FALL 2009 BOARD MEETING AGENDA

BOARD OF DIRECTORS STRATEGY AND STUDY SESSION

Meeting Date/Time: Friday, October 16, 2009 at 9:00 AM
Meeting Location: Indianapolis Marriott
Indianapolis, IN
Chairman: Paul Brennan, CPPO, CPPB, 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.

Note: Supporting documents and attachments that are referenced in both the Study Session Agenda and the Official Board Meeting are provided within the Study Session agenda.

AGENDA ITEM ACTION TAKEN
FRIDAY, OCTOBER 16, 2009

MORNING STRATEGY SESSION
9:00 AM

The Board Strategy Session is Limited to Board Members and Senior Staff Members

1. Call to Order and Introductions

2. Opening Comments from the NIGP President

3. Strategic Planning

A. Deliver a world-class education and training curriculum by increasing technology-based delivery, partnering strategically, and mixing traditional and distance learning delivery.

   (1) Summary of Member and Stakeholder Input on eLearning Options (Jeff Cobb, Consultant)
(2) Conclusions and Options for Implementation (Cobb)

(3) Overview Of Technologies Available Based On Options And Associated Cost Estimates (Cobb)

(4) Facilitated Discussions with the Board (Cobb and Board)

MID-MORNING BREAK
10:45 AM

(5) Decision on Implementation: Next Steps and Timelines (Cobb, Carol Hodes and Board)

B. Gain recognition of public procurement as a profession by developing guiding principles which will underpin the future development of standards of practice through collaboration with key stakeholders

(1) Verbal Status Report on Efforts to Date (Marcheta Gillespie and Tina Borger)
   a. Paul Brennan is appointing a Task Force to Develop Principles (14 invited; 6-8 appointed)
   b. Task Force will meet Dec 10-11 to develop recommended Principles
   c. NIGP Board adopts principles during a winter teleconference
   d. A Business Plan for creating the Standards of Practice is submitted to the Board by the Spring 2010 Board meeting

(2) Discussion with the Board

(3) Decision on Implementation: Next Steps and Timelines (Borger and the Board)

LUNCH
12:00 PM
AFTERNOON BOARD STUDY SESSION

1:00 PM

The Board Study Session is Open to All NIGP Members and Guests

4. Discussions with the Chapter Relations Committee and Jennifer Steffan as Staff Liaison

A. General Discussion on Clarifying the Purpose and Mission of the Committee

B. General Discussion on Defining/clarifying the Role of Each Member of the Chapter Relations Committee as a Representative of the Region vis-a-vis the Role of Each Board Member as a Representative of the Region

C. Specific Discussion on Chapter Visits

D. Specific Discussion on Communications:

   (1) Regional Conference Calls with Chapter Presidents: Purpose, Who Leads, Who Participates, Who is Responsible for Follow-up

   (2) Written Communications: Who is Responsible? Who Communicates What Message?

E. Specific Discussion on Follow-up

   (1) When Information is Gleaned from Conference Calls and Chapter Visits, Who is Responsible for Follow-Up with Chapter Presidents and how are Suggestions or Recommendations moved forward into Policy or Practice?

MID-AFTERNOON BREAK
2:30 PM
FINAL AFTERNOON SESSION
2:45 PM

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

6. Fiduciary Topics

A. FY10 Budget and Finances
   (1) Update on the FY09 External Audit (Brent Woods)
   (2) Update on Delinquent AR (Woods)
   (3) July and August Financials (Woods)
   (4) Projections for Programs in October, November and December 2009 (Grimm and Woods)
   (5) Observations From the NIGP Treasurer (Grant)
   (6) FY10 Contingency Plan
   (7) Board Discussion on FY11 Budget Planning and Forecasts

B. Financial and Program Considerations for the 2010 Forum and Products Exposition in San Antonio
   (1) St. Louis Forum/Expo Final Numbers and Financials (Woods and Carrie Rawn)
   (2) Recommended Budget and Fees (Rawn)
   (3) Discussion on Program Changes or Adjustments Being Considered for 2010 (Rawn, Grimm and Board)
   (4) Discussion on Setting Budget and Fees Based on:
      (a) Desire to break-even with direct expenses
      (b) Desire to break-even with direct and indirect expenses
      (c) Propensity to change fees
      (d) Managing direct expenses
      (e) Anticipated delegate projections
   (5) Next Steps: Formal Budget and Fee Recommendations Forwarded to the Board for Consideration in November 2009
7. **Institute’s Strategic Partnerships**

   A. Verbal Update on the NIGP Observatory *(Borger)*

   B. Discussion on Engaging the UPPCC Governing Board on Requiring Continuing Education Credits from Accredited Bodies for Certification and Re-Certification

8. **Board Governance Topics**

   A. Discussion on Board Terms: Desire to Provide Continuity on Board with 5 Seats Up For Re-election Each Year vs. Status Quo: 7 seats in 2010; 6 seats in 2011; 2 seats in 2012

9. **Other Remaining Items**

   A. Appointment of Ms. Christine Rewis CPPB as a NIGP Representative to the AEP Evaluation Team Effective January 2010 for a Four-Year Term *(Verbal Report from Koester on behalf of the Governance Committee)*

10. **Adjournment**

    **BOARD EXECUTIVE SESSION**
    *(Closed to Staff and Guests)*