NIGP BOARD OF DIRECTORS OFFICIAL MEETING

Meeting Date/Time: Saturday, November 3, 2012 @ 10:00 AM
Meeting Location: City Hall Room, 2\textsuperscript{nd} Floor, Sheraton Centre Toronto, Ontario
Chairman: Bobbi Matthews, CPPO, CPPB
Board Secretary: Rick Grimm CPPO, CPPB

NIGP’s Mission

Develop, support and promote the public procurement profession through premier educational and research programs, professional support, and advocacy initiatives that benefit members and constituents.

Roles of the NIGP Board of Directors

Set Direction * Ensure Adequate Resources * Provide Program Oversight

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<tr>
<th>AGENDA ITEM</th>
<th>ACTION TAKEN</th>
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<td>1. Call to Order</td>
<td>President Matthews called the meeting to order at 9:27 pm Eastern</td>
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| 2. Attendance of Board Members and Introduction of Guests | **Board Members in Attendance:**
Bobbi Matthews CPPO CPPB – President
Marcheta Gillespie CPPO, CPPB, C.P.M., CPM – 1st Vice President
Don Buffum, CPPO – 2\textsuperscript{nd} Vice President
Ron Blendermann, CPPO, CPPB - Region 1
George Nader CPPO – Region 2
Joan Graham, CPPO, CPPB - Region 3
Kathy Elgin CPPO, CPPB – Region 4
Keith Glatz CPPO – Region 7
Lourdes Coss CPPO – Region 8
Keith Ashby CPPO – Region 10
Denni Baumer, CPPO, CPPB, C.P.M. - Region 11
Nelson Park, CPPO, CPPB - Region 12
Gord Sears CPPB – Region 13

**Excused Board Members:**
DeWight Dopslauf CPPO, CPPB, C.P.M. – 3\textsuperscript{rd} Vice President
Stephanie Creed CPPO, CPPB – Immediate Past President
Ed Grant CPPO, CPPB, RPPO – Treasurer (Non-Voting)
Sandra Dix, CPPB - Region 5

**Staff Members in Attendance:**
Rick Grimm, CPPO, CPPB
Tina Borger, CPPO
Brent Maas
Carol Hodes, CAE
Cam Smart |
3. Approval of Minutes from the October 16, 2012 Board Meeting

George Nader motioned to approve the minutes of the October 16, 2012, Board meeting, seconded by Denni Baumer. Motion carried.

4. The Institute’s 2013-2016 Strategic Plan

The strategic initiatives drafted during the Strategy Session were reviewed. The general consensus was that the draft was acceptable with a couple of changes. After further discussion the Board modified the 2013-2016 Strategic Plan to read:

**Governance**
Ensure that NIGP is structured to address the dynamic global marketplace.
- Develop the optimal governance model for the Institute as a non-profit professional association.

**Technology**
Build a robust technology framework in order to deliver services more effectively.
- Establish relationship with IT firm by March 2013. The IT firm will perform needs assessment and review of current capabilities that are available in the marketplace
- Develop a technology plan by fall Board meeting
- Establish an IT reserve fund to be able to proactively fund technology needs by March 2014
- Report and discuss changes in technology at each fall Board meeting as recommended by IT partner

**Education**
Develop and deliver a world-class education and training curriculum by increasing technology-based delivery, partnering strategically and mixing traditional and distance learning delivery.
- Identify other delivery methods (higher education programs) simulcasting conferences
- Identify specific partners to provide delivery of services
- Review and integrate partners’ materials as relevant
- Consider the need to translate materials for other languages and cultures

**Sales Force and Advocacy**
Increase awareness of NIGP by developing a market strategy that promotes products and services in new and existing markets and advocates for the profession.

There was consensus that:
- The Education initiative needed to be re-framed by staff with specific, measurable objectives to be recommended to the Board at a later date
- The Sales Force and Advocacy initiative would remain on the 2013-16 Strategic Plan but suspended for further action until the Governance and Technology initiatives are clarified and refined

Kathy Elgin motioned to adopt the initiatives as modified, seconded by Keith Glatz. Motion carried.

5. Allocation of Funds

Gord Sears made a dual motion to 1) approve the Chief Executive’s recommendations for allocating the FY 12 Net Income to one-time funding projects as modified during the November 2, 2012 Study Session and, 2) authorize the Chief Executive to allocate dollars set-aside in the FY13 budget to address compensation for employees who...
George Nader, recognizing there was more than the minimum benchmarks, moved to amend the motion to 2) authorize the Chief Executive to allocate dollars set-aside in the FY13 budget to address compensation for employees as discussed during the executive session.

The motion, as amended, was seconded by Kathy Elgin. Motion carried.

6. Board Consent Agenda

Denni Baumer motioned to adopt the agenda items below as the consent agenda of the Board:
- Adoption of the 2013 Forum Budget and Fees
- Adoption of the Host City for the 2017 Forum and Products Expo

seconded by Marcheta Gillespie. Motion carried.

7. New Board Initiatives and Charges

A. Race For Relevance Text

1) Observations
   - Board members to offer at least two “a-ha” topics of interest
   - Board members to offer at least one “No way” topics

2) Next Steps

   After discussion, it was agreed to hire a governance facilitator to be present at the spring 2013 meeting. To accommodate this, it was further agreed that
   - The facilitator would initiate pre-meeting work to maximize productivity
   - The Governance Committee will not be directly involved yet could be tasked as a resource.
   - Two ½ day sessions would be added to the spring meeting
   - The National Business Council meeting would be accomplished in ½ day segments

B. Young Professionals Group

Rick Grimm suggested that the Board may wish to establish an advisory group or council comprised of younger public procurement professionals that can guide the Board and staff on technology applications and relevant NIGP products and services. The Board responded favorably to the suggestion and requested that President Bobbi Matthews begin to forge this relationship. They suggested that Candace Riddle be a part of the group; as well as any professionals holding a ‘student membership’ in any of our chapter affiliates.

C. Use of NSite

There was interest in using NSite as a means for enhancing communications. Rick is considering ways to deliver Matrix to the Board via NSite. The Board also requested guidance on how a
There was particular interest from George Nader (Region 2), Joan Graham (Region 3), Keith Glatz (Region 7) and Lourdes Coss (Region 8) in creating an NSite community for their respective regions.

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<th>8. Empowering the Executive Committee</th>
<th>Keith Glatz motioned to empower the Executive Committee to take future actions on behalf of the Board of Directors prior to its next scheduled meeting on December 18, 2012, seconded by Don Buffum. Motioned carried.</th>
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<td>9. Adjournment</td>
<td>Don Buffum motioned to adjourn the meeting, seconded by Denni Baumer. Motion Carried.</td>
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<td>The meeting was adjourned at 10:51 am Eastern.</td>
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