NIGP OFFICIAL BOARD MEETING MINUTES

NIGP BOARD OF DIRECTORS

Meeting Date/Time: Tuesday, November 30, 2010 @ 11:00 AM Eastern
Meeting Location: Teleconference
Dial-In Information: Dial (866) 664-1069 – Conference Code 7368900

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.

AGENDA ITEM ACTION TAKEN

1. Call to Order and Roll Call of Board Members

   President Ken Koester called the meeting to order at 11:03 AM Eastern.

   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, C.P.M., CPM – Third Vice President
   Ed Grant CPPO, CPPB, RPPO – Treasurer (Non-Voting)
   George Nader CPPO – Region 2
   Barbara Johnson CPPO, CPPB – Region 3
   Kathy Elgin CPPO, CPPB – Region 4
   Sandra Wright CPPB – Region 5
   Don Buffum CPPO – Region 6
   Keith Glatz CPPO – Region 7
   DeWight Dopslauf CPPO, CPPB, C.P.M. – Region 9
   Judy Meisel CPPO, CPPB – Region 10
   Dave Davis CPPO – Region 12
   Gord Sears CPPB – Region 13

   Board Members Absent

   Paul Brennan, CPPO – Immediate Past President
   Kirk Buffington, CPPO, C.P.M. – At Large 16
   Lourdes Coss CPPO – Region 8

   Staff Members in Attendance

   Rick Grimm CPPO, CPPB – Board Secretary and CEO
   Tina Borger CPPO CPPB
   Carrie Rawn, CMP
2. Opening Comments from the NIGP President

President Koester mentioned that two of the items on this agenda are repeat issues from prior Board meetings. He stated that any future finance-related topics should be initiated with the Finance and Budget Committee first in order to avoid confusion and redundancy.

3. Approval of Minutes from the Fall Board Study Session and Official Meeting on October 22-23, 2010

Keith Glatz moved the motion; seconded by Sandra Wright. Motion carried.

4. Approval of the 2011 NIGP Forum and Products Exposition Budget and Fees

Ed Grant reported the results of the November 23, 2010 Finance and Budget Committee. He stated that the Committee recommended Option B which increases the revenue stream by including ticket sales and daily registration fees while, at the same time, reducing the original fee increases from $199 for a full-time delegate down to $99 and from $249 to $149 for conference-only delegates. The effect of these changes will create a net deficit similar to the deficit anticipated for the 2010 Forum in San Antonio. Bobbi Matthews and Marcheta Gillespie provided additional comments on behalf of the Finance and Budget Committee.

Several members of the Board commended the Finance and Budget Committee for developing an alternative budget that would reduce the additional fee burden for members; other Board members expressed their concern that the Institute still needs to develop guidelines for eventually achieving a financial breakeven scenario for the Forum/Expo.

There was some discussion on how staff plans to manage the housing requirement whereby delegates earn a $250 discount if they make a reservation at the Gaylord National Harbor hotel. Carrie Rawn discussed her game plan for 2011 and mentioned that this may be standard practice for future Forums as well.

The Board also discussed the need to develop the budget earlier in the Forum cycle so that members can budget for fee increases. Rick Grimm mentioned that it is the intent of staff to present the 2012 Forum budget to the Finance and Budget Committee during their FY12 deliberations in March 2011; and would seek the Board’s approval during their Spring 2011 Board meeting.

At the conclusion of the discussion, Stephanie Creed moved for adoption of the motion; seconded by Dave Davis. Motion carried.

5. Approval of Fees for the Performance And Satisfaction Survey (PASS)

Tina Borger provided a brief review of the three-tiered pricing for PASS as requested by the Board. It was mentioned that Tier 1 will have limited interest given historic data since it covers a small population sample.

Sandra Wright moved for adoption of the motion; seconded by
6. Approval of the FY10 External Audit *(attached)*

“...move to approve the FY2010 external audit produced by Rogers and Company as reviewed and recommended by the NIGP Audit Task Force.”

Barbara Johnson. Motion carried.

Ed Grant and George Nader provided a verbal report on behalf of the Audit Task Force. Both Ed and George expressed their concern that the audit included 12 adjusting entries; and Ed requested that management’s response to the audit include an explanation of these adjustments and corrective measures to be taken in the future.

Bobbi Matthews requested that, in the future, the Finance and Budget Committee receive a draft copy of the annual audit once the Audit Task Force has completed its work so that the Committee can offer additional comments to the Board prior to the Board’s approval.

There was some discussion regarding the member structure of the Audit Task Force. Some Board members suggested that members of the Finance and Budget Committee should sit on the Audit Task Force to provide advice and insights since they have a working knowledge of the budget and financial operations; others suggested that the Task Force could be a sub-set of the Committee.

Rick Grimm stated that association best practices strongly encourage the separation of an audit committee/task force from a finance committee in order to provide transparency. These practices are supported by Internal Revenue Service (IRS) revisions legislated by the U.S. Congress which requires not-for-profits to indicate whether the audit task force is an independent body when they are submitting their annual tax returns to the IRS. Don Buffum supported the premise that the audit team should be independent from the finance committee in order to ensure appropriate checks and balances since the role of the audit team is to validate the work of the finance committee during the fiscal year.

Upon completion of the discussion, George Nader moved adoption of the motion; seconded by Keith Glatz. Motion carried.

7. Other Board Initiatives and Charges

President Ken Koester announced that Cathy Barker has agreed to chair the Name Change Task Force and that DeWight Dopslauf agreed to chair the Funding Board Travel Task Force. He mentioned that Judy Meisel will chair the Communications Task Force.

George Nader extended his appreciation to Stephanie Creed and staff who supported the Region II Conference which was held at the National Harbor hotel on November 18-20, 2010.

8. Adjournment

Barbara Johnson moved for adjournment; seconded by Bobbi Matthews.

The meeting was adjourned at 11:57 AM Eastern.