



IPPA BOARD MEETING AGENDA
 April 9, 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			
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			
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		X	
<u>Guests</u>			

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

1. Approval of Minutes
 - March 12, 2025 Board Meeting Minutes
 - i. approved
2. Treasurer Report – Cathy
 - March/April Report
 - i. Regional update - There have been several requests for credit card refunds. A few from vendors that registered incorrectly and one from a participant that cannot make it. We will be covering the fee from the bank or Star Pay. We will be losing money on those that mis-registered or need to unregister.
 - ii. She doesn't see anyone registered for the NIGP class being offered at the Region 8 conference. She won't because it will go directly

through NIGP. Drew or Carrie will receive the class information as it gets closer. Carrie will ask what the funding is and let Cathy know.

iii. An email went out again yesterday stating that people who want to attend the class have to register separately from the Region 8 Conference. There is also a note on the Conference page online. There may have been some confusion.

- 2025 Budget Review & Vote for Approval
 - i. Sandra had a question about the \$5,000 for career fair under marketing. It was brought over - to bring an IPPA booth to a career fair. Going to be taking out since there is no time to make this happen. She also had a question regarding Region 8 expenses regarding committee meals. What is covered by these expenses? Alyssa would know the answer and she is not here. Will follow up with Alyssa. Will also follow up with Alyssa regarding accommodations, committee gifts, speaker accommodations, gifts.
 - ii. Is it automatic that IPPA pays for the President to attend Forum each year or do we vote or do they submit a scholarship application?
 - iii. Took out new member swag because we have enough left over.
 - iv. Carrie suggested we leave all of the Region 8 budget as is so the board wouldn't have to meet to approve expenditures if they come up.

3. Executive Board Updates

- President – Robyn
 - i. Everything will be in new business
- Vice President – Sandra
 - i. No report. Wants to extend her gratitude for being nominated/winning for the Buyer of the Year
- Secretary – Kim
 - i. Laptop – since we were not able to receive a surplus laptop, will put budget back in for \$800 to acquire a laptop.
- Director-at-Large (1 Year) – Caylie
 - i. No report
- Director-at-Large (2 Years) – Debie
 - i. No report
- Immediate Past President – Carrie
 - i. No report except for Professional Development

4. Committee Updates

- Awards – Shanda
 - Seal application is almost done. Will get it over to Robyn for review.
 - Carrie and Drew have been working on the Professional Development application. 1st draft is done. Will get it to Alyssa for review. Then will send out to the whole board for review and comment.
 - Individual Awards Announcement & Presentation
 - Award winners will be announced on the website so it's not so long after being awarded to when they will receive their awards. Outgoing board member presentation will be done at a later date.
 - NIGP Chapter Awards progress update
- Communications – Kaylee

- Comms Report – still working on newsletter and social media plan. Will dig into Club Express. She will contact each position to see what they will need.
- Working on getting things posted to social media, wrapping up Procurement Month and announce the awards
- 20th Anniversary Newsletter Update – still working on and will focus on it once the Regional Conference is over
- Elections – Megan
 - No report
- Events – Alyssa
 - Area 8 Regional Conference Update – working on program. Olga and Ada County Procurement team will be working on this as it was too last minute for Elle Phillips. They could use some help with Sponsorship outreach. There was a speaker meeting yesterday. One speaker cannot make it. Still working on breakout sessions. We need to get the word out to Idaho folks, as we are getting a lot of out of state registrations. Cathy sent out information to ISPO. It will be sent out statewide to all school district charters and public schools. Kaylee has a question about whose doing photography. She wants to meet with them. Will meet up with Alyssa. We are now a member of the Boise Metro Chamber. We will be adding the conference to their calendar as it is free.
 - RVTS booked at JUMP for October 30th. Will be morning only without breakouts. It will be a more focused tradeshow without the breakouts.
- Legislative – Keith
 - No report
- Membership – Ryan
 - Membership Report – there are a few people still outstanding. We are about 95. We are still working on getting certificates and new member bags out.
- Professional Development – Drew / Carrie
 - Been meeting every 2 weeks to catch up. Drew was wondering what the Menti password was. There isn't an account because it is just use it when you need it. Just use an email and it will give you a 1 time use code and you can share that with whoever you want to. Drew and Carrie can set up an account using the training email. Where will the results be stored? We now have Google workspace. But, put it in Dropbox for now. If there isn't enough space, they will put it on a thumb drive.
 - Still need to schedule the October class. Maybe looking at an AI idea.
 - Class and Lunch & Learn Updates
 - September 17th - Lunch & Learn – Shanda and her boss, Jeff Hough, will drive down to present The Whole Leader. He is only asking that we reimburse him for hotel and mileage. This would be included in the budget under speaker fees.
 - April 23rd Statutes class so far has 23 people signed up, but hoping for more to sign up. It is going to be held at DEQ. Carrie will be hosting and facilitating the class for Bob Perkins. He asked for a donation of \$200 to the Ada County Victim Services Center instead of a speaker fee. Carrie will be doing the completion certifications. It had been asked about recording the session. There was concern because we charge a fee for the class. If we did record and someone would want to watch the class, they would need to register

and then the link would be sent to them for a fee. Will discuss this more.

- All of the NIGP classes for 2025 are on the events page.
 - Our June Lunch & Learn at Correctional Industries is also online and ready to register. There will be some additional details needed if you're going to attend the tour at the prison.
 - The July Intro to Procurement class is online and ready for registration.
 - We are trying to get the RFP class here next year for NIGP. The request is in, but it's not scheduled yet.
 - Robin asked Carrie if she will be on the call today with NIGP. It will cover requesting and hosting a course, how chapters can earn money, and why chapters do and don't host courses. Carrie said she could probably attend.
- Scholarships – Tina
 - 1 outstanding scholarship for Sandra. Carrie and Alyssa are reviewing so we could approve scholarship money to send Sandra to Forum.

5. Business

- Google Workspace for Nonprofits approved! They are asking for a lot of documentation to verify us. Hopefully we can get things worked out so we can start putting items there.
- Procurement Month Re-cap
 - Donut Deliveries – we did great
 - Got several proclamations, posted to website.
 - Swag Bag Giveaway Winner – Kristen King from Boise State – still need to get this to her.
 - Etc.
- Spring Chapter Meeting Plan
 - Thursday, April 16th 11:30 AM – 1:00 PM – cancelled. Wasn't able to get a speaker. Will look at another date, maybe in June. We need ideas for speakers.
- Need to work on the following after Regional
 - Audit
 - By-Laws/P&P's Review – it's been 5 years
 - Carrie brought up that Magan Waltari from Montana would like to join IPPA. She is retired and would like to be a member. She currently is a member of Washington, but they only allow a 1 year membership. Will have to look into and discuss this more.
 - Strategic Planning Sessions

6. Guests

7. Next Meeting – May 14th – cancel due to Regional on Monday?

8. Close Meeting