SPRING 2009 BOARD MEETING MINUTES

NIGP BOARD OF DIRECTORS OFFICIAL MEETING

Meeting Date/Time: Saturday, April 25, 2009 @ 9:00 AM
Meeting Location: Marriott Rivercenter
San Antonio, Texas

Chairman: Kirk Buffington, CPPO, C.P.M.
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.

AGENDA ITEM ACTION TAKEN

1. Call to Order
   President Kirk Buffington called the meeting to order at 9:00 a.m. CDT.

2. Roll Call of Board Members
   **Board Members Present:**
   Kirk W. Buffington, CPPO, C.P.M., MBA
   Edmund J. Grant, CPPO, CPPB, RPPO
   Paul J. Brennan, CPPO, C.P.M.
   Kenneth B. Koester, CPPO, C.P.M., A.P.P.
   Stephanie A. Creed, CPPO, CPPB
   Chris Klein, CPPB, Treasurer (non-voting)
   Michael E. Bevis, CPPO, C.P.M.
   Dave A. Davis, CPPO
   DeWight M. Dopslauf, CPPB, C.P.M., A.P.P.
   Katherine S. Elgin, CPPO, CPPB
   Marcheta E. Gillespie, CPPO, CPPB, C.P.M., CPM
   Keith K. Glatz, CPPO
   Bobbi L. Matthews, CPPO, CPPB
   Judith E. Meisel, CPPO, CPPB
   Gord J. Sears, CPPB
   Sandra A. Wright, CPPB

   **Staff Present:**
   Rick Grimm, CPPO, CPPB
   Brent Woods, Esq,
   Brent Maas
   Carrie Rawn, CMP

   **Guests Present:**
   Stephanie Suter
3. Approval of Minutes from the February 18, 2009 Board Meeting

“...move to approve the minutes of the February 18, 2009 Board of Directors teleconference meeting”

Kathy Elgin requested that an amendment be made to the last line in Agenda #4 of the February 18, 2009 draft minutes to indicate that it was the Virginia State Legislature that officially recognized VAGP for celebrating their 50th anniversary of service during the chapter’s spring conference in 2008.

Motion made accept the minutes as amended by DeWight Dopslauf; seconded by Mike Bevis. The motion carried.

4. Verbal Reports (Grimm)

A. Status of Transitional Plan for Committee Re-Structure

Rick Grimm reported that the new committee structure will expand the number of volunteers from the current 109 members to 137 members. He mentioned that the new volunteer recruitment effort has been very successful; with 315 members recruited and 90 members responding with interest either in committees or task forces. He stated that 41% of those interested want to serve on a program committee to advise and support staff and 43% are willing to make a 3 year commitment. 15% indicated that they cannot travel and another 56% indicated that they may have travel restrictions. He stated that Paul Brennan is currently reviewing the listing of potential volunteers and that those selected for service will be notified of their appointments by mid-May.

B. National and Chapter Membership Data

Rick Grimm reviewed the member demographics for the period ending December 2008. He identified which regions had the highest concentration of national members and which states and provinces that experienced the greatest membership growth in 2008.

ACTION: The Board requested receipt of the PowerPoint presentations for both reports.

5. Board Governance

A. Board Policy Manual Changes

“...move to adopt Sections I, V, VI, VII, IX, and X of the NIGP Board of Directors Policy Manual as recommended by the Chief Executive.

Gord Sears requested that the Board re-consider the Forum rotation model recommendation in Section IX of the Board Policy Manual with respect to the strategic partnership with Marriott. He challenged the Board to examine the vision statement of the organization and to determine whether NIGP is international or national in scope. He stated that the Board has not made a commitment to an international focus. He also asked the Board to consider revamping the rotational model in two ways: (1) selecting tourist destinations and (2) considering earlier dates in the summer in order to allow families to attend.

Brent Maas stated that the Name Change Task Force may be able to define the steps needed to truly become an international association as part of their work.

The motion was made by Judy Meisel to adopt the Board Policy Manual changes as presented; seconded by Marcheta Gillespie. The motion carried on a 14 yes, 1 no vote.
B. Approval of 2009-12 Strategies for NIGP

“...move to adopt the 2009-12 Strategic Agenda developed by the Board of Directors during its strategy session on April 24, 2009;”

Further, to direct the Chief Executive to develop a business plan for proposed programs related to the new strategic agenda”

Judy Meisel asked if the Board should request a timeline for a business plan from staff. After some discussion, it was agreed that staff will present an outline of objectives to the Board during their Forum 2009 meeting. These objectives will align with the strategic agenda. Brent Woods will coordinate the staff effort.

ACTION: Rick Grimm replied that staff would have an outline to the Board before Forum.

The motion was made by Ken Koester, seconded by Bobbi Matthews. The motion carried.

6. Fiduciary Actions

A. Approval of Budget for FY10

“...move to adopt the FY10 Budget of the Institute as recommended by the Chief Executive and the Finance and Budget Review effective July 1, 2009”

The motion was made by Kathy Elgin; seconded by Ed Grant. The motion carried.

B. Retroactive Approval of the Letter of Credit

“...move to retroactively ratify the terms and conditions of a Letter of Credit between NIGP and Millennium Bank”

The motion to approve was made by Stephanie Creed; seconded by Dave Davis. The motion carried.

6. Consent Agenda

“...move to approve Items 6A through 6D of the consent agenda as prepared by staff”

Upon request from Kathy Elgin, President Kirk Buffington removed item A from the consent agenda and asked the Board to approve all items on the consent agenda, absent item A.

The motion to approve Items 6B through 6D was made by Paul Brennan; seconded by Mike Bevis. The motion carried.

A. Approval of Multi-Year Strategic Partnership with the Marriott Corporation

Enter into a strategic, multi-year partnership with the Marriott Corporate as the host hotel for the 2013, 2014 and 2015 annual Forum and Products Exposition.

Kathy Elgin raised three issues with respect to the strategic partnership with the Marriott Corporation:

(1) She stated that she would prefer to table this item until a formal RFP is developed to secure proposals from other hotel chains.

(2) She stated that the strategic partnership is inconsistent with the proposed rotational model for selecting future Forum sites – as proposed in a Board policy change - because the rotational model calls for opportunities for Canadian cities to host the Forum in 2014 and 2015 while the strategic partnership precludes this opportunity since the Marriott Corporation does not have facilities in Canada that can accommodate the housing and meeting space needs of Forum.
(3) She stated that room rates are increasing each year and the Institute should retain its option to seek pricing proposals from multiple competitors in an effort to keep lodging costs down.

She also suggested that the Board direct staff to issue a formal RFP through the Forum Committee for the purpose of securing a competitive strategic agreement.

Marcheta Gillespie suggested that if the Board decides to send this back to committee, clear expectations need to be made and non-responses need to be considered.

Carrie Rawn responded to Kathy’s first issue by stating that she used a less-formal Request for Information process to gain interests from the Hilton Corporation, Hyatt Corporation, and the Gaylord Corporation. Gaylord did respond to the Request for Information late in the process. The Forum Committee reviewed the information submitted and felt strongly about the Marriott opportunity and charged staff with bringing the Marriott opportunity to the Board.

Ed Grant stated that the Board needs to understand the economic reality confronting any association that hosts a conference and needs to make its decision based on sound business practices. He stated that, while he would enjoy the opportunity to return to Canada for a future NIGP Forum, the reality is that NIGP suffers an economic loss when it does so and cannot afford to commit to hosting a Forum in Canada in the foreseeable future. He further commented that he was satisfied with the work of staff on this initiative. He mentioned that he belongs to many associations and attends many conferences and by far, NIGP has the lowest room rates of any conferences he regularly attends.

Kirk Buffington stated that he has no concerns about the process staff used to receive proposals on a strategic partnership. He said that Marriott has stepped up to the plate. He agreed that the Institute must mitigate any attrition penalty.

Paul Brennan added that the Board must be risk adverse. These positions were verbally supported by Chris Klein and Mike Bevis.

As Board liaison to the Forum Committee, Sandra Wright stated that the Committee assessed this opportunity to partner with Marriott and believes it offers an excellent opportunity to minimize our costs.

Gord Sears supported Kathy’s second contention: that the strategic partnership is inconsistent with the proposed rotational model. He suggested that the Board needs to be true to its commitment as an international association and demonstrate its support of its membership in Canada by hosting a future event in a Canadian City; even if it isn’t the annual Forum. He did comment that NIGP is getting very favorable rates. He mentioned that his wife attended a conference two years ago at the Orlando hotel that is being proposed for NIGP’s 2013 Forum and the rate at that time was $240. He also stated that he does support the Marriott partnership concept for Institute
but Marriott does not currently have a major hotel in Region 13 capable of hosting the Forum in Canada. He also requested that the Forum Committee and Marriott consider offering an optional, family friendly Marriott chain hotel (i.e. Residence Inn by Marriott) in conjunction with future NIGP Forums that would be located in close proximity to the conference events because these facilities offer more space for families.

Bobbi Matthews stated that the Board should acknowledge that it needs to host offerings in Canada.

After considerable discussion, it was agreed that there was general support for entering into a strategic partnership with the Marriott Corporation.

There was also agreement that the Institute should develop an alternative model for hosting a premier educational event in Canada at some point in the future.

**ACTION:** The Board agreed to convene a task force involving stakeholders and staff to address this opportunity.

A motion to close discussions on item 6A was made by Stephanie Creed; seconded by Mr. Bevis. Motion adopted.

A motion to approve item 6A as presented by staff was made by Ed Grant; seconded by Marcheta Gillespie. A hand vote was requested by President Buffington and the motion carried by a vote of 12 in favor, 3 against.

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**B. Approval of Recommendations from the Central Registration Task Force**

*Require all chapters hosting NIGP seminars to use NIGP's complimentary centralized registration services to register class attendees by no later than January 1, 2010.*

This motion was part of the consent agenda that was approved by the Board.

**C. Approval of Recommendations from the LES Transition Task Force**

*Transition the LES Professional Development Foundation to the NIGP Scholarship Committee as a program committee of the Institute and direct the Chief Executive to incorporate the LES task force recommendations into Section IV of the Board Policy Manual*

This motion was part of the consent agenda that was approved by the Board.

**D. Selection of 2012 and 2013 Forum Host City**
### 7. Board Officer Elections

**A. Election of the 2009-10 Third Vice President**

1. **Announcements by Chair of the Nominating Committee regarding Candidates**
   - Michael Bevis, CPPO, C.P.M., PMP
   - Bobbi Matthews, CPPO, CPPB

   Ed Grant announced that Michael Bevis and Bobbi Matthews are the two candidates for the Third Vice President position.

2. **Appointment of Tabulation Board and Balloting by the NIGP President**

   President Kirk Buffington appointed Fred Marks, Chris Klein, and Carrie Rawn as the Tabulation Board.

3. ** Destruction of Ballots**

   The motion was made by Ed Grant to certify the election of Bobbi Matthews as the Institute's Third Vice President effective July 1, 2009; seconded by Kathy Elgin. The motion carried.

**B. Election of Remaining 2009-10 Officers**

   The motion was made by Keith Glatz; seconded by Mike Bevis. The motion carried.

### 8. Other New Business

President Buffington opened the floor for discussion of new
business.

A. NIGP Web site

The first item for discussion was the new NIGP website. Through feedback from various Board members, the following issues were presented:

- The ability to find key topics/issues is not intuitive
- The search functionality within the research section works well
- The BUY-Weekly is no longer prominently displayed on the home page
- The mission/vision statement should be on the home page

Rick Grimm suggested that a small group within the Board meet telephonically with personnel from the IT and Marketing departments to provide feedback.

**ACTION:** The Board members that will participate in this discussion are Paul Brennan, Judy Meisel, Kathy Elgin, Gord Sears and Kirk Buffington.

B. Chapter Issue

Paul Brennan moved to call the Board into Executive Session to discuss this issue; seconded by Keith Glatz. The motion was adopted.

9. Closing Comments from President Kirk Buffington and President-Elect Paul Brennan

Kirk Buffington stated that he appreciated the support of his agency, the Board, and his partner during his presidency. He especially thanked the Board for accepting him for who he is. He encouraged each Board member to seek out his/her own passion and be true to this commitment.

Paul Brennan stated that he appreciated the Board’s support and confidence and he looked forward to the opportunity to serve them as president during the coming year.

10. Empowering the Executive Committee

“The motion was made by Marcheta Gillespie; seconded by DeWight Dopslauf. The motion carried.

11. Adjournment

Ken Koester moved to adjourn the meeting; seconded by Ed Grant.

The meeting was adjourned at 11:05 a.m., CDT