent</u>	<u>Report</u>
Teanna Christiansen, Awards			
<u>Guests</u>			

**\*Voting Members (12 voting members, quorum = 7)**

1. Approval of Minutes
  - September 10, 2025 Board Meeting Minutes Approved
2. Treasurer Report – Cathy
  - September 2025 Report
    - i. AI Class brought in good revenue.
    - ii. Getting RVTS registrations coming in every day.
    - iii. Do we want to break out the credit card fees on the budget for next year for the various events? The percent is 3.65%. Will look at what the percentage is for Club Express. Another option is to pass the fee onto those who pay by credit card.
    - iv. Need to invoice the remaining people from DEQ that registered last minute for the AI class. Alyssa will invoice the outstanding registrations.

- v. Refunds of \$1599 is a yearly total that includes Sandra's Forum refund of \$1399 and there was a scholarship returned check for \$200.00 from a previous month.

### 3. Executive Board Updates

- President – Robyn
  - i. No report
- Vice President – Sandra
  - i. Sandra has Frank Pierce plaque and will work to get Carrie's name on it.
- Secretary – Kim
  - i. Still need to upload minutes
- Director-at-Large (1 Year) – Caylie
  - i. No report
- Director-at-Large (2 Years) – Debie
  - i. No update. Class there went well. A few hiccups with the food, but class went well.
  - ii. They will be able to make RVTS
- Immediate Past President – N/A

### 4. Committee Updates

- Awards – Shanda
  - No report
- Communications – Kaylee
  - Recent member certification email still needs to be updated and sent out. Please let Robyn know when it is updated and sent out. Put it as an announcement on website and then send an email from there.
- Elections – Megan
  - Nominations open November 3<sup>rd</sup>
- Events – Alyssa
  - RVTS Update
    - Committee meeting yesterday. \$4850 in Sponsors. 12 sponsors including trade-in-kind. We may get more, but the Buyer directory ads due tomorrow. Currently we have 50 people and 50 vendors registered to date. We still need help on the committee. Breakfast buffet food has been order.
  - Regional Certs sent
  - Ordering food for upcoming events
  - Need to get Spring Conference booked soon. Maybe Boise Center again
- Legislative – Keith
  - No report
- Membership
  - Still need someone to fill the role. Please let Robyn know if you know of someone would be interested.
  - Robyn still needs to drop off Boise Centre's & Central District Health's
- Professional Development – Drew
  - No report
  - Training Updates – surveys sent out on AI class. In the DropBox for Drew to review. Overall looks like good feedback.
- Scholarships
  - Robyn still needs to follow up on old outstanding scholarships.
  - Still need someone to fill this position.

### 5. Old Business

- Quicken Account Archive Storage

- i. Robyn still needs to pay for it
  - Storage Unit Research
    - i. Cathy looking into West Ada warehouse – CI will be clearing out their warehouse next week and will make room for IPPA storage. Should be ready in a couple of weeks. It is a secured area and must have a badge or escorted to the area. There will be no cost for this storage. Robyn will bring over what she has.
  - Fall Chapter Meeting – October 16, 11-12:30 – April Renfro, Audit Administrator Division Manager, Legislative Services Office
    - i. Topic Update: Compliance
    - ii. Venue Update: West Ada School District, Clearwater/Payette room
    - iii. Mac and Cheese bar
  - Lunch and Learn: “Leveraging AI to Boost Your Procurement Efficiency” with Equalis – November 6, 11:30 am – 1 pm
    - i. Venue Update: IAC, 3100 S Vista Ave #200, Boise, ID 83705
    - ii. Alyssa is working on food
  - Board Succession Plan for 2026
    - i. Elected Positions that are up
      1. President
      2. Vice President
      3. Director-at-Large (1 Year)
      4. Director-at-Large (2 Year – Debie retiring)
    - ii. Chair Positions
      1. Please let Robyn know if you want to continue in your position.
6. New Business
- W.H.O.L.E. Leader Lunch & Learn Feedback – everyone on the board thought it was great. He was very enthusiastic and had everyone’s attention. There were a few comments regarding the spiritual aspect and AI slides.
  - Need to send a thank you note to presenters of AI class and WHOLE leader.
  - Robyn will look into getting another key to the PO box.
7. Next Meeting – November 12, 2025 at 11:30 a.m. (county has board mtg. until 11am)
- RVTS Re-cap!
8. Close Meeting