NIGP MEETING MINUTES

NIGP BOARD OF DIRECTORS

Meeting Date/Time: Official Board Meeting
Saturday, August 18, 2012 @ 3:00 PM Pacific
Room 303
Washington State Convention Center

Board Chair: Bobbi Matthews, CPPO, CPPB
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

<table>
<thead>
<tr>
<th>AGENDA ITEM</th>
<th>ACTION TAKEN</th>
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<tbody>
<tr>
<td>1. Call to Order and Introductions</td>
<td>President Bobbi Matthews called the meeting to order at 3:10 pm PDT</td>
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<tr>
<td>2. Attendance of Board Members and Guests</td>
<td><strong>Board Members in Attendance:</strong></td>
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<tr>
<td></td>
<td>Bobbi Matthews CPPO CPPB – President</td>
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<td></td>
<td>Marcheta Gillespie CPPO, CPPB, C.P.M., CPM – 1st Vice President</td>
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<td>Don Buffum, CPPO – 2nd Vice President</td>
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<td>DeWight Dopslauf CPPO, CPPB, C.P.M. – 3rd Vice President</td>
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<td>Stephanie Creed CPPO, CPPB – Immediate Past President</td>
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<td>Ed Grant CPPO, CPPB, RPOO – Treasurer (Non-Voting)</td>
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<td>Ron Blederman, CPPO, CPPB - Region 1</td>
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<td>George Nader CPPO – Region 2</td>
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<td>Joan Graham, CPPO, CPPB - Region 3</td>
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<td>Kathy Elgin CPPO, CPPB – Region 4</td>
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<td>Sandra Dix, CPPB - Region 5</td>
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<td>Keith Glatz CPPO – Region 7</td>
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<td>Lourdes Coss CPPO – Region 8</td>
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<td>Keith Ashby CPPO – Region 10</td>
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<td>Denni Baumer, CPPO, CPPB, C.P.M. - Region 11</td>
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<td>Nelson Park, CPPO, CPPB - Region 12</td>
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<td>Gord Sears CPPB – Region 13</td>
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<td><strong>Staff Members in Attendance:</strong></td>
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<td>Rick Grimm, CPPO, CPPB</td>
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| **NIGP Board of Directors Meeting**  
| **August 18, 2012**  
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| Cam Smart  
| Jennifer Steffan  
| Tina Borger, CPPO  
| Brent Maas |

**Guests in Attendance:**
Rob Bezjak  
Jean Clark  
Rona Sandler  
Jill Klaskin-Press

**Other Guests (Telephonically)**
Neal Couture

President Matthews welcomed Joan Graham as the newest member of the Board.

| 3. **Approval of Minutes from the August 1, 2012 Board Teleconference Meeting** |
| DeWight Dospelau motioned for adoption of the minutes, seconded by Nelson Park. Motion Carried. |

| 4. **Opening Comments from President Matthews**  
| A. **Priorities for the Coming Year**  
| B. **Reiterating the Role of the Board, Committees, Staff** |
| President Matthews highlighted her priorities as:  
1. Strengthening Chapter relations  
2. Focus on international opportunities  
3. Member needs  
4. Strategic planning for this fall |
| President Matthews provided a PowerPoint presentation which highlighted primary, fiduciary and leadership responsibilities of the Board. |

| 5. **Verbal Operational and Progress Reports**  
| A. **Consultancy Program Assessment Task Force**  
(Teleconference with Neal Couture, Chair) |
| Neal Couture provided a PowerPoint presentation which:  
- Identified the Task Force membership  
- Reviewed the assignment to include validation or challenge to the current assessment, review of other business models; submittal of recommendations to the Board  
- Highlighted the approach utilized to assess the staff report  
- Concluded that the staff report was valid but also concluded that there is a significant market opportunity for consultancy services and that the program is within the mission of the Institute  
- Provided a listing of issues to be considered when discussing alternative business |
| He provided the following conclusions:  
- The facts and analysis presented in the NIGP Program Assessment Report of January 2012 were valid  
- NIGP should continue to provide consultancy services to its constituents through a third-party relationship |
He reviewed the recommendations of the Task Force:

1. NIGP should enter into a contractual agreement with a third party provider to provide consultancy services. Based on RFI responses, the Task Force recommends negotiating with Periscope - Purchasing Source and Florida Atlantic University are also viable sources.
2. The selected partner should be allowed to use NIGP’s brand, logo, etc. to market the program.
3. NIGP should retain rights to review and approve consultant reports and recommendations to clients prior to issuance, for quality assurance purposes and to protect its brand.
4. NIGP should actively market the program in accordance with a strategic marketing plan developed jointly with the partner.
5. NIGP should develop a process for capturing information from consulting engagements for use in other products that contribute to the professional body of knowledge.

Following the presentation, President Matthews opened discussion among the Board members. The conversation centered on the following themes:

1. The format of the Request For Information (RFI). What was the purpose and content? Who received it? Who responded to it (it was disclosed that three providers responded to the RFI: Florida Atlantic University, Periscope Holdings, and Purchasing Source).
2. Whether the RFI should be re-distributed to a wider market.
3. Whether ‘negotiations’ meant best and final offer or an opportunity to discuss a business model.
4. Whether to approach Periscope directly or approach all three firms that responded to the RFI.

To assist with building consensus, Keith Glatz suggested that the Board bifurcate the discussion into two parts: (1) Whether the Board was comfortable with contracting with a third party to manage the consultancy program; and (2) whether the Board was comfortable in moving forward with the Task Force’s recommendation to negotiate directly with Periscope.

Accordingly, Keith Glatz moved to empower the Task Force to move forward with the third party strategy; seconded by Keith Ashby. Motion carried.

President Matthews then called for a straw poll on whether the Board wishes to have the Task Force negotiate with Periscope. The majority of the Board voted No on the Straw Poll.

Marcheta Gillespie made a 3-part motion:

1. That discussions with Periscope continue and for the Task Force to bring a draft agreement to the Board for review;
2. Openly advertise and post an RFI, accept and review any responses received; and
3. Engage in discussions with FAU and Purchasing Outsource as 3rd-party providers.

Lourdes Coss seconded the motion. Motion carried.
| B. Institute/Chapter Relationship  
(Steffan) | Jennifer Steffan provided an overview of survey results and requested directional input of the Board regarding the various assignments. The Board confirmed all activities based on the timelines suggested in Ms. Steffan’s report.  
Jennifer highlighted the report regarding a single membership structure that would include both Chapter affiliate dues and Institute dues. With the proviso that chapters would be engaged in the discussions, there was general support of the Board to pursue this avenue; provided however that if a consultant will be utilized to assess options and implementation, Jennifer Steffan will obtain and provide to the Board budget figures regarding the cost of a consultant for this project. |
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<td>Temporary Adjournment</td>
<td>Due to time constraints, Keith Ashby motioned to temporarily adjourn and address the remaining agenda items following the Board Strategy Meeting, seconded by Keith Glatz. Motion carried. The meeting was temporarily adjourned at 4:57 pm PDT.</td>
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<td>Continuation</td>
<td>The Official Board Meeting reconvened on Sunday, August 15, 2012 with President Matthews calling the continuation meeting to order at 2:37 pm PDT.</td>
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| C. Corporate Sponsor Program  
(Maas) | Rick Grimm distributed a copy of the newest Enterprise Sponsor Program promotional brochure produced by Chad Quinn. |
| 6. Preliminary FY12 Year-End KPIs and Financials  
(Grimm) | Rick Grimm reviewed the preliminary, pre-audit figures for FY 12, highlighting key points:  
1. Final year-end figures may experience a minimal shift due to final reconciliations by staff and Tate & Tryon  
2. Total value of assets are close to the pre-market collapse of 2008  
3. Net has improved dramatically over last 3 years,  
4. Other growth realized from additional investments,  
5. With the equity in the office building growing, there may be other avenues to consider in terms of building ownership and the possible re-location due to the expansion of the Metro  
6. The Institute is exceeding goals overall based on budget.  
7. Reserves are stable.  
Forward Looking Summary:  
1. Budgeted growth in webinar activity based on redesign of structure; program is a stretch goal that should be monitored closely,  
2. Budgeted reductions based on changes in the membership structure; so far, the anticipated reduction has not materialized  
3. Budgeted increases in Enterprise programs are realistic; plus Consultancy Programs are continuing even through the budget shows $0 for revenues, expenses, and net. |
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<th>7. Discussion Related to the Election of the Third Vice President</th>
<th>Election process of Third Vice President will be further addressed during the next meeting.</th>
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<td>8. Other Board Business</td>
<td>Concerns regarding course cancellation rate were addressed. As cancellation decisions are determined at the chapter level, Jennifer Steffan will explore ways to track cancellations and decisions through the Chapter Relations program.</td>
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<td>9. Empowering the Executive Committee</td>
<td>Don Buffum motioned to empower the Executive Committee, seconded by Denni Baumer. Motion carried.</td>
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<td>&quot;... move to empower the Executive Committee to take future actions on behalf of the Board of Directors prior to its next scheduled teleconference meeting on September 18, 2012&quot;</td>
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<td>10. Adjournment</td>
<td>DeWight Dopslauf motioned to adjourn the meeting, seconded by Keith Ashby. Motion carried. The meeting was adjourned at 3:07 pm PDT.</td>
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NIGP MEETING MINUTES

NIGP BOARD OF DIRECTORS

Meeting Date/Time:  Board Strategy Session  
                    Sunday, August 19, 2012 @ 1:00 p.m. Pacific  
                    Room 303  
                    Washington State Convention Center

Board Chair:  Bobbi Matthews, CPPO, CPPB  
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

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<td>1. Call to Order and Introductions</td>
<td>President Bobbi Matthews called the meeting to order at 1:05 p.m PDT.</td>
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| 2. Attendance of Board Members and Guests | Board Members in Attendance:  
Bobbi Matthews CPPO CPPB – President  
Marcheta Gillespie CPPO, CPPB, C.P.M.,CPM – First Vice President  
Don Buffum, CPPO – Second Vice President  
DeWight Dopslauf CPPO, CPPB, C.P.M. – Third Vice President  
Stephanie Creed CPPO, CPPB – Immediate Past President  
Ed Grant CPPO, CPPB, RPPO – Treasurer (Non-Voting)  
Ron Blendermann, CPPO, CPPB- Region 1  
George Nader CPPO – Region 2  
Joan Graham, CPPO, CPPB - Region 3  
Kathy Elgin CPPO, CPPB – Region 4  
Sandra Dix, CPPB - Region 5  
Keith Giatz CPPO – Region 7  
Lourdes Coss CPPO – Region 8  
Keith Ashby CPPO – Region 10  
Denni Baumer, CPPO, CPPB, C.P.M. - Region 11  
Nelson Park, CPPO, CPPB - Region 12  
Gord Sears CPPB – Region 13 |
### Staff in Attendance:
- Rick Grimm, CPPO, CPPB
- Cam Smart

### Guests in Attendance:
- Chris Robb, U.S. Communities
- Bill Lindsey, VAGP
- Norma Hall, UPPCC
- Luke Spikes, Spikes Cavell
- Jonathan White, Spikes Cavell
- Paula Stiefert, The Toro Company
- Ken McFarland, Periscope Holdings, Inc.
- Brittany Devine, Periscope Holdings, Inc.

#### 3. Opening Comments from NIGP President Matthews
President Matthews welcomed participants to the meeting and shared her enthusiasm for the events planned for Forum and the coming year.

#### 4. Verbal Reports from NIGP Strategic Partners

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<tr>
<th>A. NIGP Business Council</th>
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<td>Paula Stiefert represented the NIGP Business Council as Chair. She reported on business trends on behalf of Council members based on the current economic climate. She also reported on the Council's reaction to the new Enterprise Sponsor program. While the Council liked several components of the new program including the exclusivity relationship and dedicated staff, there are a few unanswered questions: What does the NIGP Board want from the relationship? Will other sectors currently not represented be invited to the Council?</td>
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| B. NIGP Code |
|-----------------
| Brittany Devine provided an update on behalf of Periscope Holdings. She stated that the Code now has 900 users including 35 new licensees this past year. She also indicated that Periscope is developing a new market strategy for the Code to be included in a revised business plan that will be presented to NIGP in the near future. |

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<th>C. NIGP Observatory</th>
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<td>Luke Spikes provided a PowerPoint presentation on activities to date. The Observatory now has 70 customers; with the largest proportion (50) in the higher education sector. The City of Naperville, IL has become the first public agency to utilize the SpotlightOnSpend offering. More efforts are being placed on marketing and promotion through case studies and press releases.</td>
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<th>D. Public Procurement Research Center</th>
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<td>Due to scheduling conflicts, the PPRC was not represented at this Strategy Session.</td>
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<tr>
<th>E. U.S. Communities</th>
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<td>Chris Robb reported that there has been significant growth with ~100 new agencies every week. He mentioned that spend through USC has been up 18% year-over-year. He also mentioned that new legislation has been signed in NY and NJ allowing for cooperative purchasing, some states are suspending the practice. Chris emphasized the need for cooperative standards and expressed his desire to see NIGP play a role in the development of those standards.</td>
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| F. Universal Public Procurement Certification Council | Norma Hall reported that the 2012 Job Analysis Survey is complete, receiving a 7% response rate. Norma will provide the Board with the results when they come in.

Significant policy changes in the program have taken place:

1. The revised CPPO and CPPB exams will be regrouped into 6 domain areas
2. Analytical questions to be added to CPPO exam
3. Applications are now valid for 1 year (rather than 2 years)
4. Reduced requisite number of years of work experience for both CPPO and CPPB certifications based on client feedback
5. Contact hours for purchasing-related courses have changed
6. Re-certification point are no longer earned for holding membership in NIGP or NASPO
7. Trademarks have been filed on the UPPCC logo. |
|---|---|
| 5. Board Discussion with CIPS | Andrew Coulcher provided an update highlighting the progress:

1. A joint logo has been developed
2. Working with Curtin School of Business in Australia to develop a public procurement maturity framework
3. Practices span to 130 countries
4. Expects to have 16 Practices by end of year and 30 by August 2013
5. Expects to launch Sustainability Index product this fall to include a possible licensed product in other countries

It must be determined which entity has more prominent standing in which countries to determine joint proposition.

The NIGP Board would like CIPS to provide information regarding resources that will be needed for further product development. |
| A. Update on the CIPS/NIGP Partnership |---|
| B. Next Steps in the Relationship |---|
| 6. Adjournment of Strategy Session | President Matthews thanked guests for their reports and adjourned the Strategy Meeting at 2:30 pm PDT. |