FALL 2010 BOARD MEETING MINUTES

BOARD OF DIRECTORS STRATEGY AND STUDY SESSION

Meeting Date/Time: Friday, October 22, 2010 at 9:00 AM
Meeting Location: Louisville Marriott
Louisville, KY
Chairman: Ken Koester, CPPO, C.P.M., A.P.P.
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.

Roles of the NIGP Board of Directors

Set Direction * Ensure Adequate Resources * Provide Program Oversight

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 22, 2010
MORNING STRATEGY SESSION 9:00 AM

1. Call to Order and Introductions

President Ken Koester called the meeting to order at 9:00 AM

Board Members in Attendance

Ken Koester CPPO, C.P.M., C.P.P. – President
Stephanie Creed CPPO, CPPB – First Vice President
Bobbi Matthews CPPO CPPB – Second Vice President
Marcheta Gillespie CPPO, CPPB, C.P.M., CPM – Third Vice President
Paul Brennan, CPPO – Immediate Past President
George Nader CPPO – Region 2
Barbara Johnson CPPO, CPPB – Region 3
Kathy Elgin CPPO, CPPB – Region 4
Sandra Wright CPPB – Region 5
2. Opening Comments from the NIGP President

President Koester extended his appreciation to the Board for their willingness to travel in Louisville in order to join with the Kentucky Public Purchasing Association (KPPA) which is celebrating its 25th Anniversary.

3. Strategy Session: NIGP Name Change

A. Overview of the Issues (Sears)
B. Member and Chapter Leader Feedback from the San Antonio Forum
C. Board Discussion
D. Next Steps

Gord Sears reviewed the charge and work of the Name Change Task Force. He also provided an overview of the comments received from members and chapter leaders who attended the two informational sessions during the San Antonio Forum in August 2010.

As a result of the work of the Task Force, and the discussions during the Forum, Gord stated that there is strong interest in retaining the “NIGP” acronym; and less interest in pursuing a name change that represents a geographic identity including the word ‘international’. He specifically mentioned that the use of the word ‘international’ may make it more difficult for domestic members to retain membership. Notwithstanding, Gord stated that, if the NIGP acronym is retained, it will be even more important to demonstrate, through marketing efforts, that the Institute has changed its strategic focus.

Gord then presented the official recommendation from the Task Force:

1. That the NIGP Board move forward with a name change for our association (preferably keep the acronym “NIGP”) and appoint a new committee or task force that represent NIGP staff, chapters and national members and
2. That the committee or task force recommend a Name Change process along with staff time commitments and cost models by April 2011 for the NIGP Board to approve.

The Board then proceeded to debate the merits of the recommendation based on the following issues:

- That the April 2011 timeline for delivering final recommendations, including a cost analysis, may be too aggressive
- That the Board needs a definitive cost model for each option in
order make the best decision
• That the Board needs to consider the impact of its decision on chapter affiliates; in terms of costs as well as name branding
• That the Task Force consider a wide range of options and not be limited to the current NIGP acronym
• That there needs to be a good rationale for creating a new task force rather than continuing with the existing task force (it was noted by Gord that he believes the effort needs to be led by a U.S. member and that the task force needs to be expanded to additional stakeholders including chapter leaders and international stakeholders)
• That the Institute recognize the strength of its current brand and the impact (financial and perception) if that brand is revised

Kirk Buffington moved the following motion, seconded by Judy Meisel:

• That the current Task Force move forward with new leadership and expanded membership in order to look at options for the name change to included, but not be limited to, the retention of the NIGP acronym;
• That cost models, to include the cost to chapter affiliates, be developed for each option;
• That a Task Force recommendation be presented to the NIGP Board during their Fall 2011 meeting

The motion carried.

ACTION: President Koester agreed to look at the composition of the existing Task Force and to appoint new members as well as a new Chair.
4. **Strategy Session: Guiding Principles**

   A. Verbal Report from Marcheta Gillespie (Task Force Chair) and Staff
   
   Marcheta Gillespie provided an update on the project. She stated that more than 200 comments were received during the review period; and these comments were considered when finalizing the recommended list of Guiding Principles. She mentioned that the primary revision focused on the term ‘integrity’ v. ‘ethics’. She also mentioned that current revisions were made from a North American perspective; with an interest in global inclusion at some point in the future. She also publicly expressed her appreciation to Gord Sears and the Ontario Public Buyers Association (OPBA) for their $5,000 contribution to the Guiding Principles project.

   At this juncture, Marcheta mentioned that the Institute needs to develop a marketing plan on the revised Guiding Principles; including a presentation that can be used by Board and staff to promote the Principles. The marketing plan should also include a provision for informing and engaging chapter affiliate members in the project’s mission. She also mentioned that Dr. Cliff McCue is developing a template for creating the standards of practice that fall within the Principles. He is also writing an article on the Guiding Principles for a future publication of NIGP’s GPro magazine.

   The Board discussed the following issues related to this topic:

   - That support from non-procurement stakeholder associations is essential in order to gain recognition (Barb Johnson mentioned that the Institute should pursue the American Association of Airport Executives and Airport Council International as supporting organizations)
   - That chapter affiliates need to be educated on the project through presentations and possibly workshop discussions that focus on each of the six principles (the Central Ohio Chapter was cited as an affiliate that engaged small group discussions; resulting in good feedback, participation and awareness)
   - That marketing of the Guiding Principles could be facilitated by:
     - Placing it more prominently on the NIGP Web site
     - Requesting that chapter affiliates post the Guiding Principles on their web site
     - Considering the principles as a focus of a plenary session during the 2011 Forum
   - That the Board may want to consider its next review of the Principles over a shorter period (rather than the slated three-year period) due to the dynamics of the profession and the fact that some professionals may have new feedback on the Principles once they are put into practice

   The Board was in agreement with the Guiding Principles revisions and extended its appreciation to Marcheta and Tina Borger for their leadership.

   **ACTIONS:** Rick Grimm will reach out to the airport associations for their support of the Guiding Principles. Brent Maas will develop a marketing plan to announce/promote the Principles to the national membership as well as chapter affiliates.
5. **Strategy Session: Role of Chapter Relations Committee** *(Joint Discussion Between the NIGP Board and the Chapter Relations Committee)*

The following members of the Chapter Relations Committee joined the NIGP Board in discussions on this agenda item:

- Jennifer Steffan (Chair and Staff)
- Debbie Kaminski (Vice Chair and Region 9)
- Shafiq Choudhary, Region 2
- Tammy John, Region 5
- Paul Nobles, Region 7
- Luana Stoneking, Region 8
- Laura Jestings, Region 11
- Rob Rickard, Region 12

### A. Governance Issues:

1) Should the Chapter Relations Committee be task-driven based on projects given to the Committee by the Board and/or staff?

On behalf of the Chapter Relations Committee, Laura Jestings reported that the Committee sees itself as a resource to staff, the Board, and chapter leaders. To accomplish this, she stated that the Committee would like to establish a listserv where success stories and resources can be shared among the Committee, the Board, and the chapter leadership.

Laura stated that the Committee does not wish to transition to a Task Force and would prefer to be more proactive on issues rather than waiting for direction. She stated that the Committee plans to submit a plan to the Board in the future that will more clearly define the Committee’s roles, charges, and parameters for service.

Ken Koester clarified that it was not the intent to change the Committee to a Task Force; but rather to be task-driven based on assignments given to it by the Board or staff. The Governance Committee was mentioned as an example of a task-driven Committee.

The Board then engaged in discussions with the Committee based on the following issues:

- That the Committee should be a great resource to the Board and chapter leaders but should not formally represent the Board as the authoritative governing body
- That the Committee should be able to make formal presentations to chapters on NIGP programs during chapter visits once a presentation template is developed (a report on the Guiding Principles was cited as an example)
- That the individual Committee members should be a primary resource to the Board representative from the same region; accordingly, the Board representative should work with the appointing president when committee assignments are made – with the understanding that this is a practice that should not be codified in Board policy.
- That, based on the agreed-upon roles, the Board may consider appointing multiple Chapter Relations Committee members to a single region if there are numerous chapters and/or geographic challenges (both Florida and Canada were cited)

The Board applauded the Chapter Relations Committee for their participation and agreed to have the Committee develop its plan of action for eventual review and approval by the Board.
B. Review of the Charge to the Communications Task Force and Verbal Update on Progress

Ken Koester stated that Judy Meisel has been appointed Chair of this Communications Task Force and that the group will meet telephonically in the near future to begin its work.

Judy requested that the charge be revised to:

- Extend the target date to the Spring 2011 Board meeting
- Delete the reference that the Board may consider transferring the Chapter Relations Committee to a Task Force

**ACTION:** Rick Grimm will revise the Communications Task Force Charge and distribute it to the Board.

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

The following comments were offered by Board members:

- Paul Brennan (Region 1) reported that the statewide NIGP chapter (SAMPO) is doing well but that the New York City chapter is struggling. He mentioned that staff and key stakeholders are working with the local leadership to increase participation. He also mentioned that there is interest in chartering a chapter affiliate in New Hampshire.

- George Nader (Region 2) reported that he attended the Maryland Crab Feast in September and that the region is preparing for their annual regional conference to be held in November and hosted by the Metro DC chapter at the Gaylord National Harbor hotel.

- Barb Johnson (Region 3) reported that she hosted a regional meeting during the San Antonio Forum and indicated that there may be interest in chartering a chapter affiliate in the Metro Cleveland area. She extended her appreciation to Ken Koester for helping in her transition as the new Region III representative and to Kathy Elgin for her support in looking at outsourced accounting services for the chapter.

- Kathy Elgin (Region 4) reported that the statewide Virginia chapter (VAGP) and the Richmond chapter (CAPA) joined forces to host a successful reverse trade show. She stated that VAGP is emphasizing student memberships. She mentioned that marketing efforts by staff have assisted VAGP in hosting classes in the state. And she also mentioned that VAGP is partnering with the VA League of Cities and the VA County association on legislative issues; particularly, a revision that would eliminate the need and expense of advertising bids in newspapers.

- Sandra Wright (Region 5) reported that all Board members have been invited to join SCAGPO for their annual conference at Hilton Head the first week of November. She stated that she is working with the GPAG Georgia chapter in support of their expo and hopes to connect with the North Carolina chapter in the near future.

- Don Buffum (Region 6) reported that the Mississippi chapter conference (MAGPPA) is next week. His current mission is to find the best way to motivate volunteers so that they step into leadership positions. He also discussed the importance of setting
the right pricing structure for NIGP’s online courses.

- Keith Glatz (Region 7) reported that, in addition to the economic downturn, Florida members are having difficulty taking time away from the office to attend meetings, conferences and training. He mentioned that several chapters have sponsored successful reverse trade shows. He stated that the Central Florida chapter is already discussing plans for the 2013 Forum and have been informed that the 2018 Forum will likely be hosted at the Gaylord Palms Hotel in Orlando as well. He also mentioned that the state legislature is considering revisions to the competitive process for soliciting A&E services and that NIGP’s continued support would be appreciated.

- Lourdes Coss (Region 8) reported that she is reaching out to all chapters in her region including Minnesota, Iowa, Wisconsin and Illinois. She mentioned that the political environment in Illinois is having an impact on public procurement.

- DeWight Dopslauf (Region 9) reported that the State of Texas is now feeling the effects of the economic downturn.

- Judy Meisel (Region 10) reported that three chapters jointly hosted a successful conference in Kansas City two weeks ago. She has also petitioned the six chapters in her region for financial support for travel to Board meetings and has received positive support from two chapters.

- Marcheta Gillespie (Region 11) reported on her recent chapter visits and mentioned that the Arizona legislature is considering bills that would support local preference over national cooperatives.

- Dave Davis (Region 12) reported that the strength of the Oregon Chapters, coupled with the excitement of hosting the 2012 Forum in Seattle, will help keep interest in professionalism in Region 12.

- Gord Sears (Region 13) reported that he is visiting community colleges in his region in support of making public procurement a career; he also mentioned that the Ontario Chapter (OPBA) recently developed a scholarship program for students in member of a life-long member.

The meeting was temporarily adjourned at 11:45 AM in order to join the KPPA membership for lunch.
The meeting re-convened at 2:00 PM

7. Fiduciary Topics

A. FY11 Budget and Finances

1) Status Report on the FY10 External Audit

Brent Woods provided a verbal report on the FY10 external audit. He stated that the financial statements have been provided by Rogers and Company and he is awaiting their management letter. He mentioned that the Audit Task Force will meet telephonically to discuss the audit; and their recommendation will be forwarded to the full Board, along with the audit documents, for consideration. He further mentioned that the FY09 external audit may need to be adjusted by $90,000 since the ending balance for FY09 becomes the beginning balance of FY10. This adjustment relates to recording errors between the NIGP’s Ablaze management database and the financial system managed through Great Plains.

Several Board members expressed their concern over the financial errors and accuracy of the records and requested a detailed disclosure of the FY09 adjustments.

ACTION: Brent Woods will provide a detailed accounting of the adjustments made by Rogers and Company.

2) Update on Cash Flow

Brent Woods reported that $175,000 had been withdrawn from the Institute’s reserve funds and transferred to the checking account in order to satisfy the San Antonio Marriott invoice. All other AP is current (less than 30 days). He indicated that re-payment to the reserve fund should occur by January 2011.

ACTION: The Board requested that staff inform them of NIGP’s progress in making re-payments.

3) First Quarter Financials and KPIs

Rick Grimm and Brent Woods provided a PowerPoint presentation on the status of NIGP’s financials and key performance indicators for the first quarter FY11. The following issues were presented:

- The Institute has collected $54k more in gross revenues this fiscal year over last year.
- Actual expenses are $125k higher this year over last year; due primarily to higher food and beverage costs in San Antonio as well as a cash contribution to the UPPCC that was paid in September 2010 (last year’s contribution was paid in two installments in April and June 2010). It was mentioned that most meal events were shifted from the San Antonio convention center to the Marriott in order to eliminate attrition costs at the Marriott.
- Net income is slightly under budget projections by $18k.
- Educational programs are performing better than budget; with mid-year projections at 73% of year-end goal for students registered for face-to-face seminars and 82% of year-end goal for persons registered for webinars.
- Agency member dues continues to be a primary concern with under-performance in Category A (42 under goal), Category B (25
under goal) and Category C (42 under goal)

Several Board members requested a copy of the PowerPoint presentation since it contained information that was updated from the September Financial and KPI reports.

Several Board members suggested that they would like to be more engaged in member recruitment and retention activities. Rick Grimm mentioned that Belinda Reutter and her team are revising the process for renewing member agencies to include greater, proactive involvement by the Board. He also mentioned that the Top 100 Agencies project will engage the Board but there are other, proactive activities that can assist with retention. He stated that he will send out a listing of all Category C and higher members as a reference to the Board.

**ACTION:** Rick will email copies of the PowerPoint presentation to the Board. Rick will send out the member roster for member agencies in Category C through K.

4) Observations From the NIGP Chair of the Finance Committee (Matthews)

Bobbi Matthews mentioned that the Finance Committee is meeting on November 10th via teleconference to discuss options for addressing the face-to-face financials, particularly in light of the fact that the recent analysis concludes that the Institute does not breakeven on one and two-day courses. She stated that the Committee will bring a recommendation to the full Board in the near future.

5) Update on the FY11 Contingency Plan

Rick Grimm stated that the FY11 Contingency Plan remains in force and will be implemented if the Institute experiences two consecutive months of a $75,000 net loss. He stated that there have been no changes to the Plan since it was presented to the Finance Committee and the Board in Spring 2010.

6) Board Discussion on FY12 Budget Planning and Forecasts

No major points were addressed under this item.

B. Financial and Program Considerations for the 2011 Forum and Products Exposition at National Harbor, MD

1) San Antonio Forum/Expo Final Numbers and Financials

Carrie Rawn presented an analysis of the San Antonio financials. She stated that the San Antonio numbers were 14 below budget projections; but this included significant shifts from full delegate registrations to conference-only and daily registrations.

From a financial standpoint, Carrie stated that the combined Forum/Expo gross revenue actual was only $3,800 under budget projections based on $927,500 in actual revenues. And the year-end net deficit for the Forum/Expo is projected to be $116,300 v. a year-end budgeted net loss of $129,300.

2) Verbal Update on 2011 Contract Negotiations with the Gaylord National Harbor

Carrie Rawn reported that the Institute has executed a revised agreement with the Gaylord National Harbor that follows Option 4 selected by the Board. The Institute’s attrition liability will be discounted by 75% in 2011 and, in exchange, NIGP has executed agreements to host the 2016 Forum at National Harbor (or a west coast Gaylord facility if built by 2014) and the 2018 Forum at the Gaylord Palms in Orlando.

Carrie also mentioned that the Institute was able to negotiate the food
3) Discussion on Setting the 2011 Forum Budget and Fees

   (a) Minimizing Attrition: Registration Discount for Delegates Registered to Stay at the Conference Hotel
   (b) Anticipated delegate projections
   (c) Food and Beverage Costs
   (d) Breakeven Points
   (e) Receptivity of Fee Changes
   (f) Next Steps: Budget Proposal to Finance Committee and then to Board for Final Approval

   The Board discussed its options for setting a budget and fees for 2011. Based on this input, Carrie Rawn will present a proposed budget to the Finance Committee which will then present a proposed budget to the Board for final approval.

   The discussions centered on the following topics:
   - That fees needed to be announced as early as possible so that chapters and members can plan accordingly
   - That any fee increases for 2011 be sensitive to the fact that some agencies have already adopted their budgets
   - That fees need to eventually align with expenses so that the Institute achieves a breakeven point for the Forum/Expo within the next three years
   - That delegate growth should not be considered based on economic conditions; despite NIGP’s relative success in attracting delegates to the Mid-Atlantic geographic area
   - That the conference-only packet continue for 2011 but priced in a way that encourages delegates to purchase the full registration packet in order to meet food and beverage minimums
   - That the Institute consider partnering with another procurement association in the future as a means for sharing common expenses

   Kirk Buffington moved the following motion; seconded by Marcheta Gillespie:
   - That the projected delegate count for National Harbor be the same as the San Antonio actual – with no growth
   - That the full delegate fees be increased by $199 for 2011
   - That the conference-only fees be increased by $249 for 2011
   - That the daily only fee be eliminated

   After considerable discussion, the motion carried by majority vote.

4) Discussion on Program Changes or Adjustments Being Considered for 2011

   No major points were addressed under this item.

C. Next Steps on Financial Assessment of Face-to-Face Seminars

   As mentioned by Bobbi Matthews, the Finance Committee will be meeting telephonically on November 10th and will bring recommendations to the Board in the near future.

   Several Board members mentioned the urgency of this issue and requested that the issue be addressed and resolved by the Board prior to the end of the calendar year. Bobbi stated that this should be achievable.
8. **Institute’s Strategic Partnerships and Plans**

   A. Approval of Formal Partnership with INPUT to co-brand the NIGP State & Local Resource Library

   Tina Borger presented her rationale for seeking a strategic partner to support NIGP’s resource library. She stated that NIGP lost the FTE position that supported the resource library during the most recent layoff. Further, there are commercial interests that can produce significantly higher volumes of quality bid specifications. She mentioned that she approached PASBO (the Pennsylvania affiliate of ASBO), Onvia and INPUT for a proposal. She learned that PASBO’s offering would be limited and Onvia never submitted a formal proposal. The INPUT partnership would be a combined NIGP State and Local Library and would include both INPUT documents as well as NIGP’s research studies and documents. The latter would only be available to NIGP members.

   As a result of Tina’s presentation, the Board discussed the following issues:

   - Paul Brennan suggested that staff have conversations with BidSync and BidNet; both of which are well known in the market. He mentioned that INPUT is not well-known in the state and local market and their search results were weak based on his assessment. Paul also encouraged the Board and key stakeholders to serve as a pilot before the product goes live to the membership.
   - Gord Sears added that BidDingo should be considered since it is a prominent player in the Canadian market and related to MERC. Gord also suggested that the nomenclature for the library remain generic/vanilla so that the title references neither state nor provincial.
   - Marcheta Gillespie asked for clarification on how NIGP could separate from the partnership (the exit strategy) if it proved not to be in the best interests of the Institute. She also wanted to ensure that any selected provider is not a competitor of one of our strategic partners (Periscope was cited).
   - Sandra Wright mentioned that several state agencies within South Carolina tested the INPUT brand and were pleased with the results.
   - Kirk Buffington mentioned that INPUT has been primarily focused in the federal market and supported the use of a pilot group.
   - Brent Maas mentioned that INPUT’s involvement in the federal sector may help NIGP in recruiting federal agencies into NIGP membership.
   - Barb Johnson suggested that INPUT should consider paying NIGP for a royalty based on their ability to leverage NIGP’s strong brand.
   - Dave Davis wanted to ensure that the INPUT offering has no impact on NIGP’s partnership with Aberdeen and the Vault.

   **ACTION:** After discussion, Ken Koester directed staff to seek proposals from BidSync, BidNet, and BidDingo and to report findings to the Board so a final decision can be made.

   B. Verbal Update on the NIGP Observatory

   Tina Borger provided an update on the Observatory and MEASURE and also provided a short demonstration of the capabilities of a new Spikes-Cavell offering entitled Spotlight On Spend.

   C. Verbal Update on the eLearning Initiative

   Tina Borger reported that staff is still testing the interface and links between NIGP’s association management system and LearnSomething so that the Off-The-Shelf programs can be launched by the October 31st.
deadline. Bobbi Matthews asked if the OTS offerings will be available to suppliers. Tina responded that the offerings are open to the general public, including suppliers, based on member and non-member rates.

Tina also stated that the three online courses are being developed in partnership with volunteer Subject Matter Experts and staff is still on target for delivery of the Contract Administration course in April, the RFP course in May, and the Leadership course in June. She mentioned that the employee recruitment effort has not resulted in a new hire; primarily because the position description is looking for a hybrid of candidates who have the technology capability as well as skills in instructional design and candidates with both skill sets are in high demand. Staff is considering alternative options in the short-term including use of internal resources as well as contracted employee relationships.

9. **Board Governance Topics**

   A. **Board Policy Revisions**

      Rick Grimm provided a brief overview of the change which clarifies the definitions for student membership. The recommended change was initiated by the Membership Committee and approved by the Policy and Position Committee.

      Marcheta Gillespie reiterated her desire to limit policy revisions.

      The Board adjourned at 6:02 PM and agreed to re-convene at 9:00 AM on Saturday, October 23, 2010 to complete the remainder of the Board Study Session Agenda.

      President Ken Koester re-convened the Board at 9:02 AM on Saturday, October 23, 2010.

10. **Other Remaining Items**

    A. **Marketing Plan for Top U.S. and Canadian Jurisdictions**

        The Board was generally receptive to the marketing plan but suggested that each Board Regional Representative be assigned to at least one potential member agency during the pilot. As result, the pilot program will involve the following jurisdictions:

        - Region 1 (Paul Brennan): Buffalo
        - Region 2 (George Nader): Jersey City
        - Region 3 (Barb Johnson): Toledo
        - Region 4 (Kathy Elgin): None
        - Region 5 (Sandra Wright): None
        - Region 6 (Don Buffum): Baton Rouge
        - Region 7 (Keith Glatz): Pasco County
        - Region 8 (Lourdes Coss): Will County
        - Region 9 (DeWight Dopslauf): Tarrant County, Nueces County
        - Region 10 (Judy Meisel): St. Louis
        - Region 11 (Marcheta Gillespie): Phoenix, San Francisco
        - Region 12 (Dave Davis): Honolulu
        - Region 13: (Gord Sears): Windsor, Barrie, Guelph

    B. **Fee structure for PASS**

        Tina Borger presented a synopsis of the PASS program recommendations. Barb Johnson provided a historic background of the program which was initiated by the Research Committee.

        There was general discussion by the Board in support of the value of the
program but there was general disagreement over the pricing structure and the amount of effort generated by NIGP Consultants who would now conduct the work.

As a result of the discussion, Barb Johnson moved the following motion – seconded by Don Buffum:

- That NIGP continue to offer the program
- That NIGP develop a tiered pricing structure based on the number of clients receiving the survey as well as the level of support required by the public agency (basic survey v. higher level analysis and comparative data); with pricing at $199 for the basic survey and a maximum of $499 for the high-end services
- That non-member pricing be 100% of the pricing for members
- That the name of the program be changed to the Performance and Satisfaction Survey

The motion carried.

**ACTION**: Staff will develop a tiered pricing structure based on Board parameters and will submit to the Board for retroactive approval at a future Board meeting.

C. Name Change for the Universal Public Purchasing Certification Council (UPPCC)

Rick Grimm stated that the UPPCC wishes to change its name from “Purchasing” to “Procurement”. The UPPCC Governing Board has adopted the change but is subject to approval from the Boards of NASPO and NIGP.

The Board was in agreement with the request.

D. Funding Travel to Board Meetings

Judy Meisel stated that she raised this issue with Ken Koester during his recent visit to Kansas City for their conference. She mentioned that she had originally decided not to seek another term on the Board due to lack of financial support from her entity; however, she is now able to secure financial support from chapter affiliates in her region. She expressed her concern that some future leaders will not be able to serve on the Board if the Institute continues his policy of not funding Board travel to meetings.

The Board discussed various options including chapter assessments to fund this expense. Kirk Buffington mentioned that this would be problematic for at-large Board positions that are not tied to a specific geographic area. Most Board members expressed their discomfort with mandatory chapter assessment as an option and suggested that Board travel expenses should be a cost of doing business.

Judy Meisel agreed to chair a task force to study the issue. Sandra Wright, DeWight Dopslauf, Stephanie Creed, Dave Davis and Kathy Elgin also agreed to serve on the task force; with Carrie Rawn and Rick Grimm to serve as staff liaisons.

11. Adjournment

The Board Study Session was adjourned at 9:52 AM.