## 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.*

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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 Kirk Buffington called the meeting to order at 11:05 a.m.</td>
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| 2. Roll Call of Board Members | **Board Members in Attendance:**  
Kirk Buffington, CPPO, C.P.M. – President  
Paul Brennan, CPPO, C.P.M. – First Vice President  
Stephanie Creed, CPPO, CPPB – Third Vice President  
Chris Klein, CPPB, Treasurer (non-voting)  
Mike Bevis, CPPO  
Dave Davis, CPPO  
DeWight Dopslauf, CPPB, C.P.M., A.P.P.  
Kathy Elgin, CPPO, CPPB  
Keith Glatz, CPPO  
Bobbi Matthews, CPPO, CPPB  
Judy Meisel, CPPO, CPPB  
Gord Sears, CPPB  
Sandra Wright, CPPB  

**Board Members Absent:**  
Ken Koester, CPPO, C.P.M., A.P.P. – Second Vice President  
Ed Grant, CPPO, CPPB, RPPO – Immediate Past President  
Marcheta Gillespie, CPPO, CPPB, C.P.M., CPM  

**Staff Present:**  
Rick Grimm, CPPO, CPPB  
Tina Borger, CPPO  
Carol Hodes, CAE  
Brent Maas  
Carrie Rawn, CMP  
Belinda Reutter, CMP, CAE  
Juanita Sims  
Erik Steffan, MCP  
Brent Woods, CAE
3. Opening Comments from the NIGP President

President Buffington thanked the Board for participating in the teleconference, noting the significant business on the agenda.

4. Environmental Scan by the Board:
    Key Issues affecting constituencies, members, chapter affiliates, governmental entities

Several Board members discussed the American Recovery and Reinvestment Act as it relates to their state, and Bobbi Matthews mentioned the Oregon has adopted its own stimulus package. Stephanie Creed mentioned that her agency will receive guidance from the governor’s office on the state’s interpretation of the stimulus language during their agency conference next month and will share that information with the Board.

Kathy Elgin stated that VAGP’s legislative committee was working with Virginia state legislators in sponsoring a bill that would place architect and engineer solicitations on par with other types of competitive bids. She also mentioned that the Virginia State Legislature officially recognized VAGP for celebrating their 50th anniversary of service during the chapter’s spring conference in 2008.

Kirk Buffington mentioned that he, Rick Grimm and Keith Glatz are scheduled to attend the Miami Chapter Kick-Off Luncheon, where Rick will present on procurement opportunities with respect to the current economic climate.

5. Approval of Minutes from January 28, 2009 Board Meeting (Attached)

Paul Brennan moved to approve the minutes as written; seconded by Keith Glatz. The motion carried.

6. Board Governance

A. Revisions to Board Policies Related to Committee Re-Structure. The Process:

President Buffington stated the purpose of the discussion: to affirm revisions made during the January 28, 2009 teleconference and to deliberate on the remaining agenda items.

(1) Affirm recommended changes discussed during the January 28, 2009 teleconference

- It was suggested that the specific roles and responsibilities of the Executive Committee be detailed so that it is clear on what the Executive Committee can and cannot do
- It was agreed to replace the title ‘Convergence Council’ with the ‘Council for Strategic Vision’ where noted throughout the Policy.
- It was agreed to strike the word ‘Awareness’ from the title of the Diversity Council where noted throughout the Policy.
- Regarding Section IX.C of the Board Policy manual on the Local Planning Committee, it was agreed to change “to” to “for” in the first sentence so it reads “NIGP staff should be responsible for…”

(2) Discuss specific topics within the following major sections of the proposed Board Policy Manual

There were no additional revisions to Sections III and IV.
(3) Discuss committee-related changes to other sections of the Board Policy Manual

(4) Approve all final policy drafts

“...move to adopt modifications to Sections III, IV, V, VII, and IX of the NIGP Board of Directors Policy Manual as recommended by staff and further revised by the Board during its meeting of February 18, 2009;

Further move to direct staff to begin implementing the changes to the NIGP Committee structure by March 2009 so that the new structure is in place effective July 1, 2009”

Sandra Wright moved the motion; seconded by Dave Davis. The motion passed.

Rick Grimm will make the adopted revisions to the Board Policy Manual and send it to the Board.

7. Fiduciary Actions

A. FY08 Independent Audit

1. Audited Financial Statements for the Years ended June 30, 2008 and 2007 (Attached)

2. NIGP Management Report in response to the independent audit (Attached)

“...move to accept the audit report of Johnson Lambert and Company as NIGP’s independent, external auditors for FY2007-08”

Brent Woods informed the Board that the FY08 audit had been approved by the Finance Committee. He then opened the floor for questions.

There was some discussion regarding the deferred revenue for member dues, which has now been resolved according to Brent Woods.

Paul Brennan moved the motion; seconded by DeWight Dopslauf. The motion passed.

There were related questions concerning an increase in delinquent Accounts Receivable. The discussion concluded that the most significant delinquent AR occurs in the PMAP Consultancy Program; primarily due to two engagements that have been invoiced but have not been completed to the satisfaction of the clients.

Kirk Buffington asked if this situation is systemic of a larger problem within the consultancy program. Tina Borger responded by stating that she and Connie Hinson are making program revisions to streamline the engagement process and ensure accountability and quality assurance. She and Connie are also ensuring that each future engagement is customized to the needs of the client. These program revisions are being communicated to the current consultancy team and will be followed-up through training.

ACTION: Kirk Buffington and Keith Glatz requested that staff prepare a status report on the consultancy program that
addresses these problem areas. Tina Borger agreed to develop and distribute the report to the full Board.

Rick Grimm noted that the staff proposal on contract training is intended to garner greater interest and participation in contract training. In response to Kathy Elgin’s inquiry, Rick stated that this incentive was developed by staff and had not been vetted through the Finance Committee or Education Committee. He stated that this is a short-term incentive that will only be offered through June 30, 2009.

Regarding the proposed Webinar incentive, Kirk Buffington inquired about an end-date. Rick explained that, in order to earn the incentive, the potential recipient would have to attend five webinars over a twelve month period; therefore, the incentive would have to be available for at least one year. Several Board members inquired how many current webinar students would be eligible for the incentive because they have taken five webinars over a 12 month period. At a result of the discussion, it was agreed to withdraw the second incentive effecting webinars until staff can document impact.

Keith Glatz moved to approve item 7.A.1; seconded by Mike Bevis. The motion passed.

**ACTION:** Rick Grimm will ask staff to produce an analysis on individual webinar participation and will bring back the proposed incentive to the Board at a later date.

Tina Borger provided an update on the proposed partnership with Spikes-Cavell and the NIGP Observatory. Keith Glatz suggested that staff make arrangements to demo the Observatory during the Spring Board meeting. Tina will work to arrange the demo if Luke Spikes is willing to do so.

Gord Sears mentioned that he would like a Canadian organization to be added as an early adopter for The Observatory. Tina mentioned that she and Gord would need to discuss this with Luke Spikes and Gord agreed that this discussion could wait until after the Spring Board meeting.

Mike Bevis moved the motion; seconded by Kathy Elgin. The motion passed.
the terms of the partnership agreement with final approval by the Executive Committee."

B. Other New Business

Since the Board completed all of its action items during this teleconference, Rick Grimm stated that the March 3, 2009 teleconference would be cancelled.

9. Adjournment

Keith Glatz moved for adjournment; seconded by Mike Bevis. The motion passed.

The teleconference was adjourned at 1:03 p.m.