Meeting Date/Time: Wednesday, June 23, 2010 @ 11:00 AM Eastern  
Meeting Location: Teleconference  
Dial-In Information: Dial (866) 777-0485 – Conference Code 7368900  
Chairman: Paul Brennan, 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 and Roll Call of Board Members  
President Paul Brennan called the meeting to order at 11:03 AM.

Board Members Attending:

Paul Brennan, CPPO – President  
Ken Koester, CPPO, C.P.M., A.P.P. – First Vice President  
Stephanie Creed, CPPO, CPPB – Second Vice President  
Rick Grimm, CPPO, CPPB – Non-Voting Secretary  
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

Incoming Board Members Present (Non-Voting)

Don Buffum CPPO  
Barb Johnson CPPO, CPPB

Board Members Absent:

Bobbi Matthews, CPPO, CPPB – Third Vice President  
Ed Grant, CPPO, CPPB, RPPO – Non-Voting Treasurer
2. Opening Comments from the NIGP President

Since he was chairing his last official Board meeting as NIGP’s President, Mr. Brennan extended his appreciation to the Board and staff for the tremendous progress made this year despite the economic conditions.

3. Approval of the Minutes from the May 20-21, 2010 Board Study Session and the May 22, 2010 official Board meeting (attached)

“...move to approve the minutes of the May 20-21, 2010 Board Study Session and the May 22, 2010 official Board meeting as presented by staff”

Stephanie Creed alerted Rick Grimm of an error in the draft minutes; which he committed to correct.

Stephanie Creed moved to approve the minutes as amended; seconded by Keith Glatz. Motion carried.

4. Verbal reports

A. Review of NIGP’s KPIs and Financial Reports for May 2010 (Woods and Grimm)

Rick Grimm provided a review of May financials and KPIs. He reported that in-person education revenue fell short in May but that the numerical goals are 90% of year end goal. He explained that the disparity between ‘student goals’ and ‘budget goals’ occurred due to shift from the three-day classes to the one and two-day classes. He also mentioned that year-to-date actuals are running on par or slightly higher than the FY11 budget goals.

Ken Koester asked for an explanation on the restricted assets on the balance sheet. Rick Grimm explained that these tie to specific donor requirements to the LES Professional Development Fund.

Dave Davis asked how the announcement regarding a new tenant in the NIGP Building will affect the budget. Rick explained that the tenant fees were built into the FY11 as revenue and that we will be able to meet budget in this category based on the lease agreement.

Paul Brennan stressed the importance of securing a Line of Credit prior to the Forum so that this instrument is ready to access when needed. He asked that the Finance Committee be apprised of the game plan. He asked about NIGP’s collateral given the fact that Accounts Receivable has a lower value and he also asked about the maximum value of the LOC to be secured. Rick Grimm replied that he will direct Brent Woods to address these issues upon his return from vacation.
5. Name Change Task Force
   A. Recommendations by the Name Change Task Force (attached)
   B. Additional Considerations Suggested by Staff (attached)

Gord Sears provided a synopsis of the work of the Name Change Task Force to date.

The Board engaged in considerable discussion. The common themes:

- Whether the economic climate, coupled with the two Board strategic initiatives, gives reason for delaying or slowing this potential change
- Whether the Task Force should continue its work by exploring tactical issues related to a name change so that the Board is ready to move forward once the economic climate improves
- Whether NIGP needs to do a market assessment to see whether international bodies/potential clients perceive that the current name creates a negative barrier
- Whether the change should occur incrementally (e.g. changing 'purchasing' to 'procurement' now and considering other changes in the future)

As a result of the discussions, the following decisions were made:

1. There was consensus among the Board to keep the Task Force active and to begin looking at tactical issues that could impact implementation
2. There was agreement to host two sessions at the San Antonio Forum (one for chapter leaders and a second session for the general membership) to glean feedback from the membership on their receptivity
3. There was agreement that each Board member should provide independent feedback to Gord on the first three questions raised under the “Board of Directors Next Steps” section of the Task Force memo to the Board dated June 16, 2010; comments to be forwarded directly to Gord by June 30, 2010.

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

Board Policy Manual Revisions Affecting Section III of the Board Policy Manual Regarding the Board Elections Cycle and Board Member Retirements

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

Two categories of policy revisions were offered by staff as a follow-up to discussions by the Board during their Spring 2010 meeting:

- Board election cycle

The following issues emerged:

- Under what conditions can staff speak on behalf of the Governance Committee?
- Should NIGP issue the email lists to candidates for a one-time communiqué or should the Institute issue the communiqué on behalf of the candidates?
- Who monitors what is communicated?
- Can Chapters endorse candidates and provide access to their mailing lists for campaign distribution?
- Should Board members be able to get their regular access to the email lists during the campaign?
- Should candidates be allowed to cull email...
addresses from the NIGP Member Directory for the purpose of sending out communications to members?

Since there remain several outstanding issues, it was agreed to table this action until staff can develop another set of recommendations that address these issues; with the understanding that recommendations will be brought back to the Board during the Forum meeting.

**Retired Board Members**

There was considerable discussion regarding the requirement for retired Board members to automatically vacate their Board seat while allowing unemployed Board members a six month grace period. Some Board members suggested that there should be a transitional period when retired members leave the Board in order to provide continuity. There was also discussion on whether a retired person can come back as a contract employee and therefore remain on the Board.

After discussion, Stephanie Creed offered some verbiage additions that would help clarify the intent of the Board. Since most professional choose to retire, it was suggested that the word ‘voluntarily’ be inserted before the word ‘retire’. It was also suggested that the word ‘unemployed’ be replaced with the word ‘displaced’ to indicate that the action was involuntary. Stephanie also started that Section III.J entitled “Vacancies” needed to be modified to delete references to involvement of the Governance Committee in vacancies of NIGP Officers in order to remain consistent with earlier policy changes.

With these revisions, Stephanie Creed moved to adopt the changes in Section III.I and Section III.J of the Board Policy Manual as recommended by staff and modified by the Board; seconded by Judy Meisel. Motion carried.

7. Recommendation of NIGP’s Representative to the Board of Examiners CPPB Team *(attached)*

“...move to recommend to the UPPCC Governing Board that Ms. Carmela Thornton, CPPO, CPPB be appointed to the UPPCC Board Of Examiners’ CPPB Team as one of NIGP’s Representatives”

Ken Koester provided background information on the Governance Committee’s recommendation.

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

8. Ratification of Special Election for Region 8 Seat

“...move to ratify the election of María de Lourdes Coss, CPPO as the Region 8 Representative on the NIGP Board of Directors effective July 1, 2010; further move to appoint Ms. Coss to the Region 8 seat effective immediately

Marcheta Gillespie moved the motion; seconded by Kirk Buffington. Motion carried.
through the end of the current, unexpired term of Mike Bevis which is June 30, 2010."

9. Other Board Initiatives and Charges

Ken Koester mentioned that this year’s Presidential Banquet will be marketed as a Diamonds and Denim event so that participants can either dress formally or dress in country/western apparel.

10. Adjournment

Dave Davis moved to adjourn; seconded by Keith Glatz. The meeting was adjourned at 12:29 PM.