



NIGP's 2007 and 2008 Large Chapter of the Year

Oregon Public Purchasing Association
Chapter of the National Institute of Governmental Purchasing
~ Promoting Professional Public Purchasing Since 1969 ~

HANDBOOK FOR OFFICERS, BOARD MEMBERS AND COMMITTEE CHAIRPERSONS

May 2009



Excellence in Public Procurement

**Oregon Public Purchasing Association
Chapter of NIGP**

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SECTION 2

2009/10 OFFICERS, DIRECTORS, & COMMITTEE CHAIRPERSONS

Officers and Directors

President	Tara Anderson, CPPB, OPBC	Oregon Dept. of Transportation
Vice President	Diane Seaton, CPPB	City of Portland
Treasurer	Kim Dunston, CPPB	Oregon Dept. of Transportation
Secretary	Kate Shaw, CPPB	Oregon Lottery
1-Year Board Director	Mickey Kemper, CPPB	Oregon Secretary of State Ofc.
2-Year Board Director	Barbara Hall, CPPB	Oregon Lottery
3-Year Board Director	Sandra Kalin	Oregon Dept. of Admin Services
Immediate Past President	Kevin Yin, CPPB	City of Portland

Committee Chairpersons

Audit/Budget	Kevin Yin, CPPB	City of Portland
Awards	Greg James, CPPB	Springfield Public Schools
Communication	Camber Schlag, CPPB	OR Housing & Community Serv
Diversity	*	*
Historian	Kevin Yin, CPPB	City of Portland
Legislative	Jeff Morgan, CPPO, CPPB	Oregon Secretary of State Ofc.
Marketing Co-Chair	Barbara Hall, CPPB	Oregon Lottery
Marketing Co-Chair	Julie Schmoyer, CPPB	Oregon Lottery
Membership Co-Chair	Karin Jorgensen, OPBC	Oregon Dept. of Transportation
Membership Co-Chair	Craig Johnsen, CPPO, CPPB	City of Portland
Mentorship Co-Chair	Margaret Taylor, JD	Oregon Youth Authority
Mentorship Co-Chair	Laura Hince, OPBC	Oregon Youth Authority
Nominating	Greg James, CPPB	Springfield Public Schools t
OPPA/Columbia Chapter Liaison	Rob Rickard, CPPO, OPBC	Oregon Secretary of State Ofc.
Pro-D Co-Chair	Mickey Kemper, CPPB	Oregon Secretary of State Ofc.
Pro-D Co-Chair	Sandra Kalin	Oregon Dept. of Admin Services
Program	Kathleen George	Oregon Lottery
RVTS Co-Chair	*	*
RVTS Co-Chair	*	*
Scholarship	Kim Dunston, CPPB	Oregon Dept. of Transportation

SECTION 3

INTRODUCTION AND HISTORY OF OPPA

This handbook was produced upon direction from the Oregon Public Purchasing Association (OPPA) Board of Directors in order to establish a written guide for consistent operations of the organization.

The handbook is a tool and a reference guide to be used by present and future members of OPPA who are elected or appointed to conduct our business. While this guide provides a good base, it will certainly take the knowledge and judgment of real professionals in order to make it work. Also, as our organization changes over time, so will the responsibilities of its Board of Directors. This manual is intended to be periodically reviewed and updated to reflect those changes.

HISTORY OF OPPA

Purpose

To increase public purchasing knowledge, improve techniques, and provide intergovernmental cooperation through cooperative purchasing.

Principal Objectives

To promote the quality and stature of public purchasing, and to advance this profession through established programs.

OPPA Code of Ethics

1. To give first consideration to the objectives and policies of my public agency.
2. To conduct business with competence, integrity, and dignity and to encourage such conduct by other members.
3. Pursue the maximum value of each dollar of expenditure of public funds while complying with all public contracting statutes, rules and regulations.
4. To decline all personal gifts and gratuities.
5. To grant all competitive bidders fair consideration, to regard each transaction on its own merits; to foster and promote fair, ethical and legal trade practices.
6. To accord a prompt and courteous reception in so far as conditions permit to all who call to conduct legitimate business.
7. To demand honesty in sales representation whether offered through verbal or written statement, an advertisement, or a sample of the product.
8. To foster the development of professional standards among colleagues in his or her public agency and in other member agencies.
9. To prohibit the unauthorized distribution of the OPPA membership mailing list.
10. To counsel and cooperate with OPPA members and to promote a spirit of unity.

History

OPPA was formed in 1969 by a group of purchasing agents from a variety of public agencies who met to discuss common purchasing concerns over dinner. The dinner meetings became routine and attendance at the meetings grew. The need for more structured meetings became apparent and Officers and Board members were elected. In 1982, the dinner meetings were changed to full day workshops to provide more time for training and discussions.

On May 9, 1991, OPPA became a chartered Chapter of the National Institute of Governmental Purchasing (NIGP). This affiliation is the finest governmental purchasing association in the world and provides many outstanding benefits for OPPA members, including professional certification, informational resources, and training.

Today the OPPA Chapter of NIGP boasts over 400 members from agencies throughout Oregon, southwestern Washington and Alaska. OPPA promotes professional public purchasing through training and cooperative interaction. Workshops are structured to meet the ever changing needs of public purchasing professionals.

SECTION 4 ORGANIZATIONAL BYLAWS

OREGON PUBLIC PURCHASING ASSOCIATION BYLAWS

ARTICLE I - NAME

The name of this organization shall be the Oregon Public Purchasing Association (OPPA), Chapter of National Institute of Governmental Purchasing (NIGP).

ARTICLE II - OBJECTIVE

All persons who want to become members of this organization shall subscribe to the Principal Objectives of the Chapter and OPPA Code of Ethics as outlined in Section III of the OPPA Handbook for Officers, Members and Committee Chairpersons.

ARTICLE III - MEMBERSHIP

1. The membership shall consist of the following categories:
 - 1.1 Regular Membership: Membership in the Chapter shall be open to all public institution procurement and material management personnel including federal, state, county, municipal and township activities, public school systems, colleges, universities, hospitals, commissions, authorities, and any other political subdivisions, provided they spend most of their time involved in procurement or materials management functions.
 - 1.2 Retired Membership: Retired membership may be conferred to members of this Chapter upon their retirement from the pursuit of their livelihood through active employment, and upon written request to the Board of Directors (the Board) for such membership. Retired members shall be entitled to vote and hold office and shall be responsible for payment of dues.
 - 1.3 Honorary Lifetime Membership: Honorary membership may be conferred only by (1) unanimous vote of the Board, and then by (2) a majority vote of the members. Honorary membership is awarded to individuals who have made distinguished contribution to the purchasing profession, or this Chapter. Honorary members shall be entitled to vote and hold office. Honorary members shall be exempt from payment of dues.
 - 1.4 Student Membership: Student memberships shall be open to students enrolled full-time, pursuing an undergraduate or graduate curriculum in business administration, purchasing, materials management, supply and logistics or other applicable areas of study. Student members shall be ineligible to vote or hold office but shall be eligible to serve on committees. Student members shall be exempt from payment of dues.

1.5 Transitional Membership: A transitional membership will be available to members in good standing, who undergo either temporary displacement of his/her job or the rearrangement of his/her current duties as a purchasing professional outside the scope of regular membership requirements. The transitional membership shall be a term no longer than one year, which begins at the yearly membership renewal. The transitional member is eligible to vote, and can participate on committees. However, transitional members shall be ineligible to hold office. Annual membership fees are waived for transitional members who were in good standing prior to their displacement.

2. Admission: An applicant becomes a regular member upon acceptance of the application and an affirmative majority vote of the Membership Committee.
3. Revocation: The Board, by affirmative majority vote, may revoke the membership of any person for nonpayment of dues, or for other just cause. A person considered for membership revocation, except for nonpayment of dues, shall be provided written notice of the proposed action by the Board and be given opportunity to show cause as to why the membership should not be revoked.

ARTICLE IV - OFFICERS AND BOARD OF DIRECTORS

1. The following shall constitute the Officers of the Chapter:

President
Vice President
Treasurer
Secretary
(3) Directors
Immediate Past President

These Officers shall constitute the executive Board to be called the Board of Directors (the Board). The Board will be the governing body of this Chapter. The President, Vice President and Treasurer shall be NIGP National members. The President shall Chair the Board. The Board shall control and manage the affairs and finances of the Chapter and shall have authority to take action that will serve the best interest of the Chapter and its members. Each member of the Board will have one vote in Board decisions. Tie votes of the Board will be decided by the President.

2. Duties:

2.1 The President shall exercise general supervision over the affairs of the Chapter, preside over all meetings of the Chapter, be a member ex-officio of all committees and perform all duties incident to the office of the President.

2.2 The Vice President shall assume the duties of the President at meetings and events in the absence of the President, and perform such duties as may be assigned by the President.

2.3 The Treasurer shall be responsible for the accounting of the Chapter's funds, shall maintain complete and accurate records of receipts and disbursements, and shall render a true and complete report relative to the affairs of the office at each meeting. The Treasurer shall prepare and sign all Chapter checks.

2.4 The Secretary shall maintain a written record of the proceeding of all meetings of the Board and of the Chapter and perform such duties as may be assigned by the President or Board of Directors.

2.5 The Directors and Immediate Past President shall assist in the decision making process and serve as committee chairperson or committee members as assigned by the President.

ARTICLE V - NOMINATION AND ELECTIONS

1. Open Officer positions shall be elected annually, in March, by a vote by mail (US Mail or electronic e-mail) election from a slate of candidates presented by a nominating committee and any eligible members nominated from the floor. A majority vote of the members returning ballots will be required for a candidate to be elected.

-OR-

Open Officer positions shall be elected at the annual meeting (normally held in May) of the Chapter from a slate of candidates presented by a nominating committee and any eligible members nominated from the floor. A majority vote of the quorum will be required for a candidate to be elected.

2. Term of office for President, Vice President, Treasurer, and Secretary will be for a period of one year, beginning in June and ending in May, with the exception of the Past President who may be President one year and then serve on the Board of Directors the following year for one year only. Directors will serve a three year term of office, beginning in June and ending in May.
3. Newly elected Officers, other than Directors, shall serve initially as Secretary, and then progress annually through the positions of Treasurer, Vice-President, President and Immediate Past President

ARTICLE VI - VACANCIES

The Board shall fill vacant terms of office through appointment by the Board.

ARTICLE VII - DUES

Dues shall be established and announced by the Board either in an upcoming newsletter, by use of OPPA -link, or by use of the OPPA website prior to the first regular meeting of members in September. **The fiscal year shall be January 1 through December 31.** Members shall pay their dues on or before January 1 for the current fiscal year. Previous year members who have not paid their dues in full by February 15 of the current year shall forfeit their membership and must reapply. If a member leaves

their agency but moves to another agency and remains in public procurement, that individual's membership for that year will transfer with the individual. Upon agency request, the agency can apply the remainder of the membership to another employee; the employee would need to submit a membership application for Board approval. Members shall contact the Membership Committee Chair to ensure their employment information is updated on OPPA's website.

ARTICLE VIII - FUNDS

A bank account for the Chapter shall be maintained with two signatures registered, to include the President and Treasurer, one of which shall be required on all checks. From time to time, OPPA may participate in joint ventures with other NIGP chapters. Funds for these events may be maintained in a separate account and shall be monitored by the event Treasurer and president of OPPA as approved by the Board.

ARTICLE IX - TRANSACTION OF BUSINESS

Those Board members present at any meeting, as described in Article X, shall constitute a quorum. The affirmative vote of a majority of the members present is required for transacting business.

Where these rules of Procedure do not apply, Robert's Rules of Order shall prevail.

ARTICLE X - MEETINGS

1. Regular and Special Meetings

- a. Chapter meetings/workshops will be held on alternating months, September through May as published.
- b. Location, date, and time of all meetings shall be determined by the Board based on input from the members.
- c. Special meetings and Board Meetings may be called by the President and/or the Board.

2. Annual Meeting

An annual meeting of the members shall be held once each year on such date, time and place as determined by the Board. Members shall receive notice of such meeting in accordance with the requirements of the Oregon Nonprofit Corporation Act (the "Act"). At the annual meeting, the members shall transact such business as may properly be brought before them.

3. Member Action

Members shall act upon those issues they choose to act upon and upon those issues placed before the membership by the Board, which shall include without limitation election and removal of Board members.

ARTICLE XI - COMMITTEES

1. There shall be established such standing committees that shall include, but are not limited to, a Nominating Committee, Membership Committee, Program Committee, Mentorship Committee, Professional Development Committee, Awards Committee, Communication Committee, Scholarship Program Committee, Diversity Committee, Historian Committee, and an Audit/Budget Committee.

1.1 Nominating Committee: The nominating committee shall consist of not less than three members appointed by the President, one of which is to be the Immediate Past President, who will serve as the committee chairperson.

1.2 Membership Committee: The Membership Committee shall consist of not less than two members appointed by the President. The chairperson(s) shall be appointed by the President.

1.3 Program Committee: The Program Committee shall consist of a Chairperson(s) appointed by the President, and not less than three members. At least one Board member shall serve on this committee.

1.4 Professional Development Committee: The Professional Development Committee shall consist of a chairperson appointed by the President, and not less than two members appointed by the chairperson(s), one of which is to be the Vice President.

1.5 Awards Committee: The Awards Committee shall consist of a chairperson(s) appointed by the President, and at a minimum, the most recent winners of the Buyer of the Year and Manager of the Year awards.

1.6 Communication Committee: The Communication Committee shall consist of not less than two members.

1.7 Audit/Budget Committee: The Audit/Budget Committee shall consist of not less than the Immediate Past President and the President of the Chapter. The Audit/Budget Committee shall be responsible for the annual audit of the Chapter's financial assets and liabilities, and for creation of the next year's draft budget.

1.8 Scholarship Committee: The Scholarship Committee shall consist of not less than three current Board members, appointed by the President. The Scholarship Committee shall be responsible for reviewing and approving or disapproving applications for scholarships.

1.9 Mentorship Committee: The Mentorship Committee shall consist of not less than two current members, appointed by the President. The Mentorship Committee shall be responsible for reviewing and approving or disapproving applications for becoming a mentee, seeking out and approving mentors, and assigning mentors to mentees. The Mentorship Committee shall also periodically monitor and counsel mentor/mentee progress.

1.10 Diversity Committee: The Diversity Committee shall consist of a chairperson(s) appointed by the President, and not less than two members. Responsibilities of the Diversity Committee shall include the capturing of demographics, on a voluntary, anonymous basis, and explore those areas that make OPPA unique, including the many experiences and contributions its members have to offer the public procurement field.

1.11 Historian Committee: The Historian Committee shall consist of a chairperson(s) appointed by the President, and shall advise and oversee the administration of OPPA's records retention policy as it pertains to the care, control, destruction, retention and disposition of records in order to avoid undue accumulation of records and/or documents, and to safeguard sensitive data that is under the care and control of OPPA.

2. Special Committees: From time to time, the President may appoint Special Committees. The Chairperson of such a Committee shall keep the President advised at all times on the activities of the Committee and shall render such progress reports as required by the President.

ARTICLE XII - AMENDMENTS

Any proposed Bylaw amendments must be submitted in writing or electronic format to the membership for review and shall be voted on at the next Chapter meeting/workshop, or if the Board deems appropriate, a vote may be conducted by electronic means. If an electronic vote of the membership is conducted, the voting period shall not be less than fourteen calendar days after distribution of the proposed amendments. Members shall be provided instructions on the voting process along with the proposed amendments.

ARTICLE XIII- INDEMNIFICATION; INSURANCE

1. The corporation shall indemnify any person who is or was a member, Board member, Officer, employee, volunteer, or agent of the corporation against any liability asserted against such person and any liability and expense whatsoever (including, without limitation, attorney's fees) incurred by such person in such capacity, or arising out of his or her status as such, in the manner and to the fullest extent authorized by law. Such indemnification shall inure to the benefit of the heirs, executors and administrators of such present or former members, Officers, employees or agents of the corporation.
2. The corporation may purchase and maintain insurance on behalf of any person who is or was a member, Board member, Officer, employee, volunteer, or agent of the corporation against any liability asserted against such person and incurred by such person in any capacity or arising out of his or her status as such, whether or not the corporation would have the power under the Act to indemnify such person against such liability.

SECTION 5

IMMEDIATE PAST PRESIDENT

General Duties and Responsibilities

1. The Immediate Past President shall advise and assist the President, perform all duties incidental to the office of the Immediate Past President, and shall represent the Chapter in a professional manner at all times.
2. Chair the Audit/Budget Committee.

SECTION 6 PRESIDENT

General Duties and Responsibilities

1. The President shall exercise general supervision over the affairs of the Chapter, preside over all meetings of the Chapter, be a member ex-officio of all committees, perform all duties incidental to the office of the President, and shall represent the Chapter in a professional manner at all times.
2. Chair all Board meetings and participate in discussion and decision making of Chapter issues.
3. Set and publish an agenda for all Board meetings and oversee the order, discussion, and Committee reports of the meetings.
4. Serve on the Audit/Budget Committee.
5. Serve as facilitator for all Chapter workshops, introducing guests, speakers, and other attendees.
6. Host the President's suite at fall and spring conferences, ensuring old and new members alike are welcomed to the function.
7. Serve as a representative to the National Institute of Governmental Purchasing for issues on behalf of the Chapter, and update OPPA members on new issues and programs.
8. Represent OPPA in a professional manner at all times.
9. In the event of a tie vote within the Board, shall cast the deciding vote.
10. Assign duties to Officers and committee chairs that are in the best interest of the organization and appoint special committees to perform OPPA business as needed.
11. Participate when possible on OPPA committees.
12. Attend the NIGP Annual Forum on behalf of the Chapter and represent the organization in a positive and professional manner. In the event that the President is unable to attend, the opportunity will move down the rank of the Officers and Board members.
13. Serve as an alternate signer on the Chapter bank accounts.
14. Work to train new Officers and committee chairs to provide for a smooth transition when there is turnover in the Board.
15. Select and award a recipient of the Annual President's Award at the Spring Conference.

16. Submit a recommended proclamation to the governor's office for designating March as Purchasing Month in the state of Oregon.
17. Forward local chapter award winners' names to NIGP for publication.

SECTION 7 VICE PRESIDENT

General Duties and Responsibilities

1. The Vice President shall serve as an active member of the Professional Development Committee, assisting the committee chairperson in developing and scheduling the workshops, perform other duties as assigned by the President, and shall represent the Chapter in a professional manner at all times.
2. Assist in the preparation of the upcoming, proposed budget.
3. Serve on Chapter committees if needed, and serve as an advisor to other committees.
4. Perform the duties of President in the absence of the President.
5. Attend Board meetings and workshops, and participate in discussion and voting on organizational issues.
6. Assist with planning and preparation of special Chapter events.
7. Accepts special assignments from President when called upon to do so.
8. May be required to give updates and reports when committee chairs are absent at meetings.
9. Assist newly elected Officers and directors when needed.
10. Responsible for supporting the Board and for representing the Chapter in a professional manner.
11. Attend the NIGP Annual Forum on behalf of the Chapter and represent the organization in a positive and professional manner. In the event that the Vice President is unable to attend, the opportunity will move down the rank of the Officers and Board members.
12. Responsible for coordinating and submitting annual “Chapter of the Year” application to NIGP.

SECTION 8 TREASURER

General Duties and Responsibilities

1. Represent the Chapter in a professional manner at all times.
2. Maintain a complete and accurate record of all Chapter receipts, expenditures, and reimbursements.
3. Prepare a current financial report and distribute at each Board meeting. The reports shall consist of all expenditures and revenues as well as current fund balances.
4. Prepare and sign all Chapter checks, or arrange to designate this duty to the President if Treasurer will be unavailable.
5. Maintain responsibility for Chapter checking funds, keeping them balanced and in a secure place.
6. Pay all Chapter invoices as needed. Prior to paying invoices, Treasurer shall verify that payment is appropriate.
7. Attend and participate in monthly Board meetings and workshop business meetings, paying for all meeting expenses with Chapter checkbook. If Treasurer is unable to attend, the checkbook shall be forwarded to the President who will act as Treasurer at the meeting.
8. Maintain the annual budget and alert Board when expenditures are inconsistent with budget goals.
9. Reimburse Officers and Board members for expenses. Prior to reimbursements, Treasurer shall obtain approval from President or Board.
10. Below are the reimbursements allowed for the President's and Vice President's attendance at the annual NIGP Forum. (Appropriate documentation shall be provided to the Treasurer to claim the reimbursement.)
 - a) Airfare and Airport Parking
 - b) Forum Hotel Lodging Expenses
 - c) Round trip transportation expenses to and from Airport and Forum Hotel
 - d) Meals at current Per Diem Rate (Rate is same rate provided by President's/Vice President's employer) for any meals that are NOT already included with the Forum registration.
 - e) Forum registration fees
 - f) Mileage to and from the airport at Per Diem Rate (Rate is same rate provided by President's/Vice President's employer).

11. Investigate banking issues for checking and savings account at the direction of the Board.
12. Perform other duties as related and directed by the President or Board.
13. Treasurer shall be responsible for auditing the accounting records of the Reverse Vendor Trade Show in preparation for reporting at the Chapter's annual fall conference.

SECTION 9 SECRETARY

General Duties and Responsibilities

1. The Secretary shall maintain a written record of the proceeding of all meetings of the Board and of the Chapter, perform such duties as may be assigned by the President or Board, and shall represent the Chapter in a professional manner at all times.
2. Attend Board meetings, take minutes of the proceedings (includes keeping record of all actions voted on by the Board), and maintain records for term of office.
3. Distribute, at each Board Meeting, the minutes of the prior Board meeting.
4. Participate in discussion of Chapter affairs and business, cast vote on issues when needed.
5. Participate in committee assignments as volunteered for or delegated by President.
6. Perform other duties as required and directed by the President or Board.
7. Perform duties of Treasurer for special events as approved by the Board (i.e., Reverse Vendor Trade Show).

SECTION 10 DIRECTORS

General Duties and Responsibilities

1. The Directors shall perform duties as assigned by the President, ~~and~~ shall serve for a term of three years, and shall represent the Chapter in a professional manner at all times.
2. Attend Board meetings and workshops and participate in discussion and voting on organizational issues.
3. Directors shall actively serve on Chapter committees as appointed by the President or the Board (examples: Program Committee, Professional Development Committee, Communication Committee, and/or serve as an OPPA Chapter representative/advisor to other types of non-OPPA sponsored committees as appointed by the President or the Board, (example: "Partners In Purchasing" committee, Columbia Chapter committees as requested, etc).
4. Assist with planning and preparation of special Chapter events.
5. Accepts special assignments from President when called upon to do so.
6. Assist newly elected Officers and committee chairs when needed.
7. Assist Vice President in the coordination and preparation of NIGP's annual "Chapter of the Year" application.
8. Responsible for updating the "Handbook for Officers, Board members and Chairpersons" as approved by the OPPA Board.
9. Responsible for supporting the President and for representing the Chapter in a professional manner.

SECTION 11

NOMINATING COMMITTEE CHAIR

General Duties and Responsibilities

1. The Nominating Committee Chair shall be responsible for conducting the annual election of Officers in accordance with the procedures established in Article V of the Chapter Bylaws, and shall represent the Chapter in a professional manner at all times. The Nominating Committee Chair shall be the Immediate Past President.

SECTION 12

MEMBERSHIP COMMITTEE CHAIR

General Duties and Responsibilities

1. The Membership Chair shall be responsible for maintaining and managing the OPPA membership roster, perform other duties related to membership, and shall represent the Chapter in a professional manner at all times. The Membership Committee shall consist of not less than two members appointed by the President. The Chairperson(s) shall be appointed by the President.
2. Maintain a current membership directory, providing an updated list to members and Board members at least once a year.
3. Responsible for providing information as requested by persons interested in joining OPPA. This information shall include a letter from the President or Membership Committee Chair. If dues are received from a non-member, send application out to that person.
4. Provide information on the organization for vendor fairs, meetings, purchasing workshops, classes, or other related events.
5. Serve as coordinator for all new membership applications. Presents applications to Membership Committee members for approval and notify applicant of approval.
6. Provide all newly approved members with an acceptance letter, a membership certificate and an invoice if required.
7. Ensure membership renewal notices are distributed to the membership on an annual basis, and begin invoicing in October for the following calendar year.
8. Coordinate with Program Development Chair and Program Committee Chair on workshops. Accept money for workshop attendees and issue receipts as requested.
9. Attend OPPA Board meetings and participate in discussion and decision making of Chapter issues.
10. Perform other duties as related and directed by the President or Board.
11. Create sign-in roster of all workshop attendees and ensure that roster is at the workshop for registration.

SECTION 13

PROGRAM COMMITTEE CHAIR

General Duties and Responsibilities

1. The Program Committee Chair shall be responsible for the oversight of the Program Committee, whose purpose is to plan and coordinate all Chapter workshops and trainings, and shall represent the Chapter in a professional manner at all times.
2. Attend Board meetings and report on status of program schedules and topics.
3. Appoint additional committee members to assist with the duties of the Program Committee.
4. Survey and gather training topics from the general membership through formal and informal means.
5. Chair the Program Committee meetings and facilitate discussion and determination of workshop topics.
6. Present proposed training agenda to Board for approval.
7. Investigate potential meeting and conference facilities.
8. Secure session presenters, either volunteer or paid, depending upon the topic, budget, etc. Paid presenters require prior Board approval. Volunteer members who present may be offered free registration or other honorarium as approved by the Board for their service.
9. Schedule and book conference facilities for scheduled workshops. Prior to scheduling workshops, review other local professional purchasing organizations seminar/workshop schedules to avoid scheduling conflict with OPPA workshops if possible.
10. Coordinate workshop details such as audio visual needs, room set up, and meal selections.
11. Monitor and track registrations for workshops and seminars and create expense/revenue reports for each event.
12. Coordinate program flyers and schedules and distribute to all members.
13. Provide President with program schedules and speaker biographies prior to each event.
14. Perform other related duties as directed by the President or Board.

15. Submit calendar of events to newsletter editor for timely publication.
16. Represent OPPA in a professional manner at all times.

SECTION 14

PROFESSIONAL DEVELOPMENT COMMITTEE CHAIR

General Duties and Responsibilities

1. The Professional Development Chair shall be responsible for the coordinating and planning of all NIGP seminars sponsored by the Chapter, and shall represent the Chapter in a professional manner at all times. This position is appointed or elected to an open ended term of service.
2. Attend Board meetings and report on status of program schedules and topics.
3. Develop a training calendar for all NIGP seminars and certification reviews for the coming year in cooperation with other training entities.
4. Appoint committee members to assist with planning and coordinating seminars.
5. Work directly with NIGP National office to schedule seminars and arrange for instructors.
6. Coordinate conference facilities for scheduled trainings.
7. Monitor UPPCC certification requirements and share with membership both formally and informally.
8. Arrange for the printing and distribution of seminar flyers that are consistent with NIGP standards.
9. Maintain an expense report for each NIGP training and prepare report summary for Board.
10. Coordinate all seminar fees paid with NIGP and the OPPA Treasurer.
11. Monitor and track registrations for workshops and seminars .
12. Create sign-in roster of all workshop attendees and ensure that roster is at the workshop for registration. After the workshop, this roster shall be submitted to the Program Committee Chair as verifications of all attendees.
13. Obtain input from membership on seminars that are desirable.
14. Coordinate certification review sessions for members. Assist members with program information and assistance with UPPCC application process.
15. Submit calendar of events to newsletter editor for timely publication.

16. Perform other duties as required and directed by the President and Board.
17. Responsible for distribution of workshop flyers.

SECTION 15

AWARDS COMMITTEE CHAIR

General Duties and Responsibilities

1. The Awards Committee Chair shall oversee the nominations and selection of the Chapter's annual awards in accordance with the instructions found in the Awards Sections of this handbook and shall represent the Chapter in a professional manner at all times. The Awards Committee Chair is appointed by the President.

2. The Awards Committee shall also issue a press release to one or more local papers and include a photo if available. Normally, the Daily Journal of Commerce is notified as well as an area paper near the hometown of each award.

SECTION 16

COMMUNICATION COMMITTEE CHAIR

General Duties and Responsibilities

1. The Communication Chair shall represent the Chapter in a professional manner at all times and shall be responsible for:
 - (a) Working with the newsletter editor and subcommittee in editing and publication of the Chapter Newsletter,
 - (b) Management of development, content and maintenance of the Chapter Website, and
 - (c) Management of the Chapter's communication systems. This position is appointed or elected to an open ended term of service.
2. Attend Board meetings and record relevant information for use in the newsletter.
3. Encourage member input and submission of newsletter articles.
4. Edit and publish a professional looking newsletter that contains useful information for members three times a year. Target publication dates are February, June and October.
5. Work with newsletter editor in proofreading and editing articles submitted by membership with minimal changes to content.
6. Communicate with Program Committee Chairperson and the Professional Development Chairperson to include upcoming training opportunities. When possible, include training flyers as newsletter inserts.
7. Manage the Chapter Website. Keep information on website up-to-date, develop new uses for website as appropriate, and provide Board with regular updates on changes to website.
8. Provide oversight and administration of the member communications tools.
9. Develop and maintain informational brochures as needed, e.g., membership benefits brochure, mentorship program brochure, etcetera.
10. Communicate with NIGP National on current issues and relay relevant information to the Board and any appropriate Committee.
11. Perform other duties as related and directed by the President or Board.

SECTION 17
DIVERSITY COMMITTEE CHAIR

General Duties and Responsibilities

1. The Diversity Committee shall seek to build a cohesive action plan that is designed to increase awareness of and sensitivity to the differences among OPPA's members and shall represent the Chapter in a professional manner at all times.

SECTION 18

SCHOLARSHIP COMMITTEE CHAIR

General Duties and Responsibilities

1. The Scholarship Committee Chair shall be responsible for administration of the Scholarship Program and shall represent the Chapter in a professional manner at all times. Committee members are appointed by the President and may serve one or more years, as long as they remain members of the Board.
2. Accept scholarship applications as submitted.
3. Distribute to committee members and evaluate applications per program procedures.
4. Report all committee activity at Board meetings.
5. Maintain a record of all application approvals and denials.
6. Coordinate with the Chapter Treasurer to disburse scholarship funds per program procedures.

SECTION 19

AUDIT/BUDGET COMMITTEE CHAIR

General Duties and Responsibilities

1. The Audit/Budget Committee Chair shall be responsible for coordination of the annual review of the Chapter's financial records and preparation of the draft budget for the upcoming fiscal year, and shall represent the Chapter in a professional manner at all times. This committee shall consist of, at a minimum, the Immediate Past President (Chair) and the President. It may be helpful to include the incoming Secretary to the Committee, so that the new Officer may acquaint him/her self with the organization of the Chapter's finance records and budget.
2. Review past year's Treasurer's records of Chapter income and expenses and verify accuracy of records.
3. Prepare an audit report to the membership for the next regular membership meeting. The report will give a statement of accounts based upon actual expenses incurred and income received during the term of the past Treasurer.
4. Prior to the end of the fiscal year, prepare a draft budget for the coming fiscal year, taking into account anticipated Chapter income and expenses. The draft budget shall be submitted to the Board for approval prior to the next regular membership meeting. The Board will then submit the approved budget to members at the next regular membership meeting for approval.

SECTION 20

MENTORSHIP COMMITTEE CHAIR

General Duties and Responsibilities

1. The Mentorship Committee Chair shall be responsible for administration of the Mentorship Program and shall represent the Chapter in a professional manner at all times. Committee members are appointed by the President and may serve one or more years, as long as they remain members of the Board.
2. Coordinate Mentorship Committee meetings.
3. Accept mentorship applications as submitted, and make applications available via OPPA's website.
4. Distribute to committee members and evaluate applications per program procedures.
5. Match mentees with willing, qualified mentors and work with them to establish a mentor/mentee relationship.
6. Research, develop and update Mentoring Program curriculum.
7. Supply mentorship materials to mentors and mentees.
8. Maintain a record of all application approvals and denials.
9. Report all committee activity at Board meetings.



*A chapter of the
National Institute
of Governmental
Purchasing (NIGP)*

1118 Lancaster Drive NE
PMB #430
Salem, OR 97301-2933

MENTEE APPLICATION

Name _____

Organization_____ **Current Position** _____

Phone #_____ **Fax #** _____

Email Address _____

1. Describe why you are interested in participating in the mentoring program.

**Promoting
Professional
Public
Purchasing
Since 1969**

2. What specific technical or professional skills should your mentor possess in order to be the most useful in helping you achieve your professional development goals?

3. Is there a particular OPPA member whom you would like to have mentor you? Who is that person?

4. Please add any additional information you feel would be helpful in matching you with the appropriate mentor.

Signature_____ **Date**_____

Return completed form to an OPPA Board Member or Mentorship Committee Member.



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of Governmental
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Salem, OR 97301-2933

*Promoting
Professional
Public
Purchasing
Since 1969*

MENTOR APPLICATION

Name _____

Organization _____ Current Position _____

Phone # _____ Fax # _____

Email Address _____

1. As a mentor, what technical area could you provide the most valuable professional development to your mentee?

2. What is the experience level of the mentee that you wish to mentor? (Mark level(s) with an "X")

Entry Level _____ Intermediate Level _____ Advanced Level _____

Why?

3. Please list any special skills you possess that would add value to the mentor/mentee partnership.

4. What geographical location would be the easiest for you to mentor in?

5. Please include any additional information that could be beneficial.

Signature _____ Date _____

Return completed form to an OPPA Board Member or Mentorship Committee Member



MENTOR EVALUATION FORM

NAME: _____ PHONE: _____

MENTOR'S NAME: _____ PHONE: _____

MENTORING RELATIONSHIP START DATE: _____

Indicate your response to each statement by marking the appropriate symbol as follows: SA=Strongly Agree; A=Agree; NS=Not Sure; D=Disagree; and SD=Strongly Disagree.

1. My mentor was accessible and open to my questions.
2. My mentor has consistently demonstrated professionalism, and has provided me with ongoing direction and support.
3. The OPPA-sponsored mentoring program has helped me move toward my educational objectives and/or personal/professional goals.
4. My mentor has been available to me and has demonstrated a desire to share his/her knowledge and/or resources.
5. OPPA's mentoring program has been helpful to me in achieving my goals, and it is my desire to (*indicate with "X"*):
 - _____A. Continue working with my current mentor for another year (or less if my goals are achieved);
 - _____B. Discontinue my mentoring relationship;
 - _____C. Continue with a mentoring relationship for another year, but request OPPA assign a new mentor to work with me.

Any additional comments regarding the effectiveness of your mentor and/or suggestions for improvement of this program are welcomed and encouraged.

Return completed form to an OPPA Board Member or Mentorship Committee Member.

SECTION 21 MARKETING COMMITTEE CHAIR

General Duties and Responsibilities

1. The Marketing Committee Chairperson(s) is/are responsible for the development, implementation, administration and monitoring progress of the OPPA Marketing Plan and shall represent the Chapter in a professional manner at all times. Committee members are appointed by the President and may serve one or more years. The Chairperson(s) shall be a member of the Board. Committee members need not be Board members.
2. Research opportunities and develop plan and timeline to promote Chapter membership and educational programs.
3. Facilitate communications with other public procurement associations and/or training programs to foster collaboration and partnering opportunities that meet Chapter needs to deliver meaningful, relevant training for its members.
4. Promote Chapter visibility through community outreach efforts, such as charitable fundraising, business community education, trade shows, regional promotion meetings, etcetera.
5. Keep Board apprised of opportunities to market and grow the organization.
6. Develop and maintain outreach communication lists.

SECTION 22 HISTORIAN

General Duties and Responsibilities

1. The Historian shall be responsible for advising and maintaining the Chapter's records retention schedule, and shall represent the Chapter in a professional manner at all times.
1. Documents and records shall be retained in accordance with the Chapter Records Retention Schedule.
2. All items shall be kept at a location mutually agreed upon by the Historian and the Board of Directors.
3. The Historian is appointed by the President.
4. The Historian may select as many committee members as is necessary to assist in the performance of duties assigned.
5. The term of office for the Historian shall be three (3) years.
6. The Historian position is a nonvoting position.

SECTION 23 WORKSHOPS AND MEETINGS

One-day workshops are scheduled for September, November, January, and March, with a two-day workshop in May. Workshops are usually scheduled from 8 a.m. to 4 p.m., but times may change to accommodate topics. Workshops may be scheduled in alternative months to those listed above at the discretion of the Board, should scheduling conflicts arise.

Workshop Topics

Topics are tailored to the day-to-day needs and concerns of public purchasing professionals. A sample of related topics would be as follows:

- Legislation Affecting Purchasing
- Benchmarking
- Recycling
- Surplus Property Disposal
- Material Management
- Writing Effective Specifications
- Use of Current Technologies
- Sourcing Products
- Bid and Proposals Methods and other pertinent topics

Suggestions for topics are always welcome.

Workshop Costs

The registration fee for workshops is kept low and affordable; the fee includes lunch and all handouts and training materials. Workshop fees may only be changed by vote of the OPPIA Board.

One-day workshop costs are currently as follows:

Members	\$ 65
*Non-Members	\$ 80

The two-day, spring workshop costs are currently as follows:

Members	\$ 150
*Non-Members	\$ 170

Registration fees shall be waived for all Officers, Directors, Membership Committee Chair(s), and Program Committee Chair(s) to attend all workshops and conferences.

Special Workshops

Besides the normally scheduled workshop, occasionally special workshops will be sponsored by the organization, upon approval by the Board.

SECTION 24 ANNUAL AWARDS

Types of Awards

The association shall present the following awards on an annual basis:

- Professional Buyer of the Year
- Professional Purchasing Manager of the Year
- President's Award
- Mentor of the Year
- Volunteer of the Year

Professional Buyer of the Year

This award shall be presented to an OPPA member from the rank and file of buyer or purchaser, as selected by the designated committee. It shall be awarded to the individual who demonstrates outstanding professionalism and has contributed significantly to the field of public purchasing during the calendar year.

Professional Purchasing Manager of the Year

This award shall be presented to an OPPA member from the rank and file of purchasing manager or supervisor, as selected by the designated committee. It shall be awarded to the individual who demonstrates outstanding professionalism and has contributed significantly to the field of public purchasing during the calendar year.

Nominations for Buyer and Manager of the Year

The Awards Committee shall accept nominations for Buyer and Manager of the Year during the first two calendar months of each year. Any member or officer may submit nominations. The current OPPA President shall appoint an Awards Committee Chair, and the Awards Committee shall consist of, at the very least, the previous year's Buyer of the Year and Manager of the Year for their respective awards. This committee shall notify all members of the procedures and deadlines for submitting nominations.

Nomination criteria shall be consistent with NIGP guidelines for Buyer and Manager of the Year nominations. Members may submit written nominations to committee members consisting of the nominee's name and agency. The committee will then contact the nominees and request detailed information regarding their past year's activities based on the NIGP criteria.

Selection of Buyer and Manager of the Year

The committee will evaluate and score all nominations received and select one person for each award. The evaluation and selection shall be based on the latest NIGP scoring criteria. The Award winners will typically be announced at the NIGP Board meeting at the first of March. Official announcement shall be made to the membership during March, which is nationally designated as Purchasing Month.

The President shall present the Buyer and Manager of the Year awards at the Annual Spring Conference. If the President is one of the award winners, then the Vice President or other Officer shall make that presentation. The award shall consist of an engraved plaque with the winners' name and agency, and shall be consistent in quality and appearance to past awards.

National Awards

OPPA shall forward its Buyer and Manager of the Year award winners to NIGP for consideration for national recognition. Each nomination shall be submitted in a complete and professional format. Past awards winners and / or current officers shall assist each winner in the award submittal.

Recently, OPPA has contributed financially for the OPPA Buyer and Manager of the Year to attend the NIGP Annual Forum and Products Exposition. OPPA shall continue this support as long as it is financially feasible to do so. If the award winners' agency does not pay for them to attend, OPPA shall consider contributing at least \$750 in reimbursement money to each award winner. Each year, the OPPA Board shall consider and rule on this financial contribution prior to the NIGP Forum. Allowable reimbursable expenses are the same as those listed for the President and Vice President, up to the \$750 limitation. Appropriate documentation shall be provided to the treasurer to claim the reimbursement.

Local Recognition

The OPPA Buyer and Manager of the Year award winners shall be recognized in the next issue of the OPPA Newsletter. The Awards Committee shall also issue a press release to one or more local papers and include a photo if available. Normally, the Daily Journal of Commerce is notified as well as an area paper near the hometown of each award winner.

President's Award

This award shall be presented to an OPPA member who demonstrated outstanding leadership and accomplishment in the field of professional public purchasing. The awardee shall be selected by the current OPPA President, and shall not require a specific criteria or application process. The awardee shall be honored at the Annual Spring Conference, with the name of the awardee being undisclosed until that time.

Mentor of the Year

This award recognizes an individual, who has been a mentor, formally or informally, to an OPPA member. (*Participation in OPPA's Mentorship Program is not a requirement, and eligibility for award is not contingent upon recipient having met ALL of the criteria listed below.*) This award shall be presented to an OPPA member, who has demonstrated a commitment to OPPA, the development and success of another member's career, and the public procurement profession. Selection shall be made by the designated committee, and the awardee shall be honored at the Annual Spring Conference, with the name of the awardee being undisclosed until that time. This individual shall be someone who:

- has generously and selflessly passed on his/her learned experience and knowledge; continuously promotes a sense of camaraderie within the profession;
- promotes team spirit within the individual's agency, and facilitates positive communications;
- has demonstrated both the art and science of public purchasing within the public procurement arena;
- has shown the member how to navigate the politics within the member's agency;
- has inspired the member to achieve professional goals and provides valuable assistance to the member in achieving those goals;
- is the go-to person for answers to especially vexing or perplexing problems;
- is someone who the member attributes to having gotten him/her started in public purchasing.

Volunteer of the Year Award

Selection shall be made by the designated committee, and the awardee shall be honored at the Annual Spring Conference, with the name of the awardee being undisclosed until that time. This award shall be presented to an OPPA member whose:

- Contributions provided a needed service to OPPA;
- Involvement with the organization exceeds expectations;
- Initiative was instrumental in the development of programs, ideas, or methods to solve problems and/or enhance OPPA's strategic goals and objectives;
- Character has made a positive difference to the membership;
- Activity or service resulted in positive changes for the Chapter.

SECTION 25 HAROLD F. VAUGHAN SERVICE AWARD



1/10/1925 – 6/13/2007

Description

The Oregon Public Purchasing Association (OPPA) established the Harold F. Vaughan Service Award in 1998. The purpose of this award is to acknowledge and recognize professional purchasers who have provided exemplary service to OPPA over the course of their career.

This award was named after Harold F. Vaughan, CPPO, C.P.M., retired Purchasing Director from the City of Portland. Vaughan was a lifetime member of both NIGP Chapters in Oregon and a long-time member of NIGP. Vaughan played a critical role in advocating public purchasing, helped raise the level of professionalism in public purchasing in Oregon, and was a recipient of NIGP's Distinguished Service Award.

Harold Frank Vaughan of Gladstone, Oregon, died June 13, 2007. He was born January 10, 1925, in Freeport, Illinois, as the second child to Joseph Grahame Vaughan and Edna Christen Vaughan. He graduated from Freeport High School as president of the class of 1942.

After his freshman year at Beloit College (Beloit, Wisconsin), he was drafted into military service in the U.S. Navy, where he was assigned to the Seabees and served in the American, European, and Pacific theatres. After receiving an honorable discharge, he returned to Beloit College where he earned a Bachelor of Arts in Liberal Arts in 1949.

Vaughan went to work for the Micro Switch Division of Minneapolis Honeywell and later Newell Manufacturing Company, both of Freeport. In 1974, he was assigned by Newell to serve as Vice President and General Manager of its Dorfile Manufacturing Company subsidiary, based in Milwaukie, Oregon. After leaving Newell in 1976, he served as Purchasing Manager for the City of Portland. He retired from the City in 1988.

Vaughan was national director of the National Institute of Government Purchasing (NIGP). He established the Columbia Chapter in the Pacific Northwest, was its first president, and was a charter member and past president of the Oregon Public Purchasing Association chapter. In 1999 he was awarded NIGP's Distinguished Service Award. The Oregon Public Purchasing Association honored Vaughan by naming its Distinguished Service Award the "Harold F Vaughan Distinguished Service Award."

Eligibility

A nominee must be a current or past member of OPPA, and not a current Board member. The person must be nominated by a peer and have extensive public purchasing experience. They need not be retired from public purchasing to be eligible for this award.

This is an award for outstanding long-term service in purchasing, and is intended to be an acknowledgement for individuals with distinguished careers in government procurement.

Nomination Process

Nominations are to be made in writing and submitted to the Awards Chairperson of the OPPA Board. The nomination must be made by a peer and clearly demonstrate the accomplishments of the person, consistent with the following criteria. Nominations must be submitted by March 31 of each year.

Nominations shall be submitted on the OPPA award form and should include, but not be limited to: a brief narrative, reference letters, articles, achievement certificates, program descriptions, etc. The nomination needs to clearly demonstrate the caliber and worthiness of the nominee.

Criteria

Nominees shall be professional purchasers who have contributed to OPPA and demonstrated outstanding professionalism in procurement. No minimum amount of government purchasing experience is required, but nominees should be long term career professionals.

Nominees shall have actively participated in chapter events and trainings, and have brought credibility and excellence to public purchasing. They shall have actively promoted OPPA and NIGP through their professionalism and support of professional development.

They shall have maintained high and ethical standards in accordance with the NIGP Code of Ethics.

In short, the individual shall have made significant contributions to the profession over the course of many years.

Award Selection

The OPPA Board of Directors shall consider all nominations that are submitted. The Board shall review nominations, requesting additional information if needed, and decide on awardee by majority vote at a Board meeting prior to the Annual Spring Conference.

The award, if made, will be held in confidence and presented to the recipient at the Annual Spring Conference. Those nominees that are considered, but not selected, will also remain in confidence. Individuals may receive this award one time only, but they may be nominated more than once.

This award shall be made as appropriate, but not necessarily every year. Only when nominations are submitted, and a worthy candidate is selected by the Board, shall this award be bestowed. This award shall remain separate from the OPPA President's Award.

Questions

Any questions regarding the Harold F. Vaughan Service Award can be directed to the OPPA Awards Chair or a member of the OPPA Board of Directors.

Oregon Public Purchasing Association, Chapter of NIGP

**NOMINATION FOR
HAROLD F. VAUGHAN SERVICE AWARD**

NAME: _____

AGENCY: _____

ADDRESS: _____

PHONE: _____ FAX: _____

CHAPTER MEMBER FROM: _____ TO: _____

CHAPTER OFFICES HELD: _____

CONTRIBUTIONS TO CHAPTER: _____

CONTRIBUTIONS TO PURCHASING: _____

** Please attach appropriate documentation (reference letters, articles, certificates, program descriptions, etc.)

SUBMITTED BY: _____

PHONE: _____ FAX: _____

** Please submit nomination to awards committee chair or an OPPA Board member.

SECTION 26 SCHOLARSHIP PROGRAM

INTRODUCTION

The Oregon Public Purchasing Association (OPPA) values the contributions, efforts and professionalism of its members. With the challenges that public entities face with constrained budgets, OPPA recognizes that it has become increasingly difficult for public entities to provide funding for professional development and continuing education.

The OPPA Scholarship Program provides scholarships to members, who have a desire to further their knowledge and expertise in public procurement through continuing education, are in good standing, and have made contributions to OPPA through serving on various committees to helping with workshops/events and promoting the value of membership in OPPA to public purchasers in the state.

1. SCHOLARSHIP PROGRAM

The Scholarship Program will provide for the following types of workshops:

- Attendance to the OPPA annual Spring Conference
- Attendance to the OPPA annual Fall Conference
- Attendance to an OPPA workshop
- Attendance to an NIGP sponsored workshop (TBD).
- Attendance to the NIGP National Forum*

**Note: If applying for a scholarship for attendance to the NIGP National Forum (Forum), OPPA will pay for up to 75% of the registration fee. In addition, the OPPA Board reserves the right to consider reimbursing up to 75% of travel and lodging expenses of its scholarship recipient(s). Reimbursement will be based on GSA per diem schedules or other OPPA Board approved travel and lodging expenses. Meals shall not be reimbursed. OPPA shall continue to support attendance to the NIGP National Forum as budget permits. When budget allows OPPA to reimburse its Forum scholarship recipient(s) for travel and lodging expenses, the Scholarship Chair will announce this opportunity on the Listserv advising the members of the Board's decision to pay for these additional expenses for that Forum year.*

The types of workshops listed above are not all inclusive. This is a sample listing of the types of procurement related workshops we would consider for awarding scholarships.

OPPA will pay up to 75% of the total cost of attendance to these workshops including travel and lodging expenses (**except National Forum- see note above***). Travel and lodging for non-Forum conferences or workshops will be reimbursed at conference lodging rates for

lodging or the current GSA per diem rates. Meals shall not be reimbursed. Any OPPA scholarship recipient who does not use scholarship funds awarded for its intended purpose, shall be required to repay OPPA, within 45 days, the amount awarded. OPPA scholarship recipient shall provide a final reconciliation expense report with receipts within 45 days of the conclusion of the workshop/conference/event.

When applying for a scholarship, you must be a member in good standing and meet the requirements listed in Section 4, Scholarship Selection Criteria. Scholarship requests must be for procurement related training or events. You may apply for any of the scholarships listed in this program, but cannot receive multiple scholarships per year. Members that have received a scholarship award may not apply for a new scholarship for a period of 2 years from the date of the scholarship award.

Selections will be based on the justification and merits of each application and in accordance with the criteria established below. Scholarships will be awarded throughout the year. Successful scholarship applicant(s) shall be notified in writing of their selection as a scholarship recipient.

OPPA Board members, scholarship committee members, relatives of Board members and scholarship committee members are ineligible for scholarships during their term in office and for five subsequent years following service as a Board member or Scholarship Committee member.

The scholarship program will be promoted through the OPPA Newsletter, workshops, OPPA link and the OPPA website.

2. SCHOLARSHIP COMMITTEE

A scholarship committee, consisting of three OPPA Board members, will be established and appointed by the President of OPPA. The Scholarship Administrator will serve as the committee chair.

The selection of scholarship recipients must be by a majority decision of the Scholarship Committee.

3. SCHOLARSHIP COMMITTEE GUIDELINES

Applications for scholarships shall be submitted to the Scholarship Administrator. The Scholarship Administrator shall review applications received and ensure they are complete.

The Scholarship Administrator will work with the Scholarship Committee to determine if any potential conflict of interest exists. No Committee member will rule on an application for which a conflict of interest is uncovered. The Scholarship Committee, based on the criteria stated in Section 4, Scholarship Selection Criteria, will evaluate applications. The Scholarship Committee will award based on the following weighted criteria:

- 3.1 Statement of Financial Need- Mandatory Requirement from all applicants. (Pass/Fail)
- 3.2.1 Contributions to OPPA- To be submitted by members with a minimum of one year membership. (60 points) **OR**;
- 3.2.2 If a member for less than one year, provide a one-page essay that lists your goals in the procurement profession and how you see membership in OPPA helping you obtain your goals) (60 points);
And,
- 3.3 Contributions to Public Procurement Profession- All applicants (40 points)

Note: There are a total of 100 points possible

Members of the Scholarship Committee may not sign scholarship applications as Managers, and will disqualify themselves from discussion or voting on the applications of individuals who they recognize to be their subordinates or co-workers.

Upon selection of scholarship recipient(s), the Scholarship Administrator shall notify the President of OPPA of the results and the scholarship recipient(s). The Scholarship Administrator will prepare notification letters and mail them to the successful applicants. Notice will be provided to the Newsletter Chairperson for publication in the OPPA Newsletter.

4. SCHOLARSHIP SELECTION CRITERIA

The committee will review all scholarship requests and award a scholarship base on the following criteria:

- Financial Need Statement (Pass/Fail Item)- The request shall provide a statement of the need for financial assistance. The statement should state that the requestor or their entity, due to lack of funding, is unable to pay for the costs of attendance to the workshop. All applicants must provide this information
- Contributions to OPPA- to be submitted by those who have been a member for more than one year; (Weighted Evaluation Item, 60 points)- The request should provide information that demonstrates and supports contributions the member has made to OPPA. Examples of these contributions are, but not limited to:
 - Serving on various committees (i.e. Professional Development Committee, Program Committee, etc.)
 - Helping with Newsletter or writing articles for OPPA Newsletter
 - Workshop presenter

OR

From those who are new members (less than one year), (Weighted Evaluation Item, 60 points)- Submit a one-page essay that lists your goals in the

procurement profession and how you view your membership in OPPA helping you obtain your goals. Also, your essay should address the course you are requesting a scholarship to attend and how attendance to the training/educational opportunity will help you meet your professional goals.

- Contributions to the Procurement Profession- to be submitted by all applicants; (Weighted Evaluation Item- 40 points)- The request should contain information that shows contributions the individual has made to the procurement profession. Examples of these contributions are, but not limited to:
 - Serving on task forces or committees related to public procurement (i.e. ORS 279 rewrite committee or subcommittees, local government task forces or committees etc.)
 - Writing policies or procedures for effective and efficient public procurement
 - Writing and sharing of training materials and articles
 - Development of Websites for posting public contract opportunities
 - Development of Electronic Procurement System
 - Serving as a speaker at a purchasing related function

Note: Supporting documentation for the criteria above should accompany any scholarship request.

Race, creed, color, national origin, gender, age, or the employment status of the applicant (other than within public purchasing) will not be considered in awarding scholarships.

5. PAYMENT PROCESS

Scholarship disbursements may be made in two different ways:

a) Payment in advance of conference or workshop:

Scholarship recipients should submit a payment request to the OPPA Treasurer for registration costs, and travel and lodging expenses if applicable. This request should be submitted at least two (2) weeks in advance of the event. The Treasurer will issue payments directly to the workshop sponsor or lodging facility. If travel by means other than automobile is required, the recipient shall submit an explanation of special need travel needs. Travel shall be by the most economical means available.

b) Reimbursements after conference or workshop:

If the scholarship recipient has already made payment and is seeking reimbursement, receipts shall be submitted with the reimbursement request. The Scholarship Administrator will review the receipts and seek approval from the Board for reimbursement. If a reimbursement

request or portion of a request is not approved, an explanation will be provided to the requestor. Again, the OPPA Scholarship Program does not reimburse meal expenses.

6. REPORTING

The Scholarship Administrator shall report to the OPPA Board, at monthly Board meetings, all committee activity.

7. APPLICATION PROCESS

All applications for scholarships, other than the attendance at NIGP sponsored event(s), must be received by the Scholarship Administrator at least 15 days in advance of the scheduled event for an OPPA workshop or conference, at least 45 days in advance of an NIGP training seminar, and at least 120 days in advance of NIGP Forum. All other scholarship deadlines shall be determined by the Scholarship Administrator.

The Scholarship Administrator will convene the Scholarship Committee to review and evaluate applications received. Scholarship recipients will be announced as soon as practicable after selection. The announcement will identify the scholarship type(s) and the recipient(s).

When submitting an application, the applicant must identify the specific title of the event for which they are requesting a scholarship.



OREGON PUBLIC PURCHASING ASSOCIATION

SCHOLARSHIP REQUEST FORM

NAME: _____ TITLE: _____

ENTITY: _____

MAILING ADDRESS: _____

PHONE: _____ FAX: _____ E-MAIL ADDRESS: _____

APPLYING FOR: -Spring Conference -Fall Conference -NIGP Forum -OPPA/NIGP Workshop

WORKSHOP/CONFERENCE TITLE: _____

DATES: _____ LOCATION: _____

ASSISTANCE REQUESTED- REGISTRATION _____ LODGING _____ AMOUNT\$ _____

Please provide a brief summary of the value that this training will provide to your entity and for your professional development: _____

List current professional certifications: _____

Does this event qualify for certification or recertification points? _____

Applicants Signature _____ Date: _____

Manager's Certification and Signature (required)

"As the applicant's Manager, I certify our agency is unable to fund applicant's funding request for the named event"

Managers Signature _____ Print Manager's Name/Title _____

Please submit completed form to Scholarship Administrator, 1118 Lancaster Drive NE, PMB #430, Salem OR 97301-2933, along with a narrative which includes the following: 1) Statement of Financial Need, 2) Contributions to OPPA or 1 page essay and 3) Contributions to Public Procurement Profession (See Section 4, Scholarship Selection Criteria for further details.) Your application will be reviewed and approved by the Scholarship Committee. You will receive notification of the results of your request. If you have any questions regarding this program or process please contact the Scholarship Administrator.

The Scholarship Program Committee will notify you in writing of their decision. OPPA will not issue payments directly to members unless prior authorization has been approved for reimbursement requests. Members must provide registration information or lodging information and OPPA will make payment directly to the workshop/training sponsor or lodging facility.

Approval Date: _____ Scholarship Administrator Signature: _____

Not approved: _____ Reason for non-approval: _____

SECTION 27 OPPA-LINK PROTOCOL

What is OPPA-Link?

OPPA-Link, sometimes referred to as the “List,” or the “Link,” is the Oregon Public Purchasing Association’s electronic mailing list (i.e., listserv), where messages may be posted and shared simultaneously, in an open forum, with all participating OPPA members. The “Link” is a conduit for sharing information and experiences with your peers. (*Editorial Comment: OPPA-Link is **not** the same as Buyer-Link and Buyer-Link is not maintained by OPPA. OPPA-Link and Buyer-Link are two separate listservs serving slightly different customer bases.*)

OPPA members may subscribe voluntarily to OPPA-Link, or they may be automatically subscribed through their OPPA membership. Messages sent to OPPA-Link are shared automatically with all other members on the list. Sending a single message to OPPA-Link can potentially generate feedback and responses from hundreds of members of the Oregon Public Purchasing Association.

Cost to Subscribe

OPPA-Link is an invaluable and cost-effective link to your peers’ desktops, made available through your OPPA membership. Subscription to OPPA-Link is a no-cost privilege provided exclusively to members of OPPA.

OPPA Participation

Peer networking sessions, where candid discussions on pertinent topics and issues without fear of reprisals occur, were once limited to OPPA workshops, but are now possible through the electronic venue known as OPPA-Link. Consequently, registration and participation in OPPA-Link is limited to public procurement officials, who are current members of the Oregon Public Purchasing Association.

In the event the “Link” catches a virus or develops technical problems, the behind-the-scenes technical support staff will do everything possible to quickly restore the “Link.” Try to resist the urge to unsubscribe. If you are unsubscribing to avoid additional duplicated messages, remember to resubscribe when the system has been restored.

Helpful Hints:

Unsubscribe from the “Link” when you are going to be out of the office. (Automatic out-of-the-office reply messages *may* disrupt listserv activities and cause unwanted duplication of messages.) Remember to resubscribe when you return. (A tool isn’t useful sitting on the shelf.) Care should be given by each OPPA-Link subscriber to ensure that their local computer system continues to operate without causing detrimental impact to the Link. (*The operators of OPPA-Link reserve the right to discontinue, either temporarily or*

permanently, access to any subscriber whose local system causes problems for the listserv system.)

Forwarding your e-mail to a second e-mail address and having the second e-mail address reply to the original e-mail address will create an unwanted loop. Loops generate LOTS of unwanted e-mail, and if your e-mail address is affiliated with a listserv, you may have just created a much more widespread loop.

OPPA Disclaimer

OPPA's Listserv is provided as a member service of the Oregon Public Purchasing Association (OPPA). The opinions and information posted on the Listserv are those of the originator only. Neither OPPA nor any of OPPA's member institutions accept responsibility for these messages. None of the opinions expressed by the membership should be considered as legal advice or counsel. OPPA disclaims all warranties with regard to information posted on this site, whether posted by OPPA or any third party. This disclaimer includes all implied warranties of merchantability and fitness. In no event shall OPPA be liable for any special, indirect, or consequential damages, or any damages whatsoever resulting from loss of use, data or profits, arising out of, or in connection with, the use or performance of any information posted on this site.

OPPA Editorial Control

Neither OPPA Board members nor Officers undertake editorial control of postings or actively monitor the site for inappropriate postings. However, in the event that any inappropriate posting is brought to OPPA's attention, OPPA may take appropriate action, which may include removal from the Listserv.

How to Subscribe and Unsubscribe

OPPA-Link will be most effective with maximum membership and participation. Subscribing or unsubscribing to the "Link" is easily accomplished by you, the OPPA member, accessing the website located at <http://webhost.osl.state.or.us/mailman/listinfo/oppa-link> and completing the simple instructions. For future reference and convenience, bookmark the website. If you are not currently a member of the Oregon Public Purchasing Association, you may download an application form from the "Membership Information" section of OPPA's website or contact OPPA's Membership Committee Chair.

OPPA-Link's Posting Rules

1. Do not post any defamatory, abusive, profane, threatening, offensive or illegal materials. Individuals posting to OPPA Listserv should familiarize themselves with developing legal opinion regarding slander and libel.
2. Extreme behavior or continuance of regular disturbances will result in a formal complaint to the user's Internet Service Provider with a request for a cancellation of the user's account.
3. Do not post any information or other material protected by copyright without the permission of the copyright owner. By posting material, the posting party warrants and represents that it owns the copyright with respect to such material or has received permission from the copyright owner. In addition, the posting party grants OPPA and

users of this list the non-exclusive right and license to display, copy, publish, distribute, transmit, print, and use such information or other material.

4. Do not post any material containing specific prices or fees charged or paid.
5. Do not post any information concerning prices, discounts, or terms or conditions of sale either obtained by or offered to another entity.
6. Do not post materials or information concerning market shares, salaries, sales territories, profit margins, or encouraging the selection or rejection of customers or suppliers. Listserv members who wish to engage in discussions regarding the performance of a specific supplier or product must do so within a private e-mail or telephone conversation.
7. Do not use OPPA-Link for marketing of any product or service without first obtaining Board approval. OPPA's Board of Directors will review special requests on a case-by-case basis (including training opportunities), to determine the benefit to the membership. The Board will use the following criteria when reviewing requests:
 - (a) Is the organization a non-profit entity;
 - (b) Does the organization promote public purchasing;
 - (c) Will the majority of the membership benefit?

OPPA reserves the right to terminate the access of any user who does not abide by these guidelines.

OPPA Etiquette:

1. Do not attack or criticize individuals, agencies or firms. Please make every effort to be polite and professional.
2. Remember the person behind the computer. A computer doesn't have feelings, but the person on the other end of your message does.
3. Please do not use all CAPITAL LETTERS when composing messages--it is considered SHOUTING!
4. Include a subject header that accurately reflects the message content.
5. Be considerate of spelling limitations; it's the information and thoughts that are important.
6. Respect your colleague's time and bandwidth. Don't send "thank you" and "me too" responses to the whole group. To reply to a specific individual, type that individual's e-mail address in the "to" field. When you "reply" to an OPPA-Link message, your message is delivered to the entire list. (Summarize and post responses to surveys, or post information to the whole listserv if you feel it is appropriate.)
7. Be clear in your message to reduce the risk of misinterpretation.
8. Avoid using foul language. It has no place online.
9. Don't send anything you wouldn't want repeated. Although e-mail may be deleted, it is still retained on servers and backups. It could come back to haunt you.
10. Be ethical. Don't say or do anything you wouldn't in the workplace.
11. Share the wealth. Discussion groups exist to benefit their users. If you've got good information, have just completed a successful project or learned of a great resource, share with your purchasing colleagues.

SECTION 28

RECORDS RETENTION SCHEDULE

POLICY

It is the policy of the Oregon Public Purchasing Association to avoid undue accumulation of records and/or documents, and to safeguard sensitive data that is under the care and control of the organization.

PURPOSE

Business records, especially voluminous and bulky ones, should be destroyed or disposed of as soon as they outlive their usefulness in accordance with the schedule and provisions outlined below.

DOCUMENT CARE, CONTROL, DISPOSITION, AND DESTRUCTION

- a) Documents that do not contain personally identifiable information or other confidential information do not require special use, care, control, and/or disposition or destruction measures.

- b) Documents that do contain personally identifiable information require specific use, care, control, retention, and destruction measures. Personally Identifiable Information (PII) includes, but is not limited to: addresses, phone numbers, bank and credit card information, social security numbers, alternate ID numbers, member ID numbers, passwords, etcetera. Names alone are not PII; however, if they are associated with any other information (data), such as listed above, they should be considered PII. (Examples of documents that may include personally identifiable information are registration forms, workshop registration lists, phone messages, credit card slips, e-mails, membership rosters, web reports, etcetera.)
 1. The nature of the medium (e.g., electronic or tangible), does not lessen OPPA, its officers', committee members' or chairs' responsibility to safeguard data that is considered to be personally identifiable information.
 2. Tangible documents that contain PII or other confidential information should be shredded (crosscut), incinerated, or pulped. Electronic data should be expunged/cleared and/or reliably erased. Computer laptop users shall take responsibility for the security of the information stored on their laptops. PII must be controlled in a manner that ensures PII is not accidentally released or made accessible to those who do not have a right or need to know.
 3. OPPA shall require contractors and/or their subcontractors to provide the same or better assurances with the safeguarding of PII that OPPA requires of its own officers, committee chairs, and/or committee members. Where regulations may prescribe more restrictive PII protections than those of OPPA, the more restrictive shall prevail.

FILES PLAN

A functional, decentralized files plan is designated for all of OPPA. Files generated within a committee or by an officer are the responsibility of the individual creating the file. Responsibility includes proper identification, safeguard, control, and maintenance. Safekeeping, disposition, and/or destruction of the file after it becomes inactive are the responsibility of the current officer and/or committee chair. All files are the official property of OPPA and will not be destroyed or disposed of except as provided by these instructions.

Prior to the destruction or disposal of documents, the chapter Historian shall be given the opportunity to review the information and determine the appropriate status of the record(s).

FILE IDENTIFICATION AND MAINTENANCE

For ease of reference, search, retrieval, and/or subsequent disposition or destruction, all files should be properly identified at time of creation. Filing systems should be so simple that anyone can readily identify and use them.

RECORDS RETENTION SCHEDULE

The following pages list the major departments and/or functional files and their retention schedules. Not all records are identified. Items to be held for less than one year are not listed. Some items listed in this schedule may not currently apply to OPPA, but might be applicable in the future and are, therefore, expressly included in this schedule.

Recommendations for additions/deletions or modifications should be submitted to the President or **Chapter** Historian for further consideration.

Administration

Correspondence, general work papers,
BOD Minutes & Governance History
Committee Minutes
Annual Reports
Publications
Memorandums
Education Bulletins
Bulletin Board Items
Association Programs (except awards)
Flyers
Policy Manuals
Association Memos (except awards)
Newsletter
Awards, Programs & History
News Releases
Volunteer Programs

Years of Retention

3, or Retain as Needed
Permanent
3
Permanent
5
1
1
1
1
1
1
5
5
10
Permanent
5
5

Accounting and Fiscal

Accounts Payable Invoices
Accounts Payable Register (Month end)
Accounts Payable Ledgers/Schedule (after audit)

Years of Retention

6
7
7

Accounts Payable Ledgers/Schedule (after payment)	7
Sales and Accounts Receivable Invoices	3
Sales Register (Month End)	7
General Journal and Support	7
General Ledger	7
Charts of Accounts	Permanent
Journals	Permanent
Accounts Receivable, Open Item (Month End)	3
Cash Receipts and Sales Edits	1
Invoice & Cash Deposits Registers (Month End)	7
Cash Receipts Register (Month End)	7
Cash Disbursements	7
Cash Books	Permanent
Cancelled Checks	7
Credit Card Receipts	7
Bank Deposit Slips	2
Bank Statements and Reconciliation	7
Dividend Records	Permanent
Expense Reports	7
Balance Sheets (Monthly Trial)	5
Budgets	5
Financial Statements, Certified	Permanent
<u>Accounting and Fiscal (continued)</u>	<u>Years of Retention</u>
Financial Statements, Interim	5
CPA Annual Audit	Permanent
Internal Audit Reports	5
<u>Corporate</u>	<u>Years of Retention</u>
Charter, Constitution	Permanent
Bylaws	Permanent
History	Permanent
Incorporation Papers	Permanent
Licenses, State	Permanent
Tax Returns	Permanent
Rules and Regulations	Permanent
General Membership Meeting Minutes	Permanent
Capital Records Fixed Assets	Permanent
<u>Legal</u>	<u>Years of Retention</u>
Claims and Litigation	Permanent
Legal Opinions	Until Superseded
Correspondence	5
Deeds, Mortgages & Bills of Sale	Permanent
<u>Membership</u>	<u>Years of Retention</u>
Records	5
Dues Receipts	3

Dues Batch Transfer	5
Applications	3
Firm, Inactive	3

<u>Insurance</u>	<u>Years of Retention</u>
Property and Liability	3 After Expired
Records (accident reports, claims, policies)	Permanent

<u>Procurement</u>	<u>Years of Retention</u>
Contracts (after completion/expiration)	Permanent
Purchase Orders (attached to invoice)	5
Requisitions	2

<u>Printing</u>	<u>Years of Retention</u>
Production Records	1
Negatives, Photo Masters	1

SECTION 29

NIGP CODE OF ETHICS

The Institute believes, and it is a condition of membership, that the following ethical principles should govern the conduct of every person employed by a public sector procurement or materials management organization.

Seeks or accepts a position as head (or employee) only when fully in accord with the professional principles applicable thereto, and when confident of possessing the qualifications to serve under those principles to the advantage of the employing organization.

Believes in the dignity and worth of the service rendered by the organization and the societal responsibilities assumed as a trusted public servant.

Is governed by the highest ideals of honor and integrity in all public and personal relationships in order to merit the respect and inspire the confidence of the organization and the public being served.

Believes that personal aggrandizement or personal profit obtained through misuse of public or personal relationships is dishonest and not tolerable.

Identifies and eliminates participation of any individual in operational situations where a conflict of interest may be involved.

Believes that members of the Institute and its staff should at no time, or under any circumstances, accept directly or indirectly, gifts, gratuities, or other things of value from suppliers, which might influence or appear to influence purchasing decisions.

Keeps the governmental organization informed, through appropriate channels, on problems and progress of applicable operations by emphasizing the importance of the facts.

Resists encroachment on control of personnel in order to preserve integrity as a professional manager.

Handles all personnel matters on a merit basis, and in compliance with applicable laws prohibiting discrimination in employment on the basis of politics, religion, color, national origin, disability, gender, age, pregnancy and other protected characteristics.

Seeks or dispenses no personal favors. Handles each administrative problem objectively and emphatically, without discrimination.

Subscribes to and supports the professional aims and objectives of the National Institute of Governmental Purchasing, Inc.

[Link to Guidelines to the NIGP Code of Ethics](#)

APPENDIX A

HISTORY OF OFFICERS, BOARD MEMBERS, COMMITTEE CHAIRPERSONS, & OPPA ANNUAL AWARDEES

2008/09

President	Kevin Yin, CPPB	City of Portland
Vice President	Tara Anderson, CPPB, OPBC	Oregon Dept. of Transportation
Treasurer	Diane Seaton, CPPB	City of Portland
Secretary	Kim Dunston, CPPB	Oregon Dept. of Transportation
1-Year Board Director	Kate Shaw, CPPB	Oregon Lottery
2-Year Board Director	Mickey Kemper, CPPB	Oregon Secretary of State Ofc.
3-Year Board Director	Barbara Hall, CPPB	Oregon Lottery
Immediate Past President	Christy Ellis	City of Dallas
Audit/Budget	Christy Ellis	City of Dallas
Awards	Greg James, CPPB	Springfield Public Schools
Communication	Kate Shaw, CPPB	Oregon Lottery
Diversity	Debra Janke, OPBC	Oregon Dept. of Transportation
Historian	Eileen Miller, CPPO, C.P.M.	Chemeketa Comm. College
Legislative	Jeff Morgan, CPPO, CPPB	Oregon Secretary of State Ofc.
Marketing	Gail Rubin, CPPO	Multnomah County
Membership Co-Chair	Karin Jorgensen, OPBC	Oregon Dept. of Transportation
Membership Co-Chair	Jeff Blade	City of Portland
Mentorship Co-Chair	Margaret Taylor, JD	Oregon Youth Authority
Mentorship Co-Chair	Laura Hince, OPBC	Oregon Youth Authority
Nominating	Christy Ellis	City of Dallas
OPPA/Columbia Chapter Liaison	Rob Rickard, CPPO, OPBC	Oregon Secretary of State Ofc.
Professional Development	Mickey Kemper, CPPB	Oregon Secretary of State Ofc.
Program Co-Chair	Brent Kibby, CPPB	Oregon Secretary of State Ofc.
Program Co-Chair	Kathleen George	Oregon Lottery
RVTS Co-Chair	Christine Moody, CPPO	City of Portland
RVTS Co-Chair	Nancy Ahlbin	Oregon Dept of Admin. Serv.
Scholarship	Kim Dunston, CPPB	Oregon Dept. of Transportation
Buyer of the Year	Linda Lichty, CPPB	Oregon Secretary of State Ofc.
Manager of the Year	Diane Seaton, CPPB	City of Portland
President's Award	Greg James, CPPB	Springfield Public Schools
Volunteer of the Year	Kate Shaw, CPPB	Oregon Lottery
Mentor of the Year	Rob Rickard, CPPO, OPBC	Oregon Secretary of State Ofc.

2007/08

President	Christy Ellis	City of Dallas
Vice President	Kevin Yin, CPPB	City of Portland
Treasurer	Tara Anderson	Oregon Dept. of Transportation
Secretary	Diane Seaton, CPPB	City of Portland
1-Year Board Director	Melissa Canfield, CPPB	DAS - State Procurement Ofc.
2-Year Board Director	Kate Shaw, CPPB	Oregon Lottery
3-Year Board Director	Mickey Kemper, CPPB	Oregon Secretary of State Ofc.
Immediate Past President	Brian Woodall, CPPB	Tri-Met
Audit/Budget	Brian Woodall, CPPB	Tri-Met
Awards	Greg James, CPPB	Springfield Public Schools
Communication	Kate Shaw, CPPB	Oregon Lottery
Diversity	Melissa Canfield, CPPB	DAS – State Procurement Ofc.
Historian	Eileen Miller, CPPO, C.P.M.	Chemeketa Comm. College
Marketing	Nancy Ahlbin	DAS - State Procurement Ofc.
Membership	Karin Jorgensen	Oregon Dept. of Transportation
Mentorship Co-Chair	Eileen Miller, CPPO, C.P.M.	Chemeketa Comm. College
Mentorship Co-Chair	Brian Woodall, CPPB	Tri-Met
Nominating	Brian Woodall, CPPB	Tri-Met
OPPA/Columbia Chapter Liaison	Rob Rickard, CPPO, OPBC	Oregon Secretary of State Ofc.
Professional Dev. Co-Chair	Mickey Kemper, CPPB	Oregon Secretary of State Ofc.
Professional Dev. Co-Chair	Kevin Yin, CPPB	City of Portland
Program Co-Chair	Kim Dunston	Oregon Dept. of Transportation
Program Co-Chair	Wendy Burns, CPPB	Tualatin Valley Water District
Scholarship	Melissa Canfield, CPPB	DAS - State Procurement Ofc.
Buyer of the Year	Warren Gray, CCA, CCA, CDT	Multnomah County
Manager of the Year	Christy Ellis	City of Dallas
President's Award	Kim Dunston, CPPB	Oregon Dept. of Transportation
Volunteer of the Year	Tara Anderson, CPPB, OPBC	Oregon Dept. of Transportation
Harold F. Vaughan Award	Leslie Johnson, CPPB	Washington County
Harold F. Vaughan Award	Eileen Miller, CPPO, C.P.M.	Chemeketa Comm. College

2006/07

President	Brian Woodall, CPPB	Tri-Met
Vice President	Christy Ellis	City of Dallas
Treasurer	Kevin Yin, CPPB	City of Portland
Secretary	Eileen Miller, CPPO, C.P.M.	Chemeketa Comm. College
1-Year Board Director	Nancy Ahlbin	DAS - State Procurement Ofc.
2-Year Board Director	Melissa Canfield, CPPB	DAS - State Procurement Ofc.
3-Year Board Director	Kate Shaw, CPPB	Oregon Lottery
Immediate Past President	Craig Johnsen, CPPO, CPPB	Port of Portland
Audit/Budget	Craig Johnsen, CPPO, CPPB	Port of Portland
Awards	Greg James, CPPB	Springfield Public Schools
Communication	Kate Shaw, CPPB	Oregon Lottery
Diversity	Melissa Canfield, CPPB	DAS – State Procurement Ofc.
Historian	Eileen Miller, CPPO, C.P.M.	Chemeketa Comm. College

Marketing
 Membership
 Mentorship
 Nominating
 OPPA/Col. Chapter Liaison
 Professional Development
 Program
 Scholarship
 Buyer of the Year
 Manager of the Year
 President's Award

Nancy Ahlbin
 Karin Jorgensen
 Eileen Miller, CPPO, C.P.M.
 Keri Stocks, CPPB
 Rob Rickard, CPPO, OPBC
 Bobbi Matthews, CPPO, CPPB
 Tara Anderson
 Christy Ellis
 Leslie Johnson
 Brian Woodall, CPPB
 Nancy Ahlbin

DAS - State Procurement Ofc.
 Oregon Dept. of Transportation
 Chemeketa Comm. College
 Oregon State Lottery
 Oregon Secretary of State Ofc.
 Port of Portland
 Oregon Dept. of Transportation
 City of Dallas
 Washington County
 Tri-Met
 DAS - State Procurement Ofc.

2005/06

President
 Vice President
 Treasurer
 Secretary
 1-Year Board Director
 2-Year Board Director
 3-Year Board Director
 Immediate Past President
 Audit/Budget
 Awards
 Communication
 Diversity
 Historian
 Membership
 Mentorship
 Nominating
 OPPA/Columbia Chapter Liaison
 Professional Development
 Program Co-Chair
 Program Co-Chair
 Scholarship
 Buyer of the Year
 Manager of the Year
 President's Award
 Harold F. Vaughan Award

Craig Johnsen, CPPO, CPPB
 Brian Woodall, CPPB
 Christy Ellis
 Kevin Yin, CPPB
 Eileen Miller, C.P.M.
 Nancy Ahlbin
 Melissa Canfield
 Keri Stocks, CPPB
 Craig Johnsen, CPPO, CPPB
 Greg James, CPPB
 Eileen Miller, C.P.M.
 Melissa Canfield
 Eileen Miller, C.P.M.
 Karin Jorgensen
 Eileen Miller, C.P.M.
 Keri Stocks, CPPB
 Rob Rickard, CPPO, OPBC
 Keri Stocks, CPPB
 Nancy Ahlbin
 Tara Anderson
 Christy Ellis
 Eileen Miller, C.P.M.
 Keri Stocks, CPPB
 Christy Ellis
 Franna Hathaway, CPPO, CPPB

Port of Portland
 Tri-Met
 City of Dallas
 City of Eugene
 Chemeketa Comm. College
 DAS-State Procurement Ofc.
 DAS - State Procurement Ofc.
 Oregon State Lottery
 Port of Portland
 Springfield Public Schools
 Chemeketa Comm. College
 DAS – State Procurement Ofc.
 Chemeketa Comm. College
 Oregon Dept. of Transportation
 Chemeketa Comm. College
 Oregon State Lottery
 Oregon Secretary of State Ofc.
 Oregon State Lottery
 DAS - State Procurement Ofc.
 Oregon Dept. of Transportation
 City of Dallas
 Chemeketa Comm.College
 Oregon State Lottery
 City of Dallas
 Multnomah County

2004/05

President
 Vice President (June-Oct)
 Vice President (Nov- May)
 Secretary
 Treasurer
 1-Year Board Director (June-Oct)

Keri Stocks, CPPB
 Celeste Wooldridge, CPPB
 Craig Johnsen, CPPB
 Brian Woodall, CPPB
 Kevin Walther, CPPB, OPBC
 Craig Johnsen, CPPO, CPPB

Oregon State Lottery
 Rogue Comm. College
 Port of Portland
 Tri-Met
 Oregon Sec. State Ofc.
 Port of Portland

1-Year Board Director (Nov-May)	Jeff Baer, CPPO, CPPB	City of Portland
2-Year Board Director	Eileen Miller, C.P.M.	Chemeketa Comm. Coll
3-Year Board Director	Nancy Ahlbin	DAS -State Procurement Ofc.
Immediate Past President	Donnell Fowler, CPPB	Dept. of Transportation
Audit/Budget Chair	Keri Stocks, CPPB	Oregon State Lottery
Awards Chair	Greg James, CPPB	Springfield Public Schools.
Communication Chair	Eileen Miller, C.P.M.	Chemeketa Comm. College
Membership Chair	Christy Ellis	City of Dallas
Mentorship Chair	Eileen Miller, C.P.M.	Chemeketa Comm. College
Nominating Chair	Donnell Fowler, CPPB	Dept. of Transportation
Professional Development	Melissa Canfield, CPPB	DAS - State Procurement Ofc.
Program Chair	Nancy Ahlbin	Dept. Of Transportation
Scholarship Chair	Craig Johnsen, CPPB	Port of Portland
Buyer of the Year	Mickey Kemper, CPPB	Oregon Sec. State Ofc.
Manager of the Year	Greg James, CPPB	Springfield Sch. Dst.
President's Award	Kevin Walther, CPPB, OPBC	Oregon Secretary State Ofc.
Harold F. Vaughan Award	Carlton Chayer	Retired

2003/04

President	Donnell Fowler, CPPB	Dept. of Transportation
Vice President	Keri Stocks, CPPB	Oregon State Lottery
Secretary	Celeste Wooldridge, CPPB	Rogue Comm. College
Treasurer (5/03-10/03)	Larry Wright, CPPO, CPPB	DAS - Office of Bus Admin
Treasurer (11/03-4/04)	Brian Woodall (11/03-4/04)	Tri-Met
1-Year Board Director	Jeff Morgan, CPPB	Oregon Sec. State Ofc
2-Year Board Director	Craig Johnsen, CPPB	Port of Portland
3-Year Board Director	Eileen Miller, C.P.M.	Chemeketa Comm College
Immediate Past President	Bobbi Matthews	Port of Portland
Audit Chair	Donnell Fowler, CPPB	Dept of Transportation
Awards Chair	Greg James, CPPB	Springfield Public Schools
Communication Chair	Eileen Miller, C.P.M.	Chemeketa Comm College
Membership Chair	Kevin Walther, CPPB, OPBC	Dept. of Transportation
Nominating Chair	Bobbi Matthews CPPO, CPPB	Port of Portland
Program Chair	Nancy Ahlbin	DAS - State Procurement
Professional Development	Melissa Canfield, CPPB	DAS - State Procurement
Scholarship	Craig Johnsen, CPPB	Port of Portland
Buyer of the Year	Kevin Walther, CPPB, OPBC	Dept. of Transportation
Manager of the Year	Jeff Morgan, CPPO, CPPB	Oregon Sec. State Ofc.
President's Award	Craig Johnsen, CPPB	Port of Portland
Harold F. Vaughan Award	Jan Harding	Retired

2002/03

President	Bobbi Matthews	Port of Portland
Vice President	Donnell Fowler	Dept. of Transportation
Secretary	Keri Stocks	Eugene Water & Electric
Treasurer	Celeste Wooldridge	Rogue Comm. College

1-Year Board Director
2-Year Board Director
3-Year Board Director
Immediate Past President
Newsletter Chair
Membership Chair
Professional Development
Awards Chair
Buyer of the Year
Manager of the Year
President's Award
Harold F. Vaughan Award

Larry Wright
Jeff Morgan
Craig Johnsen
Lori LeVeaux
Sandra Kalin
Kevin Walther
Melissa Canfield
Greg James
Julie Shibata
Craig Johnsen
Eileen Miller, C.P.M.
Ernest Winterton

DAS - Purchasing
Oregon Sec. State Ofc.
Port of Portland
Oregon State Lottery
DAS - Purchasing
Dept. of Transportation
Dept of Transportation
Springfield Public Schools
Port of Portland
Port of Portland
Chemeketa Comm College
Retired

2001/02

President
Vice President
Secretary
Treasurer
1-Year Board Director
2-Year Board Director
3-Year Board Director
Newsletter Chair
Membership Chair
Professional Development
Buyer of the Year
Manager of the Year
President's Award

Lori LeVeaux
Bobbi Matthews
Donnell Fowler
Keri Stocks
Dianne Crooker
Larry Wright
Jeff Morgan
Sandra Kalin
Kevin Walther
Melissa Canfield
Keri Stocks
Jeff Baer
Nancy Ahlbin

Oregon State Lottery
Port of Portland
Dept. of Transportation
Eugene Water & Electric
City of Salem
DAS - Purchasing
Oregon Sec. State Ofc.
DAS - Purchasing
Dept. of Transportation
Dept of Transportation
Eugene Water & Electric
City of Portland
DAS - Purchasing

2000/01

President
Vice President
Secretary
Treasurer
1-Year Board Director
2-Year Board Director
3-Year Board Director
Newsletter
Membership
Professional Development
Buyer of the Year
Manager of the Year
Harold F. Vaughan Award

Aaron Howell
Lori LeVeaux
Bobbi Matthews
Donnell Fowler
Cindy Musgrove
Dianne Crooker
Larry Wright
Sandra Kalin
Keri Stocks
Jeff Morgan
Donnell Fowler
Rob Rickard
Miller Lembke

Oregon State University
Oregon State Lottery
Port of Portland
Dept of Transportation
Dept. of Transportation
City of Salem
DAS - Purchasing
DAS - Purchasing
Eugene Water & Electric
Dept of Transportation
Dept. of Transportation
Dept. of Transportation
Portland State University

1999/00

President
Vice President

Andre Moran
Aaron Howell

University of Oregon
Oregon State University

Secretary
Treasurer
1-Year Board Director
2-Year Board Director
3-Year Board Director
Newsletter Chair
Membership Chair
Professional Development
Buyer of the Year
President's Award
Manager of the Year
Harold F. Vaughan Award

Lori LeVeaux
Bobbi Matthews
Franna Hathaway
Cindy Musgrove
Dianne Crooker
Marie McHone
Keri Stocks
Bobbi Matthews
Larry Wright
Larry Wright
Bobbi Matthews
Rob Rickard

Oregon State Lottery
Dept of Transportation
Multnomah County
Dept. of Transportation
City of Salem
Dept. of Transportation
Eugene Water & Electric
Dept of Transportation
DAS - Purchasing
DAS - Purchasing
Dept. of Transportation
Dept. of Transportation

1998/99

President
Vice President

Darin Matthews
Andre Moran
(replaced Linda Bidwell)

City of Portland
University of Oregon

Secretary
Treasurer
1-Year Board Director
2-Year Board Director
3-Year Board Director
Newsletter Chair
Membership Chair
Professional Development
Buyer of the Year
Manager of the Year

Aaron Howell
Bobbi Matthews
Steve Evans
Franna Hathaway
Cindy Musgrove
Lori LeVeaux
Denise Johnson
Bobbi Matthews
Teresa Hicks
Darin Matthews

Oregon State University
Dept of Transportation
Lane Community College
Multnomah County
Oregon State Lottery
Oregon State Lottery
City of Portland
Dept of Transportation
Dept. of Transportation
City of Portland

1997/98

President
Vice President
Secretary
Treasurer
1-Year Board Director
2-Year Board Director
3-Year Board Director
Newsletter Chair
Membership Chair
Professional Development
Buyer of the Year
Manager of the Year

Rob Rickard
Darin Matthews
Linda Bidwell
Andre Moran
Kip Gerke
Steve Evans
Franna Hathaway
Lori LeVeaux
Denise Johnson
Linda Bidwell
Eileen Miller
Rob Rickard

DAS - Purchasing
DAS - Purchasing
City of Portland
University of Oregon
Bend LaPine Schools
Lane Community College
Multnomah County
Oregon State Lottery
City of Portland
City of Portland
City of Portland
Chemeketa Comm. College
DAS - Purchasing

1996/97

President
Vice President
Secretary

Mike Hutchens
Rob Rickard
Darin Matthews

Portland Public Schools
DAS - Purchasing
DAS - Purchasing

Treasurer	Linda Bidwell	City of Portland
1-Year Board Director	Ben Rainboldt	Clackamas County
2-Year Board Director	Kip Gerke	Bend LaPine Schools
3-Year Board Director	Steve Evans	Lane Community College
Newsletter Chair	Lori LeVeaux	Oregon State Lottery
Membership Chair	Denise Johnson	City of Portland
Professional Development	Linda Bidwell	City of Portland
Buyer of the Year	Darin Matthews	DAS - Purchasing
Manager of the Year	Jan Harding	City of Gresham
Harold F. Vaughan Award	Carol Case	City of Eugene

1995/96

President	Jan Harding	City of Gresham
Vice President	Mike Hutchens	Portland Public Schools
Secretary	Denise Johnson	City of Portland
Treasurer	Rob Rickard	DAS - Purchasing
1-Year Board Director	Ed Case	Lane Community College
2-Year Board Director	Ben Rainboldt (replaced Rich Wiley)	Clackamas County
3-Year Board Director	Kip Gerke	Bend LaPine Schools
Newsletter Chair	Ed Case	Lane Community College
Membership Chair	Chuck Wallace	Lane County
Buyer of the Year	Ed Case	Lane Community College
Manager of the Year	Chuck Wallace	Lane County
Harold F. Vaughan Award	Roger Cardinal	Portland Community College

1994/95

President	Jan Harding	City of Gresham
Vice President	Mike Hutchens	Portland Public Schools
Secretary	Bill Heller	Roseburg Public Schools
Treasurer	Ruth Clayton	Josephine/4 Rivers SD
1-Year Board Director	Roger Cardinal	Washington County
2-Year Board Director	Ed Case	Lane Community College
3-Year Board Director	Rich Wiley	METRO
Newsletter Chair	Ed Case	Lane Community College
Membership Chair	Chuck Wallace	Lane County
Buyer of the Year	Linda Naumcheff	N. Clackamas School District
Manager of the Year	Carol Case	City of Eugene

1993/94

President	Keith Bates	Corvallis School District
Vice President	Gail Murray	City of Eugene
Secretary	Shannon Lilly	Klamath County SD
Treasurer	Jan Harding	City of Gresham
1-Year Board Director	Bonnie Lindberg	City of Eugene
2-Year Board Director	Roger Cardinal	Washington County

3-Year Board Director
Newsletter Chair
Membership Chair
Buyer of the Year
Manager of the Year

Ed Case
Ed Case
Bob Cudmore
Jan Harding
Mike Hutchens

Lane Community College
Lane Community College
Lane Community College
City of Gresham
Portland Public Schools

1992/93

President
Vice President
Secretary
Treasurer
1-Year Board Director
2-Year Board Director
3-Year Board Director

Jeff Baer
Keith Bates
Jan Harding
Gail Murray
Dianne Lancaster
Bonnie Lindberg
Roger Cardinal

Multnomah County
Corvallis School District
City of Gresham
City of Eugene
Oregon Dept. of General Serv.
City of Eugene
Washington County

1991/92

President
Vice President
Secretary
Treasurer
1-Year Board Director
2-Year Board Director
3-Year Board Director

Ernest Winterton
Jeff Baer
Keith Bates
Gail Murray
Carlton Chayer
Dianne Lancaster
Bonnie Lindberg

Portland State University
Multnomah County
Corvallis School District
City of Eugene
City of Portland
Oregon Dept. of General Serv.
City of Eugene

1990/91

President

Vice President
Secretary
Treasurer
1-Year Board Director

2-Year Board Director
3-Year Board Director

Larry Weaver
(replaced Vicki Lewis)
Ernest Winterton
Dolores Baumann
Jeff Baer
Phil Reed
(replaced Weaver)
Carlton Chayer
Dianne Lancaster

Oregon State Highway Div.

Portland State University
Salem Keizer School Dist.
City of Tualatin
Central Lincoln PUB

City of Portland
Oregon Dept. of General Serv.

1989/90

President
Vice President
Secretary
Treasurer
1-Year Board Director
2-Year Board Director
3-Year Board Director

Carol Smith
Vicki Lewis
Ernest Winterton
Jeff Baer
Bob Cudmore
Larry Weaver
Carlton Chayer

City of Eugene
City of Eugene
Portland State University
City of Tualatin
Lane Community College
Oregon State Highway Div.
City of Portland

1988/89

President
Vice President
Secretary
Treasurer
1-Year Board Director
2-Year Board Director
3-Year Board Director

Chuck Wallace
Carol Smith
Vicki Lewis
Ernest Winterton
Keith Bates
Bob Cudmore
Larry Weaver

Lane County
City of Eugene
City of Eugene
Portland State University
Corvallis School District
Lane Community College
Oregon State Highway Div.

1987/88

President
Vice President
Secretary
Treasurer
1-Year Board Director
2-Year Board Director
3-Year Board Director

Leslie Johnson
Chuck Wallace
Carol Smith
Vicki Lewis
Ernest Winterton
Keith Bates
Bob Cudmore

Washington County
Lane County
City of Eugene
City of Eugene
Portland State University
Corvallis School District
Lane Community College

1986/87

President
Vice President
Secretary
Treasurer
1-Year Board Director
2-Year Board Director
3-Year Board Director

Anna McNeil
Leslie Johnson
Shirley Fortner
Chuck Wallace
Ernest Winterton
Dennis Jones
David Biedermann

Oregon Dept. of General Serv.
Washington County
Multnomah ESD
Lane County
Portland State University
Corvallis School District
City of Eugene

1985/86

President
Vice President
Secretary
Treasurer
1-Year Board Director
2-Year Board Director
3-Year Board Director

Roger Cardinal
Anna McNeil
Leslie Johnson
Chuck Wallace
Miller Lembke
Ernest Winterton
Dennis Jones

Lane Community College
Oregon Dept. of General Serv.
Washington County
Lane County
Portland State University
Portland State University
Corvallis School District

1984/85

President
Vice President
Secretary/Treasurer
1-Year Board Director
2-Year Board Director
3-Year Board Director

Lynnelle Medaris
Roger Cardinal
Anna McNeil
Leslie Johnson
Miller Lembke
Ernest Winterton

Port of Portland
Lane Community College
Oregon Dept. of General Serv.
Washington County
Portland State University
Portland State University

1983/84

President

Dave Sorem

Oregon State University

Vice President
Secretary/Treasurer
1-Year Board Director
2-Year Board Director
3-Year Board Director

Lynnelle Medaris
Roger Cardinal
Dale Reed
Jo Roland
Miller Lembke

Port of Portland
Lane Community College
Linn-Benton Comm. College
Portland Community College
Portland State University

1982/83

President
Vice President
Secretary
Treasurer
1-Year Board Director
2-Year Board Director
3-Year Board Director

Sherry Jacox
Dave Sorem
Ron Gascon
Lynnelle Medaris
Gene Lile
Dale Reed
Jo Roland

Multnomah County
Oregon State University
Oregon Dept. of General Serv.
Port of Portland
Portland Community College
Linn-Benton Comm. College
Portland Community College

1981/82

President
Secretary
Treasurer
1-Year Board Director
2-Year Board Director
3-Year Board Director

Clair Kuppenbender
Sherry Jacox
Sue Platt
Charles Dallas
Gene Lile
Dale Reed

N. Clackamas School Dist..
Multnomah County
Portland Community College
City of Eugene
Portland Community College
Linn-Benton Comm. College

1980/81

President
Secretary
Treasurer
1-Year Board Director
2-Year Board Director
3-Year Board Director

Larry Kennedy
Marlene Jack
Carlton Chayer
Flor Matias
Charles Dallas
Gene Lile

City of Corvallis
Oregon Dept. of Revenue
City of Portland
Washington County ESD
City of Eugene
Portland Community College

1979/80

President
Secretary
Treasurer
1-Year Board Director
2-Year Board Director
3-Year Board Director

Dale Reed
Dorothy Knutson
Ted Parker
Donna Francis
Flor Matias
Charles Dallas

Linn-Benton Comm. College
Chemeketa Comm. College
Oregon Workers Compensation

Washington County ESD
City of Eugene

1978/79

President
Secretary
Treasurer
1-Year Board Director
2-Year Board Director

Harold Vaughan
Ed Euken (retired 12-31-78)
Larry Kennedy
Bernice Gilmour
Donna Francis

City of Portland
Dept. of Environmental Quality
City of Corvallis

3-Year Board Director

Flor Matias (filled in as sec.)

Washington County ESD

1977/78

President

Pat Grant

Lane Community College

Secretary

Stan Jones

Port of Portland

Treasurer

Shirley Carey

U of Oregon Health Sci Ctr

1-Year Board Director

Bernice Gilmour

(replaced Pat Grant)

2-Year Board Director

Bob Albert

Oregon Dept. of General Serv.

3-Year Board Director

Donna Francis

1976/77

President

Lee Moore

Oregon Dept. of General Serv.

Secretary

Donna Francis

State Accident Insurance Fund

Treasurer

Ted Parker

Oregon Workers Compensation

1-Year Board Director

George Winand

2-Year Board Director

Pat Grant

Lane Community College

3-Year Board Director

Bob Albert

Oregon Dept. of General Serv.

1975/76

President

John Norton

Portland Community College

Secretary/Treasurer

Shirley Carey

U of Oregon Health Sci Ctr

1-Year Board Director

George Winand

(replaced Charles Dallas)

2-Year Board Director

Pat Grant

Lane Community College

3-Year Board Director

Bob Albert

Oregon Dept. of General Serv.

1974/75

President

Joe Deutsch

Oregon Liquor Control Comm.

Secretary/Treasurer

Ray Barber (resigned Dec)

City of Portland

1-Year Board Director

Dorothy Knutson

Chemeketa Comm. College

2-Year Board Director

Roger Goff

Multnomah County

3-Year Board Director

Floyd Jacox

City of Salem

Charles Dallas

City of Eugene

1973/74

President

Stan Jones

Port of Portland

Secretary/Treasurer

Joe Deutsch

Oregon Liquor Control Comm.

1-Year Board Director

Mel Wells

2-Year Board Director

Roger Goff

Multnomah County

3-Year Board Director

Floyd Jacox

City of Salem

1972/73

President

Bob Albert

Oregon Dept. of General Serv.

Secretary/Treasurer

Derwood Smith

Linn-Benton Comm. College

1-Year Board Director

Lou Turk

Klamath Co. School District

2-Year Board Director

Mel Wells

3-Year Board Director

Roger Goff

Multnomah County

1971/72

President

Tom Hill

Oregon Dept. of General Serv.

Secretary/Treasurer

Bob Albert

Oregon Dept. of General Serv.

1-Year Board Director

Erv Sunderlin

2-Year Board Director

Lou Turk

Klamath Co. School District

3-Year Board Director

Mel Wells

1970/71

President

Charles Dallas

City of Eugene

Secretary/Treasurer

Tom Hill

Oregon Dept. of General Serv.

1-Year Board Director

Ray Damerell

2-Year Board Director

Erv Sunderlin

3-Year Board Director

Lou Turk

Klamath Co. School District

1969/70

President

Bruce Lawson

City of Corvallis

Secretary/Treasurer

Charles Dallas

City of Eugene

1-Year Board Director

Meritt Simmons

City of Portland

2-Year Board Director

Ray Damerell

3-Year Board Director

Erv Sunderlin

Erv Sunderlin