



IPPA BOARD MEETING MINUTES
August 14, 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		X	
<u>Guests</u>			
Ginny Justiniano, WANIGP Chapter President			

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

1. Approval of Minutes
 - June 11, 2025 Board Meeting Minutes
 - i. Still working on

2. Treasurer Report – Cathy
 - June/July Report
 - i. Just sent out the report. July month end and August to date. Robyn’s bag fees from Forum hit July, but all other expenses hit August.
 - ii. 1 speaker still hasn’t submitted reimbursement request. Shawn has been reminded several times and will be the most expensive. Robyn and Alyssa talked to him at Forum and he wasn’t worried about being reimbursed if his team forgot to submit the receipts.
 - iii. It’s been requested that a report be sent out monthly (not just monthly expenses) so we know where we are year to date with budgets. Cathy will have to build the report. Megan says there is a form. She

will send it to Cathy again. Cathy will just need to put in the current budget and expenses

- iv. Drew asked about the CDA reimbursements since the class was canceled. Carrie's travel should have been reimbursed a while ago, but it isn't reflected. Drew will contact Carrie. Cathy hadn't received any information regarding refunds.

3. Executive Board Updates

- President – Robyn
 - i. Nothing to report
- Vice President – Sandra
 - i. Drew will get the plaque to Sandra to get Carrie's name on the Frank Pierce award. Robyn will keep with award once the name is added.
- Secretary – Kim
 - i. Laptop purchased
- Director-at-Large (1 Year) – Caylie
 - i. No updates
- Director-at-Large (2 Years) – Debie
 - i. No updates except that we are all set up for 9/17 Lunch & Learn at ISP. She sent the maps to Drew to add to whoever is registering. It will include the gate code and how to get in. There will be a potato bar. Drew will add meal description to the invite. Also ask if there are food allergies to the invitation. If there is an allergy, please email Alyssa.
- Immediate Past President – N/A

4. Committee Updates

- Awards – Shanda
 - Forum Awards
 - We won for Outstanding Chapter for Professional Development. Thank you to Carrie, Drew and Shanda for working on the application. We have the Banner, but the pole is broken. Jennifer Steffen will mail it to us. Haven't seen the photos yet.
 - Got the gold seal for performance standards. We still want to work our way to Platinum. Robyn will update the website once we receive a picture of the seal.
- Communications – Kaylee
 - Will be sending out email who received certification. NIGP has these listed. Trevor Hall received NIGP CPPB. It is hard to find the Idaho recipients on the NIGP website. Alyssa received an email back in July but it went to junk. Kevin Chambers, Ryan Blaine, Michael Picano are listed. We should only acknowledge members. Alyssa will forward the email to Kaylee.
- Elections – Megan
 - Elections coming up soon! Have it on her calendar to send out nominations email. Will try and get notifications out earlier this year.
- Events – Alyssa
 - RVTS – October 30, 2025
 - 1 committee meeting this week. We need more help. She will send out an email to sign up to help. Please let Alyssa know if you can help. Need to tackle a theme. Only one that we have is Back to Basics since we are focusing on the Trade Show and vendors. Elle Phillips will sponsor by helping with the directory design. She is just waiting to hear about the theme. Time frame is only 7-12. Agencies will only need to

be there until 11. Hoping this will attract more Agencies because of the shortened timeframe. Breakfast buffet will be served. Business to Business came in as another theme option.

- Did not have time to do a wine tasting this year
- Legislative – Keith
 - No updates
- Membership
 - Last of 2024 & all of 2025 membership certificates and letters sent out, including New Member swag bags. New member packets hopefully will be sent out by the end of August. Caylie will help do inter-office the State Agencies.
 - *Need to fill this position!* Please let Robyn know if you know someone can be fill this position.
- Professional Development – Drew
 - Co-Chair for rest of 2025? Was nice to have someone helping. It created more efficiencies with communication and timeliness getting things updated online. He would like to have help, but it has been done with 1 in the past. He will think about it and get back to us.
 - Class / Lunch & Learn Updates
 - ICI was successful. We could have had more come. Please be mindful when you are not going to attend to please send an update – for food cost perspective. Will bring it up in the next Chapter meeting. Will also add to invites in the future.
 - Decide on posting recording of Bob's class? There were issues with the recording and there isn't a good format to post it with.
 - NIGP course for Spec Development confirmed event though we didn't have 12. Hopefully we will have a few more signed up before the 26th. There are only 3 people from Idaho.
 - Intro class did not happen. Will reschedule for the Boise Valley this year. Please let Drew know if you want to help or teach.
 - September lunch and learn – please spread the word as the numbers are lower than any other lunch & learn
 - AI class – want to really push this class as there has been a lot of feedback that education is needed on AI. This is a good deal. Can register up to a week before.
 - 12/9 Social responsibility – only 2 people have signed up so far
 - AEP – Haven't had a chance to look into this yet, but it is on calendar to look at this next month.
 - Sender issue with ITS – still working on it
- Scholarships
 - Scholarships are only good for 1 year.
 - Have some from Conference - \$200 Pro-D Scholarship
 - Ryan Blaine – notified
 - Megan Harvey – used
 - Brittany Skelton – Sandra notified her, but will resend the email today
 - Caylie Hanson still has Scholarship available from RVTS. Will try and remember to use it.
 - Tessa Stevens also has a Scholarship available.
 - Cathy hasn't received a refund for Sandra's Forum Scholarship. It was sent as a check. Cathy will check the PO Box.
 - Mike Fagerness was listed on the Scholarship list with no amount. No one has any information on this. Robyn will look back in old emails to find the amount.
 - Funds for the rest of the year – there is \$2,000 budgeted for the year. Do we need to increase this amount since more people have been requesting scholarships? More discussion on whether to rollover any

unused scholarship money into the next year. It is hard to say no to someone who is completing the application in good faith and have points to use.

- Multiple people interested in scholarships
- *Need to fill this position!* Please let Robyn know if you are interested or can help.

5. Business

- Carrie Champlin is no longer in IPPA
 - i. Move Carrie's DropBox account to Kaylee Starman
- Quicken Account Archive Storage – to keep the detail of our transactions - \$16.00/year
 - i. Cathy & Robyn recommend - approved
- Hoopla check was never cashed.
- Google Workspace update – Alyssa and Robyn have it but haven't had a chance to look at it. It is confusing so we are still using DropBox for now.
- Define president reimbursements for Forum
 - i. Will be brought up in a future policy revisions
- *Skipping Summer Chapter Meeting*
- Fall Chapter Meeting – scheduled now for October 16, 11-12:30
 - i. Audit
 - 1. Kaylee Starman will reach out to see if her contact is available.
 - ii. Equalis?
 - iii. Boise Metro Chamber
 - iv. FBI – probably not bring them in for a Chapter Meeting

6. Guests

- Ginny Justiniano – gave a demonstration on Club Express

7. Next Meeting – September 10th at 11:30 a.m.

8. Close Meeting