Washington State Chapter of NIGP

Board of Directors Meeting

Minutes

Wednesday, February 28, 2007
11:00 AM – 12:30 PM

Conference Call

<table>
<thead>
<tr>
<th>Members</th>
<th>Present</th>
<th>Absent</th>
<th>Remarks</th>
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<tbody>
<tr>
<td>Dave Davis</td>
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<tr>
<td>Charlotte Walther</td>
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<td>Nelson Park</td>
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<td>Terrie Roberts</td>
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<td>Ann Freeman Manzanares</td>
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<td>Alyce Benge</td>
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<td>Sue Ownby</td>
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1. President’s Report – Dave Davis

- Annual Reports to NIGP
  - Chapter Officer data form submitted to NIGP – Done
  - Chapter membership report – due February 28, 2007 by Ann
    - Ann reported that, as of 12/31/06, there were 185 chapter members, 149 of which were National NIGP members and, as such, the chapter will pay $1,105 in membership dues to NIGP
  - Annual chapter financial statement - due March 30, 2007 by Terrie

- LEAP seminar visit – pins to out-of-state guests, membership apps
  - Dave visited the Sourcing in the Public Sector LEAP Class on Tuesday, February 28, and gave chapter pins to out-of-state guests, as well as, made chapter membership applications available to all participants.

- Signature card status?
  - Dave, Charlotte and Ann have all signed. Terrie and Nelson still need to sign.

2. Minutes – Nelson Park

- October Board Meeting Minutes Submitted for Approval –
  - It was determined the October minutes had previously been approved on 12/7/06.
• General Membership Meeting Minutes 11/1/06 (*by Dave Davis)
  - Charlotte moved to approve the minutes, Sue seconded and the motion passed unanimously.

• Board Meeting Minutes 12/7/06 (* by Dave Davis)
  - Sue moved to approve the minutes with one change, Charlotte seconded and the motion passed unanimously.
  
  Does anyone remember what the change was?

• Annual Meeting–General Membership Meeting 1/23/07 (* by Dave Davis)
  - Ann moved to approve, Charlotte seconded and the motion passed unanimously.

• Board Meeting Minutes 2/7/07
  - Sue moved to approve, Ann seconded and the motion passed unanimously.

  - Nelson will post the approved minutes to the chapter web site.

3. Vice President’s Report: Charlotte Walther
   - Nothing to report.

4. Recording Secretary’s Report - Nelson Park
   • Ballot: Proposed Changes to Bylaws and Article of Incorporation
     - To date 28 ballots had been returned and all were in support of the changes.

5. Treasurer’s Report

   - Nelson will post the approved minutes to the chapter web site.
- Terrie was not available to review the Treasurer’s report.
- Dave pointed out that there was a discrepancy between the totals reported for the end of December and the first of January. This will be reviewed during the next meeting.

6. Membership Secretary’s Report – Ann Freeman-Manzanares

- Marty Manigold, City of Lynnwood (Filling agency membership left vacant by Nancy Woods)
- Marshall Robinson, TESC
- Patrick L. Kelley, Seattle DOT
  - Ann presented three applicants for chapter membership. Charlotte moved to approve the memberships, Ann seconded, and the motion passed unanimously.
  - Ann will check to see if she can post new members to the chapter website.

7. Committee Reports

- **Education and Research Committee** – Alyce Benge
  - Alyce reported that a new CPPB certification teleconference study group of approximately 20 participants has been formed and includes members from Eastern Washington.
  - There were 16 registrants for the Sourcing in the Public Sector LEAP class.
  - Alyce provided a reminder about the upcoming summit in March.
  - It was decided the chapter would continue notifying members of upcoming events by email. The email will refer members to the chapter website for details and registration.
  - Concerns were expressed by the Board regarding the increase in fees being charged for National NIGP workshops.

- **Public Relations and Marketing Committee** – Sue Ownby
  - The chapter website has been officially and successfully launched.
  - It was decided Sue would receive info@wanigp e-mails.
  - Dave has provided the chapter website address to NIGP.

- **Membership Committee** – Ann Freeman-Manzanares
  - Has not had an opportunity to have a committee meeting yet.
  - Ann reviewed the list of National NIGP members from Washington and found that out of 322 members, 166 were not chapter members. Recruiting these members will be a priority during 2007.
  - Another recruitment potential are higher education faculty members and students.

- **Finance Committee** – Terrie Roberts – No Report

- **Scholarship Committee** - Charlotte Walther
  - Charlotte presented proposed revisions to the Scholarship Program.
  - Sue moved to recommend the revisions be presented to the membership for review. Ann seconded and the motion passed unanimously.
  - Charlotte will work with Nelson to distribute an introduction with the proposed revisions to the membership.
  - After review by membership, the revisions will be presented to the Board for approval.
  - Charlotte also shared concerns expressed by the Scholarship Committee regarding the need to have class information posted and available a minimum of 60 days before the class date in order to allow enough time for members to submit scholarship requests.
8. Old Business: - None

9. New Business:
   - **Out-Of-State Memberships?**
     - Move to Old Business for the March meeting.
     - Ann will research other chapters’ provisions for out-of-state memberships and report back during the March meeting.
   - **National Forum Attendance**
     - Dave will prepare and distribute a notice to members asking that members, who are interested in requesting financial assistance to attend the National Forum in August, submit their requests.
   - **Chapter Leader Webinar**
     - Ann and Alyce participated in the webinar and reported back to the Board. A couple of topics discussed were an online chapter resource guide, GL insurance coverage for events and officers, and changes in NIGP class structures.
     - Leaders were reminded that NIGP regional representatives are available for a visit to chapters. Charlotte will apply for a visit around September or November for the January 2008 annual meeting. ??

10. General Comments

11. Next Meeting: March 28, 2007; 11:00-12:30

12. Adjournment
   The meeting was adjourned at 12:30 PM.

Minutes Prepared and Submitted By:

Charlotte Walther, CPPB
Vice President