NIGP OFFICIAL BOARD MEETING MINUTES

NIGP BOARD OF DIRECTORS

Meeting Date/Time: Thursday, April 29, 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.

AGENDA ITEM ACTION TAKEN
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
   Rick Grimm, CPPO, CPPB – Non-Voting Secretary
   Ed Grant, CPPO, CPPB, RPPO – Non-Voting Treasurer
   Kirk Buffington, CPPO, C.P.M. – Immediate Past President
   Dave Davis, CPPO
   DeWight Dopslauf, CPPB, C.P.M., A.P.P.
   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.

   Staff Present:
   Tina Borger, CPPO
   Brent Woods, Esq., CAE, SPHR
   Carrie Rawn, CMP
   Belinda Reutter, CAE, CMP
   Carol Hodes, CAE
   Brent Maas
   Erik Steffan, MCP
   Juanita Sims
   Julie Ollmann, PHR

   Guests Present:
   Dr. Cliff McCue, Florida Atlantic University
President Paul Brennan called the meeting to order at 2:04 pm.

President Paul Brennan commented on the economic climate. NIGP continues down rough road in terms of financial status. Budget will be included in Spring Board packets that Board should be receiving shortly.

There was a motion to approve the minutes from the March 1, 2010 and March 26, 2010 Board Teleconferences by Ken Koester; seconded by Keith Glatz. The motion carried unanimously.

Ken stated that KPPA contracted with Chapter Manager to run their website.

Stephanie stated concern with AR chapter not offering any educational opportunities. Working to assist them with this.

Dave stated that most chapters had a large event for purchasing month but are offering fewer course offerings; however, all events planned are moving forward.

Kirk deferred to Keith as Keith is taking the role of regional rep. He mentioned that the 1st regional TC scheduled for mid-May.

Keith sees a problem with Treasure Coast Chapter; trouble finding existing officers. The chapter is in limbo; members wish to disburse some existing assets to other chapters within the region. They want to dissolve, but need take steps to make this happen. Rick mentioned that there is provision in their charter which requires all assets to revert back to National if the chapter dissolves.

George spoke at S NJ Chapter on 4/28; DC Chapter has wrapped up Region 2 conference hosting; PA President forced to resign due to agency demands; 1st VP is Patrick Leavy.

Dwight stated that several chapter leaders are working on Forum planning for San Antonio; otherwise quiet.

Judy recently visited w/OKAPP Chapter at their conference. Membership mainly composed of state agencies; they are trying to increase membership. State of OK adopting UNSPSC Codes (global commodity code). Chapter is doing pretty well.

Kathy will be attending ACP Action Committee Meeting tomorrow- using balance scorecard. VAGP & CAPPO.
B. Review of NIGP’s Fiscal Health and Possible Implementation of the FY10 Contingency Plan (Grimm)

working to hold 1st reverse trade show in VA in September; to be held in Richmond area. VAGP made breakthrough on legislative front. They had a day on the Hill which resulted in more recognition and were requested to sit at the table with the Joint Legislative Audit Review Committee and help with cooperative reform bills they were addressing.

Gord stated that CAD almost @ parity w/USD; hope this increases attendance @ Forum. Will be making a chapter visit to Atlantic Chapter in Halifax in May.

Marcheta mentioned that she hosted a leadership summit in Region 11; they are looking to host a number of classes through different chapters. A number of chapters are pulling funding from chapter spending; still not seeing upper level management support for function of procurement. Yuma is looking at decentralizing purchasing through other departments. Prepping to launch a Face Book site for their region. Lots of drama over State Senate Bill 1070 regarding immigration; lawsuits being filed; creating large distraction amongst government agencies being required to support & uphold new law. Seeing an up cline in economy there (light @ the end of the tunnel).

Sandra shared a Region 5 (GA) chapter update: they had a successful conference with great ideas regarding sustaining during tough economic times; would like to share these ideas with Jennifer to communicate to other struggling chapters. May 23-26 they’ll be holding a Spring Conference. In South Carolina, Purchasing Month was not the same as in previous years; attendance was low. Region 5 doing well on green purchasing initiative. Would like to share this with others.

Rick shared that March was a positive month. Because NIGP is on an accrual basis, the Institute has expensed $129k for depreciation but, if taken out, the Institute would be at a breakeven point.

He reported that April closes tomorrow. Carrie reports 428 students in class attendance versus a budgeted number of 341. Forum early bird registration closes tomorrow; numbers just above target (currently at 400 delegates). Rick mentioned that they have not implemented any more steps on contingency plan but has taken a pre-emptive strike to eliminate 4 positions due to budget sustainability. Their last day is April 30th.

He mentioned that face to face attendance is still down. Investments continue to look good at 80% of six-month goal (recovering what we lost and growth). Budget on its way to BOD. Finance Committee asked for balanced budget for FY11.

5. Approval of Values and Guiding Principles for the Public Procurement Profession (attached)

“…move to approve the Guiding
Principles Task Force proposed Values and Guiding Principles for Public Procurement, and to authorize release for public comment.”

Verbal Remarks from:
- Marcheta Gillespie, CPPO, C.P.M. Task Force Chair
- Cliff McCue, Task Force Academic Advisor
- Tina Borger, CPPO, Task Force Staff Liaison

6. Approval of Research Partner Agreement between NIGP and the Aberdeen Group (attached)

“…move to approve a one-year Research Partner agreement between NIGP and the Aberdeen Group.”

Tina Borger summarized and provided overview on the Research Partnership with The Aberdeen Group agenda item. The Board had several questions regarding costs for the second year of the agreement as well as costs for speaker fees during the first year of the agreement. Tina Borger responded that both parties will evaluate the relationship after the first year to determine if and how the ongoing relationship should be negotiated. She also mentioned that NIGP will not incur any costs for speakers since the Aberdeen Group is providing that service at no charge to NIGP in exchange for the research partnership.

Kirk Buffington moved the motion; seconded by Stephanie Creed. The motion passed.

7. Proposed Revisions to the NIGP Bylaws (attached)

“…move to adopt revisions to Articles I and II of the NIGP Bye-Laws in order to align the Bylaws with the Board Policies adopted earlier with respect to Board re-structure initiatives.”

Rick provided overview of the changes which are intended to align the bylaws with previously adopted changes to Board policy regarding the governance structure. Ken Koester moved the motion; seconded by David Davis, The motion carried unanimously.

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

A. Board Policy Manual Revisions Affecting Section VII of the Board Policy Manual and Specific to Instructor Certification, Eligibility, Assignment and Assessment (requires recusal by members of the NIGP Board who are Certified Instructors)

“…move to adopt revisions to Section VII of the NIGP Board Policy Manual as recommended by the Policy

President Paul Brennan asked the Board whether they wished to address the proposed Board Policy Manual changes at this meeting or postpone the action to a future meeting.

After some discussion regarding the impact of the proposed regulations on Governance Committee members who may be interested in pursuing a seat on the NIGP Board of Directors, it was agreed to table this action until the Spring Board meeting in San Antonio. Ken Koester will take the proposed restrictions on Governance Committee members under advisement when making committee appointments and re-appointments.
and Position Committee and the Instructor Task Force”

B. Board Policy Manual
Revisions Affecting Sections I, III, IV, V, and Appendix U of the Board Policy Manual

“...move to adopt revisions to Sections I, III, IV, V, and Appendix U of the NIGP Board Policy Manual as recommended by the Policy and Position Committee, the Membership Committee, and staff”

9. Ratification of Special Election for Region 8 Seat

“...move to ratify the Board’s directive to the Governance Committee and staff to proceed with a nominations process leading to a slate of candidates to be presented to the voting membership of Region 8; culminating with a special election to be held in June 2010 so that a Board representative for Region 8 can be elected prior to the beginning of his/her term on July 1, 2010”

Ken Koester moved the motion; seconded by Marcheta Gillespie. The motion carried unanimously.

10. Other Board Initiatives and Charges: Procurement Savings Tools

President Paul Brennan provided a brief overview of his procurement savings software developed for Rockland County, NY in cooperation with Sysoft Corporation. He also mentioned that Spikes-Cavell offers a similar tool, known as Measure, as a component of the NIGP Observatory. He recommended that NIGP move forward with providing this tool to the membership but he is not certain which group to use.

The Board discussed the merits of each offering in terms of costs, implementation timelines, and licensing. After some discussion, the Board requested that staff conduct a Webinar or virtual demo of Measure where Board members could see the Spikes-Cavell offering; noting that a similar demo is not currently available through Sysoft since it is not operating in a web environment. It was also requested that the demo be recorded so that Board members unable to attend the meeting could view the demo at a later point.

It was agreed that, once the demo was provided, the Board would re-convene to discuss the next steps. There was general agreement to bring this issue back to the Board at the Spring Board meeting.

11. Adjournment

There was a motion to adjourn made by Marcheta Gillespie; seconded by Keith Glatz. The meeting was adjourned at
3:53pm.