NIGP OFFICIAL BOARD MEETING MINUTES

Meeting Date/Time: Monday, March 1, 2010 @ 2:00 PM 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 | 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  
Kirk Buffington, CPPO, C.P.M. – Immediate Past President  
Dave Davis, CPPO  
Kathy Elgin, CPPO, CPPB  
Marcheta Gillespie, CPPO, C.P.M., CPM  
Keith Glatz, CPPO  
Judy Meisel, CPPO, CPPB  
George Nader, CPPO  
Gord Sears, CPPB  
Sandra Wright, CPPB |

Board Members Absent:
Mike Bevis, CPPO, C.P.M.  
DeWight Dopslauf, CPPB, C.P.M., A.P.P.

Staff Present:
Tina Borger, CPPO  
Carol Hodes, CAE  
Brent Maas  
Carrie Rawn, CMP  
Belinda Reutter, CMP, CAE  
Juanita Sims  
Erik Steffan, MCP
Acting on behalf of President Paul Brennan, Vice President Ken Koester called the meeting to order at 2:08 p.m.
2. Opening Comments from the NIGP President

Mr. Koester reported that President Brennan was called away to a meeting within his agency and plans to join the call when his meeting adjourns.

3. Approval of the Minutes from the January 12, 2010 Board Teleconference *(attached)*

There was a motion to approve the minutes as amended made by Kathy Elgin; seconded by Keith Glatz. The motion passed.

4. Verbal reports

A. The 2010 Elections Process

Ken reported that the Governance Committee had moved forward its slate of candidates for the 2010 elections to the Board.

Candidates for the 2010 Board elections are:

- **Region 2**: George Nader, CPPO (incumbent) and Gerri Popkin, CPPB, RPPO, CPM
- **Region 3**: Joan Graham, CPPO, CPPB; Barbara Johnson, CPPO, CPPB; and Stephanie Williams, CPPO, CPPB, MPA
- **Region 5**: Sandra Wright, CPPO, CPPB (incumbent) and Kelly Loll-Jones, C.P.M.
- **Region 6**: John Adger, CPPO, CPPB and Donald Buffum, CPPO

The remainder of the Board reported on various upcoming committee, task force and chapter conference calls. There were also brief updates given regarding contact with regional reps, Purchasing Month visits to chapters and agency events held.

B. Review of NIGP’s Fiscal Health and Possible Implementation of the FY10 Contingency Plan (Grimm)

Rick Grimm reviewed the contingency plan with the Board, noting that the negative balance on the January 2010 statement of activities is $104k, which is the first trigger point for the first contingency plan. Conversely, at this time last year NIGP experienced a net deficit of $174k. Although data shows a better position than this time last year, NIGP can’t continue to operate in the negative. Staff continues to monitor the financials daily to ensure compliance with the budget.

C. Status of Guiding Principles Task Force (Gillespie)

Marcheta updated the Board on the Task Force’s two-day working meeting in Herndon with the Task Force, Cliff McCue and Tina Borger. She reported that a draft of the Principals has been created and will be sent back to the task force for comment before going to the Board for final review. The task force hopes to submit these documents to the Board during their April teleconference for feedback and to address any questions the Board may have before submitting the principles to the public for comment.
5. Business Plans in Support of the Strategic Plan *(attached)*

Rick informed the Board that the intent of today’s presentation is to provide a general overview of the Business Plan staff has developed. Carol Hodes will present the eLearning portion and Tina Borger will present on the Standards of Practice piece. Staff is seeking preliminary feedback and possible consensus from the Board that the proposed Plan is closely aligned with the Board’s directives. He stated that, if the draft Business Plan is on target, staff will issue a second and final draft based on Board comments and then forward the Business Plan to the Finance Committee during the second week of April for review from a financial management perspective.

A. eLearning

1. Overview by Staff: Major Components of the Plan
   a. Key objectives and outcomes
   b. Timelines
   c. Budget implications and funding sources

2. Comments by the Board

3. Next steps leading to adoption at the Spring Board meeting

Carol Hodes provided a LiveMeeting presentation for the eLearning initiative and Tina Borger presented for the Standards of Practice portion.

The Board had several questions regarding funding, expenses and instructor training on the eLearning side. They also inquired about commission members and public/private sector partnerships on the Standards of Practice portion.

The Board also noted that there are many issues yet to consider and they anticipate ancillary questions down the road; however, there were no fundamental disagreements on the funding model, phased approach or timeline.

There was a consensus among the Board to forward the draft to the Finance Committee for review before being voted on by the full Board at a future Board teleconference meeting.

B. Standards of Practice

1. Overview by Staff: Major Components of the Plan
   d. Key objectives and outcomes
   e. Timelines
   f. Budget implications and funding sources

2. Comments by the Board

3. Next steps leading to adoption at the Spring Board meeting

6. Approval of Signature Series *(attached)*

“...move to authorize staff to launch the NIGP Signature Series as presented in the Executive Summary for the purpose of providing expanded opportunities to access NIGP membership benefits and educational opportunities through discounted, bundled product offerings.”

After a presentation by Belinda Reutter, there was a motion to approve the Signature Series initiative made by Stephanie Creed; seconded by Marcheta Gillespie. The motion passed.
### 7. Approval of NIGP Board of Directors Policy Changes *(attached)*

- Board Policy Manual Revisions Process
- NIGP Scholarship Program

> “…move to adopt revisions to the Purpose Statement and to add Appendix L of the NIGP Board Policy Manual as recommended by the Policy and Position Committee, the Scholarship Committee, and staff”

President Brennan summarized the changes in the memo sent by Rick Grimm in advance of the teleconference.

Sandra Wright provided two edits to be made to Appendix L on pages 1 and 3. She also inquired about the award criteria ranking methodology. Erik Steffan explained that the Scholarship committee decided no specific ranking or scoring criteria was needed, since ranking is based on strength of essays and merits. After brief discussion, Erik Steffan agreed to inform the committee that the Board was concerned with the transparency of the evaluation process and encouraged the Scholarship Committee to make the process more structured and transparent.

There was a motion to approve the policy changes as amended made by Kathy Elgin; seconded by Judy Meisel. The motion passed.

### 8. Other Board Initiatives and Charges

No additional initiatives or charges were offered.

### 9. Adjournment

There was a motion to adjourn made by Ken Koester; seconded by Keith Glatz. The motion passed and the meeting was adjourned at 4:13 p.m.