



IPPA BOARD MEETING AGENDA
 May 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		
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		
Needs Filled, Membership Chair			
Drew Evans, Professional Development Co-Chair	X		
Carrie Champlin, Professional Development Co-Chair			
Tina McBride, Scholarship Chair		X	
<u>Committee Members</u>	<u>Present</u>	<u>Absent</u>	<u>Report</u>
Teanna Christiansen, Awards	X		
<u>Guests</u>			

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

1. Approval of Minutes
 - April 9, 2025 Board Meeting Minutes
 - i. Kim is still working on them.
2. Treasurer Report – Cathy
 - April/May Report
 - i. May report – lost Quicken because it expired and cc on file was expired. Numbers are accurate, but past details are gone but will take some time to rebuild. Will rebuild when she has time.
 - ii. There have been 3 refunds given for Region 8. There is a transaction fee that we do not recover when giving a refund. Further discussion on refunds and transaction fees.
 - 2025 Budget Review & Vote for Approval
 - i. Moved/seconded, approved

3. Executive Board Updates

- President – Robyn
 - i. No report
- Vice President – Sandra
 - i. No report
- Secretary – Kim
 - i. Laptop Update – still need to look into
- Director-at-Large (1 Year) – Caylie
 - i. No report
- Director-at-Large (2 Years) – Debie
 - i. No report
- Immediate Past President - Carrie

4. Committee Updates

- Awards – Shanda
 - Individual Awards Presentation at Regional Awards Banquet
 - NIGP Chapter Awards Submission
- Communications – Kaylee
 - Comms Report
 - 20th Anniversary Newsletter – finish after Regional
- Elections – Megan
 - No report other than bylaw change for proposed new timeline
- Events – Alyssa
 - **See below**
- Legislative – Keith
 - July 1st – Public Works and Goods/services Statutes will be changed 67-2805, 67-2803, 67-2806
- Membership – Ryan Blaine stepped down. Carrie, Alyssa and Robyn are working on what needs to be done. Certificates and new member packets still need to be sent out. Let them know if you know of anyone
- Professional Development – Drew / Carrie
 - Brief Class Updates
 - June Lunch & Learn
 - Registration due 6/10 with the extra information needed if wanting to go out to the prison.
 - July Intro class only has 3 registered so far.
 - September Lunch & Learn
 - Finalized and just need to get it on the calendar. Will get it on after Regional Conference
 - October AI class – confirmed date w/2 teachers. Will get it on the calendar after Regional Conference. Initial meeting with James went well. He also does not want a trainer fee. Will figure out what to do for him – possibly a donation.
 - Verified that the donation for Ada County Victim Service will be processed now that the budget was passed.
 - Regional Risk Analysis Update
 - Set up for 25 people. A host must be in the room at all times of the event. Picking up materials from DEQ tomorrow. An email will go out to the roster attendees with final details once they receive the roster from NIGP. Should be today or tomorrow. 19 registered. Some registered late so they will not receive a book.

- All speaker agreements are finalized and signed. Drew has copies of all of them. Robyn and Alyssa were cc'd on the email.
 - Scholarships – Tina
 - No scholarship requests since Sandra's approved Forum request
- 5. Business
 - Regional!!
 - To Do's
 - Volunteer positions all filled
 - We have a room available for items, discussions, etc
 - Robyn is working on Awards slideshow and script
 - Raffle baskets are needed. Please let Debie know if you can bring one.
 - Olga Tymoshchuk and Procurement's intern did the whole program on Canva because Elle Phillips were not able to print because it was too short notice.
 - Drew will send out Bios to those who are introducing the speakers.
 - Drew is still having trouble getting into Dropbox.
 - We did not get a professional photographer. There will be a QR code that will have different albums on it. This will allow those attending share their photos and videos. Kaylee will also be taking pictures.
 - Alyssa will send Teanna an email regarding the centerpieces. Something simple and spring oriented. The Jae Foundation will bring boots for centerpieces for the Awards banquet. Teanna will order some spring flowers and tie it in with what we already have.
 - There will be a lot of food available
 - Internation Minute Press is printing the badges.
 - There were a few more Bronze Sponsorships that came in after the deadline. They were ok with not being in the directory.
 - Speaker gifts and prized still need to be figured out.
- 6. Next Meeting – June 11th
- 7. Close Meeting