Board of Directors Meeting

Minutes

Wednesday, April 27, 2016
10:00a.m. to 11:00a.m.

Conference Dial-in Number: (605) 475-4700
Host Access Code: 739702* / Participant Access Code: 739702#

<table>
<thead>
<tr>
<th>Board of Directors*</th>
<th>Present</th>
<th>Absent</th>
<th>Remarks</th>
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<tr>
<td>Josh Klika, President</td>
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<td>Rena Jackson, Vice President</td>
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<td>Susan Knotts, Treasurer</td>
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<td>Jeff Peterson, Recording Secretary</td>
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<td>Theresa Teschlog, Membership Secretary</td>
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<td>Sue Ownby, Immediate Past President</td>
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<td>Mark Little, Education and Research</td>
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<td>Jessica Smith, Public Relations, Marketing and Elections</td>
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<th>Special Committees</th>
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<td>Craig Bush, Charity &amp; Philanthropy</td>
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<td>Cynthia Lewis, Diversity</td>
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<td>Sarah Yeckley, Reverse Trade Show</td>
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<td>Heidi Bohl, News Letter</td>
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<td>Sue Ownby, Regional Conference</td>
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<td>Chapter of the Year</td>
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<td>Vacant</td>
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Guests

None

*Voting Members

1. President's Report – Josh Klika
   - The early agenda has been posted for the upcoming National NIGP Conference this August.
     - Setting up a Chapter Lunch event for members attending.

2. Vice President’s Report – Rena Jackson
   - Scholarship Committee Update.
     - The Committee awarded two scholarships to attend the Sourcing in the Public Sector training in Yakima.
     - These were the first scholarships awarded in a while and the group worked well together during the process
Some potential process improvements that are being considered that include better forms for
the applicant.

- Other scholarship requests have been received and are currently under review. There is
discussion around how to handle large scholarship requests and how the funds are ultimately
distributed. More to come on this subject.

3. Treasurer’s Report – Susan Knotts
   - Received national rebate recently.
   - Filed IRS paperwork.
   - The following is the March 2016 report provided to the Board:

4. Recording Secretary’s Report – Jeff Peterson
   - Continuing to provide the notes to the group as quickly as possible following the meeting.
     - Appreciate the timely feedback.
     - Notes are being published about 10 days following the meeting if there are no objections.

5. Membership Secretary’s Report – Theresa Teschlog
   - Currently have 256 members.
   - Vote to approve 5 new members:
     - Stan Hernandez, Buyer, City of Lynnwood.
     - Shaneel Fox-Lockard, Contracts Specialist, KCDA.
     - Alice Phoenix, Contracts Specialist 1, King County.
     - Rebecca VanEngen, Procurement and Supply Specialist III, Shoreline Community College
     - Leanne Algard, Supply Specialist 2, Everett Community College
       - Josh made the motion to approve the members. Mark seconded. All were in favor,
         none opposed, motion carried.

6. Past President’s Report – Sue Ownby
   - Nothing for the good of the order.

7. Guests:
   - None.

8. Standing Committee Reports:
   - Education and Research Committee – Mark Little
     - The Sourcing in the Public Sector scheduled to be held in Yakima was unexpectedly cancelled
       less than one day prior to the class due to an instructor conflict.
       - Two members did not get the notice and showed up and several others had hotel
         reservations that could not be cancelled.
       - Requests have been made seeking reimbursement for funds lost.
       - Full refunds will have to be issued if the class is not re-scheduled.
       - The committee has asked NIGP to provide a new instructor.
       - Josh asked the committee to consider applying scholarship funds for lodging for
         members who now have to travel from the east side of the state.
       - The committee is actively seeking a new venue and time to make up the class.
• There was discussion around location and based on the geographic location of most of the members who signed up for the class, as well as input from members in Yakima, it was determined that the King County area would be most advantageous.

• **Public Relations, Marketing, and Elections Committee** – Jessica Smith
  o Nothing new to report. Finding job posting requests have gone down.

9. **Special Committee Reports:**

• **Reverse Trade Show Committee** – Sarah Yeckley
  o The committee reached out to members in Eastern Washington for input and received no feedback (except Sue).
  o Sarah has been working with Lindsay Pryor from King County on a newsletter article for the next chapter newsletter to generate more chapter interest.
  o Josh noted there is a new person at DES who can help coordinate this event. This person is getting signed up to be a member of our chapter and is willing to help.

• **Regional Conference** – Sue Ownby
  o OPPA is moving forward with their May 2017 event and has included space regional participation from NIGP chapters.
  o The location will be in the Sun River area.
  o May 18th is the date of this year’s conference, anyone is welcome to attend.
  o This conference sounds like a great opportunity for classes and networking!

• **Chapter of the Year Committee** – Vacant
  o None.

• **Newsletter Committee** – Heidi Bohl
  o Currently have two articles for the next newsletter.
  o Looking for a Member Spotlight.
  o Looking forward to including the information on the reverse trade show from Sarah and the diversity committee update from Cynthia.

• **Diversity Committee** - Cynthia Lewis
  o The Committee is currently developing the Vision, Mission Statement and Strategic Plan.
  o The Committee have developed a Statement: Promote diversity and inclusion in the profession of public procurement through cultural awareness and education. Focusing on the following processes: Professional Outreach, Community Partnerships, and Provide Education and Development

• **Philanthropy/Charitable Events Committee** – Craig Bush
  o None.

10. **New Business:**

• None.

10. **Next Meeting(s):** May 25, 2016 at 10:00a.m.

11. **Adjourn** – 10:43a.m.

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