



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**  
 February 25, 2025 | 11:30 A.M.  
 Café Ole - Boise / Zoom

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		
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		x	
Alyssa Ellington, Events Chair	x		
Keith Watts, Legislative Chair		x	
Ryan Blaine, Membership Chair	x		
Drew Evans, Professional Development Co-Chair	x		
Carrie Champlin, Professional Development Co-Chair		x	
Tina McBride, Scholarship Chair	x		
<u>Committee Members</u>	<u>Present</u>	<u>Absent</u>	<u>Report</u>
Teanna Christiansen, Awards			
<u>Guests</u>			

*\*Voting Members (15 voting members, quorum = 8)*

2. Approval of Minutes –

- December 19, 2024 Board Meeting Minutes
  - The minutes have been approved

3. Treasurer Report (Cathy)

- Discussion and vote on \$40 baggage fee for Robyn to attend Leadership Academy
- CD renewed for 12 months at 4.45%
- Cathy sent out the Treasurer report on 3/4/25
  - Total Income: \$4,940.30
  - Total Expenses: \$10,268.55
  - Overall Total: \$(5,328.25)
  - Bank Account Total: \$53,468.61
  - 12 Month CD: \$31,567.70

- \$9,000 check to Thomas Cuisine reissued after stop payment due to check being lost
- Outstanding checks – Hoopla, Kirk Anderson
- When do we need to vote on the final budget?

#### 4. Executive Board Updates

- President – Robyn
  - All under new business
- Vice President – Sandra
  - No notes
- Secretary – Kim
  - Discussion and vote about buying a laptop for the Secretary from Costco in case ITD doesn't have a laptop available to offer at no cost.
  - Voted and approved for purchase a laptop up to \$800.00. This is a conditional offer if ITD doesn't have a laptop to offer.
- Director-at-Large (1 Year) – Caylie
  - Seeing if ITD has a laptop available for Secretary. Will get back to the board once a decision is made.
- Director-at-Large (2 Years) – Debie
  - No report
- Immediate Past President – Carrie
  - No report, not at the meeting

#### 5. Committee Updates

- Awards – Shanda
  - Individual Award Nominations Update
    - Applications have been evaluated
    - Applicants have been notified if they have won or not
    - Awards will be ordered, Robyn will be second check on proof
  - NIGP has changed a little how we nominate our award winners to NIGP
    - Will work with the awardees on the information needed
    - Working on getting list winners to NIGP to get nominated for their awards
    - Do we want to go for the Outstanding Chapter
    - Robyn thinks we should go for the Professional Development
    - Will review application and the different sections and touch base with Drew and Carrie to see which sections make sense.
    - Alyssa mentioned to touch base with her as Chapter Ambassador
- Communications – Kaylee
  - 20<sup>th</sup> Anniversary Newsletter
    - Working on newsletter, will get it out this week
  - Working on pulling in information received from Leadership Summit into Marketing tool and media plan
  - Talking with other Chapters to see how Club Express works for them
  - Will coordinate on sending out social media for Brunch & Learn and Regional
- Elections – Megan
  - Updates since Winter Chapter Meeting
    - Not at the meeting

- Events – Alyssa
  - RVTS 2025 Venue
    - Will reach out to JUMP by the end of the week
  - Area 8 Regional Conference Update
    - Registration is open - \$299/person
    - Check you email, it might be in spam
    - 1st Government person registered
    - 2 Vendors have completed their forms
    - Will talk to the committee about how they handle the registration for the volunteer committee
    - Signing up speakers
    - Rick Grimm will be Keynote
    - Meeting every 3 weeks
  - Brunch & Learn will have Cracker Barrel cater
  - BSU schedule is out. There are no games on Friday so we would have to do a tailgate on Saturday. Carrie will watch for times
- Legislative – Keith
  - Not at the meeting
    - According to Bob Perkins things are going well for raising the threshold to \$100,000 for goods and services; \$100,000 - \$250,000 for informal public works; and Professional Service Providers from \$50,000 to \$100,000
- Membership – Ryan
  - Will meet with Alyssa and Robyn to work on updates this Friday
- Professional Development – Drew / Carrie
  - 2025 Training Plan
    - Meeting with Carrie on Friday to finalize StarChapter appointments for items that have been confirmed. Send reminder emails to Kaylee and Robyn
  - Brunch & Learn Update
    - Finalizing education portion. Doing something new, more interactive, work together as a group.
    - Will discuss with Carrie about a survey. Get specific on what questions to ask.
  - Classes
    - 1 day offering for Regional Conference is 100% confirmed. Need to create a separate registration for this class, will be live by Friday
    - Bob Perkins confirmed that he would teach the Statutes class again in April for Poly Subs. Will get it on the schedule
    - Correctional Industries confirmed they can host the June Lunch & Learn at the CI showroom. There will also be an optional event to go out and tour the production facility after the Lunch & Learn portion. Will feed the people who will be doing the training and facility tour, but not the whole CI staff. Will coordinate with Alyssa on catering.
    - Room locked in for the July 15th Intro to Procurement class. Should have approvals soon. Please let Carrie & Drew know if you are interested in helping teach the class in Coeur D' Alene. No more than 4 teachers. Please let Drew & Carrie know by Friday.
- Scholarships – Tina
  - Report sent to Robyn. She will send to the whole board.

## 6. Business

- Calendar updated!

- Updated on website under user profile. Will send out calendar this week. Asked Drew for instructor names from NIGP for classes to add to the calendar. Not all the instructors have been confirmed.
- GroupMe
  - IPPA group set up GroupMe app so that we can communicate other than email. Board members will be added.
- StarChapter Price Increase update
  - Speaking to Club Express user – Ginny?
    - Drew & Kaylee will update Robyn when they have a chance
- Chapter Academy Recap
  - Alyssa, Kaylee and Robyn gave updates. Came back with a lot of good ideas to share. Spent more time with the Chapters this year. Brought new leadership group this year.
- NIGP Chapter Awards due May 2<sup>nd</sup> – *earlier than usual!*
  - Make gameplan – start on them next month
- Procurement Month
  - Donut Delivery Sign-Up Sheet (Alyssa)
    - Please let Alyssa know if there are any Agencies you want on the list. The signup will be emailed as soon as it is done.
  - March 12<sup>th</sup>: National Procurement Professionals Day
    - IPPA proclamation will be sent out
    - Please send in agency proclamations so they can be put on the website.
    - Robyn put in for the Governor’s proclamation
  - Procurement Month Evening Celebration
    - March 27<sup>th</sup> – Awards presentation, dinner, possible activity or speaker. Alyssa will look for a location.
  - Member spotlights/shoutouts
    - Send out weekly? Robyn will send out examples
- Strategic Planning Session (15 min)
  - 1<sup>st</sup> Step: Review Mission Statement – did not have time to get to during this meeting.
- Baggage Fee (Robyn)
  - Approved \$40 baggage fee

7. Guests

8. Next Meeting – March 12, 2025

- Hybrid

9. Close Meeting – Adjourn at 1:00