NIGP OFFICIAL BOARD MINUTES

NIGP BOARD OF DIRECTORS

Meeting Date/Time: January 12, 2010 @ 11:00 AM Eastern
Meeting Location: Teleconference
Dial-In Information: Dial (866) 777-0485 – Conference Code 7368900

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.

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<th>AGENDA ITEM</th>
<th>ACTION TAKEN</th>
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| 1. Call to Order and Roll Call of Board Members | **Board Members in Attendance:** Paul Brennan, CPPO, C.P.M. – President
Ken Koester, CPPO, C.P.M., A.P.P. – First Vice President
Stephanie Creed, CPPO, CPPB – Second Vice President
Bobbi Matthews, CPPO, CPPB – Third Vice President
Ed Grant, CPPO, CPPB, RPPO – Non-Voting Treasurer
Rick Grimm, CPPO, CPPB – Non-Voting Secretary
Dave Davis, CPPO
DeWight Dopslauf, CPPB, C.P.M., A.P.P.
Kathy Elgin, CPPO, CPPB
Keith Glatz, CPPO
Judy Meisel, CPPO, CPPB
George Nader, CPPO
Sandra Wright, CPPB

**Board Members Absent:** Kirk Buffington, CPPO, C.P.M. – Immediate Past President
Mike Bevis, CPPO, C.P.M.
Marcheta Gillespie, CPPO, C.P.M., CPM
Gord Sears, CPPB

**Staff Present:**
Tina Borger, CPPO
Carol Hodes, CAE
Brent Maas
Belinda Reutter, CMP, CAE
Juanita Sims
Jennifer Steffan

**Guests Present:**
Keri Stocks, CPPB – Chair, Awards Task Force
2. Opening Comments from the NIGP President

President Paul Brennan called the teleconference to order at 11:06 a.m.

President Paul Brennan reported that NIGP staff continues to manage the current fiscal situation on a daily basis. He mentioned that the Institute does not need to borrow from the available line of credit at this time; however, decisions on whether to utilize these funds are made weekly based on a review of the current fiscal situation.

He also reported that his state of New York is experiencing difficulty in paying local governments as the state struggles with lack of funds during these difficult economic times.

3. Approval of the Minutes from the December 17, 2009 Board Teleconference (attached)

“...move to approve the minutes of the December 17, 2009 NIGP Board of Directors teleconference meeting as presented by staff”

A motion was made to approve the minutes by Stephanie Creed; seconded by Judy Meisel. The motion was approved.

4. Verbal reports

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

Several Board members reported that, in their respective regions, the economy is still having a significant impact on state and local budgets as well as NIGP programs on a national and chapter affiliate level.

Stephanie Creed reported that she spoke to the Arkansas Chapter about coordinating educational offerings. She also reported that the Finance Committee is meeting in Portland, Oregon on April 1-2, 2010 and commended staff and committee members on efforts to reduce travel and meeting costs for this meeting.

Bobbi Matthews reported that both Oregon chapters are doing fairly well, which afforded OPPA the opportunity to host a free seminar (for up to certain number of registrants) on ‘Lean Thinking’.

Dave Davis reported that he recently attended the Idaho chapter for an officer installation and will be visiting the Washington chapter to attend its’ Honors and Awards event.

DeWight Dopslauf reported that Texas is still doing well as he continues to work on the upcoming Forum with the Forum committee.

Judy Meisel reported that she’s preparing to go before council this evening on local preference policy which was reached by compromise. She mentioned that she is traveling to Oklahoma for a chapter visit on April 15-16.

Kathy Elgin reported that while in a sound financial condition, it has been necessary for VAGP to reduce expenditures. Unfortunately, some of the cuts have come in the shape of cuts to travel dollars previously allocated to
support NIGP related travel..
5. Bylaw Change on Governance
   (attached)

   “…move to adopt revisions to Articles II and III of the NIGP Bylaws to provide changes in the NIGP Board governance structure and the role of the Immediate Past President”

   Rick explained that this agenda item brings closure to the issue of the Governance changes the Board approved specifically within the Board Policy Manual.

   There was some discussion on an inquiry made by Kathy Elgin regarding language in Article 2A of the Bylaws that implies that the Board has long-term flexibility to increase its size based on need. Discussion centered on the desire to provide flexibility v. the desire to set a fixed, firm number of Board members once the traditional period has lapsed. After some discussion, the majority of the Board agreed that flexibility is beneficial; concluding that the revision as proposed should remain.

   There was a motion to adopt the Bylaws changes made by Ken Koester; seconded by Dave Davis. The motion passed.

6. Approval of NIGP Board of Directors Policy Changes (attached)

   • Roles and responsibilities of the Chapter Relations Committee (Sections II and IV)
   • Appointments and Terms of the Audit Task Force (Section IV)
   • Roles and responsibilities of the Awards Task Force (Section X)
   • Appointment of the NIGP Representative to the NCPPC (Section IV)

   “…move to adopt revisions to Sections II, IV, and X of the NIGP Board Policy Manual as recommended by various committees, task forces and staff”

   Keri Stocks updated the Board on the work of the Awards Task Force, which included a review of existing awards policies and facilitating discussions on how to incorporate other awards programs into a single section of the Manual. She stated that the revised policy is recommended in order to accomplish three (3) goals:
   • Organize all awards related items under one umbrella policy
   • Delegate some of the responsibilities of the various awards
   • Provide transparency throughout the awards process

   Keri reviewed the suggested revisions, noting that a modified, two-step evaluation process for the Albert Hall, Distinguished Service, and Anne Deatherage Meritorious Service Awards would provide transparency to the selection process.

   Jennifer Steffan briefly reviewed the proposed policy changes to roles and responsibilities of the Chapter Relations Committee. Some Board members mentioned that they are not getting the assistance they need from individuals within the Chapter Relations committee. The Board agreed that, once the policy modifications are finalized, Jennifer will send the committee a list of their roles and responsibilities with a carbon copy to the Board notifying the committee that they would be held accountable going forward.

   Rick reviewed the proposed revisions to article IV relative to the Audit Task Force. There was no discussion.

   Ken Koester explained the difficulty in maintaining continuity within the NCPPC, which led to the Council’s request for staggered three-year terms. If approved, NIGP will appoint Bobbi Matthews to be the NCPPC representative beginning retroactively on January 1, 2010 and through December 31, 2012.
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<th>7. Other Board Initiatives and Charges</th>
<th>There was a motion to adopt the revisions, as amended, made by Bobbi Matthews; seconded by Keith Glatz. The motion passed.</th>
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<td>Ken Koester thanked the Board for responding to his email regarding Chapter funding. He plans to bring the issue before the KPPA Chapter Board at the end of January in hopes to defer the cost of serving by requesting the Chapter to pay for the cost of one Board meeting per year.</td>
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<td>8. Adjournment</td>
<td>There was a motion to adjourn made by Ken Koester; seconded by Keith Glatz. The motion passed and the meeting was adjourned at 11:59 a.m.</td>
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