# NIGP Board Meeting Minutes

**NIGP Board of Directors**

**Meeting Date/Time:** Tuesday, June 25, 2013 @ 2:00 PM Eastern  
**Meeting Location:** Teleconference  
**Dial In:** (866) 664-1069  
**Passcode:** 7368900 #  
**President:** Bobbi Matthews, CPPO, CPPB  
**Board Secretary:** Rick Grimm CPPO, CPPB  

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**Our Mission:** Develop, support and promote the public procurement profession  
**Board Roles:** Set Direction, Ensure Adequate Resources, Provide Oversight

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<th>AGENDA ITEM</th>
<th>ACTION TAKEN</th>
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| 1. Call to Order and Attendance | President Matthews called the meeting to order at 2:03 pm Eastern.  
**Board Members in Attendance:**  
Bobbi Matthews CPPO CPPB – President  
Marcheta Gillespie CPPO,CPPB,C.P.M.,CPM – 1st Vice President  
Don Buffum, CPPO - 2d Vice President  
Stephanie Creed, CPPO, CPPB - Immediate Past President  
Paul Brennan CPPO - 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 Hartley-Dix, CPPB - Region 5  
Keith Glatz CPPO – Region 7  
Lourdes Coss CPPO – Region 8  
Keith Ashby CPPO – Region 10  
**Guests in Attendance:**  
Charles Smith, MBA, CPPO, CPPB  
Lisa Buitenhuis, C.P.P.  
Jack Adger, CPPO, CPPB  
**Staff Members in Attendance:**  
Rick Grimm, CPPO, CPPB  
Tina Borger, CPPO  
Carrie Rawn, CMP  
Cam Smart |
| 2. Approval of Minutes from the previous Board Meeting | Ron Blendermann motioned to approve the minutes of the May 21, 2013, Board meeting as prepared by staff, seconded by Kathy Elgin. Motion carried. |
### 3. Governance Structure: Verbal Updates

**A. Region 11 Election: Marcheta Gillespie, Governance Committee Chair**

As Chair of the Governance Committee, Marcheta Gillespie provided an update stating that 7 applications for the Region 11 Representative had been received and that the ranking of candidates amongst Committee members had been consistent. The Governance Committee puts forth a slate of three:
- D. Michael Clawson
- James Foley
- Daniel Marran

**B. Governance Structure Think Tank: Marcheta Gillespie, Task Force Chair**

Marcheta Gillespie provided an update on the GSTT indicating that the first meeting will be held on June 26, 2013 and the initial agenda is intended to set the stage for progression of the Task Force.

### 4. Board Policy Manual Revisions

**A. Discussion on Task of Board Policy Committee**

1. Consolidate and simplify policy format
2. Clarify the differences between Policy vs. Practice
3. Eliminate non-strategic policy issues and move to a practices manual
4. Eliminate inconsistencies and conflicts
5. Empower committees and staff to revise Practices

**B. Current Process: Board Policy Committee:**

1. Developed new format
2. Applied new format to Membership (Section 1) and Financial Management (Section 5)
3. Seeks Board approval on formats and revised policies
4. Consults with affected Committees for input
5. Develops future sections in consultation with affected Committees where applicable; and then forward drafts to the Board – Next Sections: Board of Directors (3) and Committees (4)

**C. Discussion on Section 1. Membership**

**D. Discussion on Section 5: Financial Management**

Rick Grimm provided the background on the Board Policy Committee directive and asked the Board for comments regarding format, clarity, and inclusiveness.

After addressing a couple of concerns regarding Classification of Membership, Benefits, and Code of Conduct, it was agreed to refer the changes Section 1, Membership to the Board Policy Committee for review and then to the Membership Committee for comments.

Issues regarding Cash Management, the use of pronouns, Payment and Collection Policy, and Per Diem Allowances were discussed. There was significant discussion on whether the policy should expressly allow or prohibit the use of Per Diem to purchase alcoholic beverages for personal consumption. Since there was no decision, it was suggested that this matter be referred to the Finance Committee for appropriateness; further to seek legal counsel if necessary to determine potential liability. Marcheta Gillespie stated that she would confer with Rick Grimm on the next steps.

Don Buffum motioned to approve the new formatting for the Board Policy Manual and empowered the Board Policy Committee to pursue revision of the remaining sections; further, to accept Section 1 governing Membership and Section 5 governing Financial Management as revised by the Board during their discussion and to remand these revised sections back to the Board Policy Committee and the respective committees for further review and comment before proceeding with final approval by the Board. The motion was seconded by Marcheta Gillespie. Motion carried.

### 5. Travel Per Diem Allowances and Application: Paul Brennan, Treasurer

Paul Brennan addressed current per diem rates. He will determine the impact to the Institute with regard to an unbudgeted increase now vs. budgeting for an increase at year end. Marcheta Gillespie agreed to bring this issue back to the Board in FY14 once further information is available.
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<th>6. New Business</th>
<th>Bobbi Matthews reflected on the past year as President and thanked Board members for their support and contributions for such a great year. Marcheta Gillespie thanked Bobbi Matthews for her service as President with great appreciation and admiration for a job well done.</th>
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<td>7. Next Meeting</td>
<td>The next meeting will be July 18, 2013 at 2:00 pm Eastern.</td>
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<td>8. Adjournment</td>
<td>Keith Ashby motioned for adjournment, seconded by Sandra Hartley-Dix. Motion carried. The meeting was adjourned at 2:54 pm Eastern.</td>
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