

IPPA BOARD MEETING MINUTES
 June 11, 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			
Carrie Champlin, Immediate Past President	X		
<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			
Alyssa Ellington, Events Chair	X		
Keith Watts, Legislative Chair			
<i>*Needs Filled*, Membership Chair</i>			
Drew Evans, Professional Development Co-Chair			
Carrie Champlin, Professional Development Co-Chair			
Tina McBride, Scholarship Chair			
<u>Committee Members</u>	<u>Present</u>	<u>Absent</u>	<u>Report</u>
Teanna Christiansen, Awards			
<u>Guests</u>			

***Voting Members (14 voting members, quorum = 8)**

1. Approval of Minutes
 - April 9, 2025 Board Meeting Minutes
 - i. Approved with 1 correction
 - May 14, 2025 Board Meeting Minutes
 - i. Approved

2. Treasurer Report – Cathy
 - May Report
 - i. Showing in the negative right now. Still haven't received some of the receipts from conference. There had been discussion on paying for the Jay Foundation's hotel. Robyn just received the receipt. Some of receipts for the other speakers we were paying for haven't come in yet. Who will be contacting the speakers regarding receipts. Drew will send Cathy the vendor agreements and the reimbursements he has so far and the speakers can be reimbursed accordingly. The speaker agreement states that checks will not be cut until payment is

requested. Cathy will need to reach out to any speaker that hasn't submitted receipts by mid-July. Please keep Alyssa updated on as speakers get paid so she can finalize the conference figures. Do we have to share any profit with the other groups – no.

3. Executive Board Updates

- President – Robyn
 - i. No report
- Vice President – Sandra
 - i. No report
- Secretary – Kim
 - i. Laptop Update – work with Robyn to purchase a laptop with the IPPA card.
- Director-at-Large (1 Year) – Caylie
 - i. No report
- Director-at-Large (2 Years) – Debie
 - i. Not present
- Immediate Past President – Carrie
 - i. No report

4. Committee Updates

- Awards – Shanda
 - NIGP Chapter Awards Update
 - Thank you for going over the application for Seal and Outstanding Chapter for Pro D. 1 of 3 finalists for Outstanding Chapter Award for Pro D.
 - Glyn's outgoing award will be presented at a future Chapter event.
 - Sandra will meet up with Drew to get The Frank Pierce award engraved.
- Communications – Kaylee
 - No report. Regional went well. She has a lot of photos to edit. Will put all the photos in Canva and add us to the file. Robyn will save them to an external hard drive at some point.
 - Still need to complete the newsletter.
 - Will reach out to Ginny about Club Express. Maybe do a demo during a Board meeting this summer.
- Elections – Megan
 - Not present
- Events – Alyssa
 - Regional went well. If anyone wants the minutes from the recap meeting, let Alyssa know and they can be sent out. A few loose ends to tie up. Alyssa hopes to send out the survey by the end of the week. Alyssa said Heather's presentation is the only slide deck we need to have put in DropBox. Drew has all presentations and can get the presentation. Need to put them into DropBox. She is proud of our Chapter for hosting. It will get the ball rolling for rotating the conference site. Hopefully we can help Washington. Oregon thought everything was going well.
 - Drew brought up for future boards that expectations need to be clear on who does what to cut down on duplicate work.
 - Will be ordering food for the Lunch & Learn at CI
 - Start working on RVTS
- Legislative – Keith
 - Not present
- Membership

- Still need help finishing 2025 certificates & new member packets – need boxes for new member packets. Carrie can print out the certificates. Sandra also said she could help send out new member packets. Alyssa can also help work out logistics.
- There are still a few a few members that haven't renewed. May just move them to inactive.
- Do you know anyone who would like to fill the position?
- Professional Development – Drew / Carrie
 - Technology Management – class was cancelled due to not enough attendees.
 - ICI Lunch & Learn next Tuesday
 - Registration closes today. Meet at showroom for meeting and then will go for tour after meeting. Will get Alyssa total tomorrow after registration closes.
 - Parking - Orchard Park area. Go in the west doors.
 - Intro Class – only 2 were registered and they are virtual. Will send out 1 more advertisement and personal email to see if anyone would be interested. If no more registered by next Friday, may have to cancel the class. There generally are technical difficulties with virtual classes. State email system has been blocking bulk sending. Drew will try to see if he can get this corrected. Carrie states that the next time they offer this class they will go it in Boise. Carrie was going to contact the North Idaho people to see if they want the class.
 - September Lunch & Learn – have bio info, will get Kaylee advertisement information soon.
 - October AI class – still waiting on bio so we can get it added. Need to have the information by Friday so we can get class added. Full day class – will charge \$200.00.
 - NIGP class – cancelled. Only 6 people were signed up, and only a couple from Idaho
- Scholarships – Tina
 - Have some from Conference - \$200 Pro-D Scholarship – Sandra will reach out to let them know they were awarded the scholarship with week.
 - Ryan Blaine
 - Megan Harvey
 - Brittany Skelton

5. Business

- Spring Chapter Meeting
 - i. Still working on speaker, event, topic, and venue. Please send any ideas to Robyn. Shanda suggested a topic of audit. Kaylee might know someone at ITD who used to be an Auditor at LSO. Kaylee and Caylie will contact them to see if they would be available on 6/24. Looking for a venue. Carrie would not recommend DEQ as they are still working on audio issues. Kaylee will see if Chinden is available. Alyssa will be able to figure out food last minute.
- Storage Unit
 - i. Want to look into cost for a storage unit to store IPPA items. Robyn will investigate location and price.
- Procurement Excellence Showcase at Forum.
 - i. We were asked to participate at Forum. Application is due Friday. Since it is such short notice we will pass this year. Shanda was willing to add it to the list for next year.
- Summer Chapter Meeting – push to August
- NIGP Annual Forum: July 26-30, Denver, CO
 - i. With the potential of receiving an award, we will request a table to sit together.

6. Next Meeting – July 9th meeting is cancelled. Next meeting August 13.
7. Close Meeting