



IPPA BOARD MEETING MINUTES
 September 10, 2025 | 11:30 A.M.
 The Front Door Taphouse / Webex
 105 S 6th St
 Boise, ID 83702

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			
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			
Keith Watts, Legislative Chair			
<i>*Needs Filled*, Membership Chair</i>			
Drew Evans, Professional Development Co-Chair			
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
 - June 11, 2025 Board Meeting Minutes
 - i. approved
 - August 14, 2025 Board Meeting Minutes
 - i. approved

2. Treasurer Report – Cathy
 - August 2025 Report
 - i. Question regarding Kristy Klauser on the report. Received \$30, is it membership or Lunch & Learn. It is in membership currently. Robyn as going to look into this.
 - ii. Refunds for Sandra’s Forum and Lewiston for a class were received and will be reflected in September.

- iii. Bank Account balance \$52,203.36
- iv. CD total \$32,092.77

3. Executive Board Updates

- President – Robyn
 - i. No report
- Vice President – Sandra
 - i. No report
- Secretary – Kim
 - i. No report
- Director-at-Large (1 Year) – Caylie
 - i. Has all the certificates and new member bags boxed and getting them sent out to the State Agencies. They are not all done, but they are close to being done.
- Director-at-Large (2 Years) – Debie
 - i. Everything is lined up for Lunch & Learn on the 17th. Need final numbers by Friday. Beverage and water service was added to lunch. Debie will work with her IT Dept to get the OWL set up.
- Immediate Past President – N/A

4. Committee Updates

- Awards – Shanda
 - Local award winners are now on the NIGP website
 - <https://www.nigp.org/chapters/local-chapter-awards>
- Communications – Kaylee
 - Certification email has been drafted. Emails will be sent out tomorrow.
 - Social responsibility email was sent out today
 - Still working on LinkedIn access, but has FB access
 - Still working on newsletter. She has a lot done on the newsletter but will need to double check to see if information needs to be updated. Will discuss with Robyn on their next check in.
- Elections – Megan
 - Election timeline has been set for 2026
 - Sent calendar reminders to Robyn and Kaylee for communications
 - Documents for elections are 50% drafted
- Events – Alyssa
 - RVTS Update – Back to Basics
 - Will be in touch with those involved with the committee
 - Government and Vendor emails went out yesterday
 - Regional Certs coming soon for contact hours
 - Forum contact hours on the mobile app
 - Spring conference needs to be booked soon. Need to find a venue.
 - Will be at the DBI conference during the new Lunch & Learn in November. She will get everything planned but will need help the day of. Please let Alyssa and Robyn know if you can help on November 6th.
 - Please let Alyssa know if there are volunteer opportunities this fall
- Legislative – Keith
 - No report
- Membership
 - Still a few certificates & new member bags left to be delivered. We will have to figure out 2026 in January or February.
- Professional Development – Drew
 - Training Updates

- Lunch & Learn for next week – Becoming a WHOLE Leader is all set. The code and map are on the application. Jeff has asked for Board feedback on the value, how he connected, etc. Will ask attendees. We could do a survey.
 - Scholarships
 - Have some from Conference - \$200 Pro-D Scholarship
 - Ryan Blaine – notified, used for AI class 8/15
 - Megan Harvey – used
 - Brittany Skelton – notified, wait to hear back from Sandra if she was planning on using the scholarship
 - Robyn still needs to follow up on other old outstanding scholarships
 - We received Sandra’s refund check for \$1399.00. It will be reflected on our September financials.
5. Old Business
- Added Kaylee to leftover Dropbox license
 - Quicken Account Archive Storage
 - i. Robyn still needs to pay for it
 - Storage Unit Research
 - i. Robyn is looking for assistance in finding a few storage options near our Post Office to compare so we can decide. Discussion on what needs to be stored. Tax document, IPPA letters from Regional, membership swag, boards, banners, etc. Looking for a 5 x 10 size. Cathy is reworking the Warehouse at West Ada. She will know in the next couple of months to see if there is room to store the items at West Ada instead of paying for a storage unit.
6. New Business
- Idaho Peace Officers’ Memorial Thank You for donation in memory of Tina McBride
 - Fall Chapter Meeting – October 16, 11-12:30 – April Renfro, Audit Administrator Division Manager, Legislative Services Office
 - i. Which auditing topic? Internal Controls or Compliance – Robyn will send out the slides and the Board will decide which presentation.
 - ii. Location – Cathy will look to see if West Ada would be available and the students can cater.
 - Lunch and Learn: “Leveraging AI to Boost Your Procurement Efficiency” with Equalis – November 6, 11:30 am – 1 pm
 - i. Location TBD
 - Board Succession Plan for 2026
 - i. Positions that need to be filled – President, Director at Large 1 year and 2 year, Membership Chair, Scholarship Chair. Current Committee Chairs need to let Robyn know if you would like to stay on. Will discuss more at the next meeting.
7. Next Meeting – October 8th at 11:30 a.m. – will be virtual
8. Close Meeting