### NIGP BOARD OF DIRECTORS

**Meeting Date/Time:** Friday, August 22, 2014  
**Meeting Location:** Downtown Marriott Philadelphia  
Philadelphia, PA  
**Chair:** Don Buffum, CPPO  
**Board Secretary:** Rick Grimm CPPO, CPPB

#### NIGP’s Mission: Develop, support and promote the public procurement profession.

#### The Board’s Roles:  
Set Direction, Ensure Adequate Resources, Provide Program Oversight

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<th>AGENDA ITEM</th>
<th>ACTION TAKEN</th>
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<tr>
<td>1. Call to Order</td>
<td>Chair Buffum called the meeting to order at 2:34 pm Eastern.</td>
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| 2. Roll Call of NIGP Board and Welcome to Guests | **Board Members in Attendance:**  
Don Buffum, CPPO - President  
Keith Glatz, CPPO, FCPM, FCPA - 1st Vice President  
Rick Grimm, CPPO, CPPB - Secretary  
Marcheta Gillespie, CPPO, CPPB, C.P.M., CPM - Imm. Past President  
Ron Blendermann, CPPO, CPPB  
George Nader, CPPO  
Joan Graham, CPPO, CPPB  
Bill Lindsey, CPPO, C.P.M.  
Charles Smith, MBA, CPPO, CPPB  
Jack Adger, CPPO, CPPB  
Michael E. Bevis, JD, CPPO, CPSM, C.P.M., PMP  
Keith Ashby, CPPO  
D. Michael Clawson, CPPO  
Nelson Park, CPPO, CPPB  
Lisa Buitenhuis, C.P.P.  

**Board Members not in Attendance:**  
Paul Brennan, CPPO - Treasurer

**Guests in Attendance:**  
Mark Evangelista, CPPO, C.P.M. - Lake Metroparks

**Staff Members in Attendance:**  
Brent Maas  
Carol Hodes, CAE  
Cam Smart

Don Buffum recognized Paul Brennan's prior notice of absence. |
| 3. Approval of Minutes | Keith Ashby moved to approve the minutes of the July 10, 2014 meeting |
and the July 31, 2014 special meeting of the board as prepared by staff and, further, to excuse the absence of Paul Brennan during the July 31, 2014 Special Meeting of the Board, seconded by Mike Clawson. Motion carried.

4. Verbal and Progress Reports

   A. Update on 2.0 Implementation via the Talent Council

   Marcheta Gillespie provided an update on the progress of the Talent Council (TC) highlighting:
   - 2 Thought Leader candidates have been selected to fill positions on the TC
   - The TC recruitment plan during Forum for all Councils and Chapter Ambassador Program

   B. Update on Cooperative Accreditation Program

   Brent Maas introduced an overview of the Cooperative Accreditation Program highlighting:
   - 191 points of assessment criteria, some developed from OA4 and Maturity Framework data
   - Introductory presentation of Program during Forum to garner feedback
   - Anticipate final development over next 3 months
   - Valuation of NIGP brand to be completed
   - Initial pricing, marketing, and royalty fee to be developed
   - Encompasses an annual review for standards compliance

   The reporting of results needs to be determined. Consensus of the Board is using a Pass/Fail system rather than scoring or providing a rating.

   C. Update on CIPS/NIGP Partnership (Maas)

   Brent Maas provided an update on the CIPS/NIGP partnership highlighting:
   - Both entities agree the relationship should continue
   - The relationship needs to be redefined, leaning toward academics
   - Increased continuity between conferences
   - The Partnership for Public Procurement portal needs to be independently hosted
   - The Maturity Framework will be expanded for greater value and industry trends

   D. Reflections on the IPPC6 Conference in Dublin

   Marcheta Gillespie, Don Buffum, and Rick Grimm provided insights on the IPPC6 Conference, highlighting:
   - Much focus was on North American activities
   - Practitioners in other countries remain at the project management level
   - Other countries' governance can change rapidly, limiting or altering requirements overnight.
   - NIGP needs to increase visibility and perhaps expand academia in other regions
   - A need for greater continuity between conferences

   E. Preliminary Year-End Financials and KPIs for FY14

   Rick Grimm provided an update of the financial status and KPIs, highlighting:
   - Building sale: NIGP will close at $1.6m and in September.
   - Preliminary FY Year-end indicates
     - Positive $265k difference between budget and actual
     - Positive change in net assets of $482k
     - Delinquent A/R at 2.3%
     - Investment Balances:
       - Long Term Reserve: $1,554,950
5. Board Actions

A. Board Policy Additions: Code of Ethics for Volunteer Leaders

After deleting the reference to North America, Mike Bevis moved to incorporate the Code of Ethics for Volunteer Leaders as part of Appendix S and the corresponding Acknowledgment as part of Appendix T of the Board Policy Manual, seconded by Keith Ashby. Motion carried.

It was agreed the Acknowledgment is to be signed for every volunteer at the beginning of each term.

B. Charter for Public Procurement Association of Northern Ohio

Mark Evangelista provided an overview of the northern Ohio history and reasons the charter for the Public Purchasers Association of Northern Ohio should be approved by the Board.

Joan Graham moved to approve the Chapter Charter for the Public Purchasers Association of Northern Ohio, seconded by Jack Adger. Motion carried.

C. Approval of “Procurement Authority in Public Entities” Position Paper as Prepared by the Legislative & Position Committee Papers

Bill Lindsey moved to adopt the “Procurement Authority in Public Entities” position paper developed and recommended by the Legislative and Position Committee and to direct the CEO to publish and promote said paper, seconded by Chuck Smith. Motion carried.

6. New Business

A. Discussion on Board Direction/Guidance to the CEO

(1) Annual Evaluation Plan for 2014

The discussion encompassed 3 primary questions:
- Should the evaluation be expanded beyond the Board?
- What type of value would an expanded evaluation bring?
- Are we evaluating Rick Grimm or evaluating the CEO position?

It was agreed an expanded evaluation would be the measure of the organization as the CEO's role extends beyond the board room and include how he performs in the role.

As Immediate Past President, Marcheta Gillespie is to develop options for consultants to perform a 360° review by the fall board meeting.

(2) FY15 Performance Goal Setting

Don Buffum and Rick Grimm will discuss goals for FY15, and Don will present to board for discussion and ratification.

(3) Succession Planning

It was agreed Rick Grimm should prepare an in-house successor to fulfill
the role as interim CEO for 6 months, and develop a relationship with a search firm should the need arise for a longer duration or permanent successor.

Rick Grimm posed a question of timeliness; as NIGP moves forward with the new governance model, should NIGP also move forward with a new CEO?

It was agreed Rick Grimm would present a succession plan and cost to implement for further discussion during the fall board meeting.

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<th>7. Closing Comments</th>
<th>Don Buffum encouraged the board members to attend the Expo, visit all of the booths, and thank the vendors for their support.</th>
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<td>8. Empowering the Executive Committee</td>
<td>George Nader moved to empower the Executive Committee to take future actions on behalf of the Board of Directors prior to its next scheduled meeting on September 11, 2014, seconded by Keith Ashby. Motion carried.</td>
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<td>9. Adjournment</td>
<td>Nelson Park moved to adjourn the meeting, seconded by Jack Adger. Motion carried. The meeting adjourned at approximately 5:30 pm Eastern.</td>
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