

**IDAHO PUBLIC PURCHASING ASSOCIATION  
CHAPTER OF NIGP  
BOARD MEETING MINUTES  
January 23, 2007  
Location: Pizza Hut**

President Diane Morrison called the meeting to order at 12:05 P.M.

**Board Members Attending:**

Diane Morrison –President	Bob Perkins – Vice President
Clarke Camenga –Treasurer	Cathy Grisham- Secretary
Bonnie Sletten –Director at Large	Tina McBride - Director at Large

**General Information:**

Diane welcomed our newest member Tina McBride to the board.

Diane passed out a copy the 2007 NIGP Year At –A-Glance calendar to everyone. Diane indicated that she has submitted the Chapter Officer form to National and the Idaho Annual Report form was submitted to the State January 4<sup>th</sup>. Clarke will follow up on submitting the Chapter Member Data Form (by February 28, 2007) and the Chapter Financial Report (by March 31, 2007) to National. Clarke will send a copy to Bob and Diane for review prior to sending to National.

Discussion centered on the terms and duties of current officers. At the meeting the group defined the duties/responsibilities of the vice president and treasurer. The next meeting will cover the secretary, president and director at large positions. An outline of all the Board Member duties will be distributed next week by Diane for review and for final input at the March 5<sup>th</sup> board meeting.

Application process and follow-up of the application and renewals was also discussed. It was noted that all applications and renewals are to be maintained by the Secretary. The Secretary is responsible to keep the list of member information updated.

Future Meetings: Volunteer(s) are needed for planning future meetings. There was discussion of speaker selection and subjects of interest to the membership. Clark noted that he would contact Kit Coffin regarding a Risk Management Presentation for our June meeting. Other suggestions for topics included UCC updates, Error and Omissions, FOB Delivery issues, etc.

**Newsletter:**

Diane brought samples of newsletters other chapters have generated and indicated that she would like to see our chapter generate a newsletter. This would be a great opportunity to get to know more about our members, especially since we only meet quarterly. Additional discussion included thoughts and content of putting together a quarterly or semi annually newsletter. Clarke and Tina volunteered to head this committee.

**Treasures Report:**

Clarke provided a financial report showing a year-end balance of \$2199.14. The balance as of 1/23/07 is \$2316.30

**Meeting Schedule:**

Since March is purchasing month the next dinner meeting is scheduled for March 20, 2007 at Idaho Power the guest speaker is Dr Vincent Muli WaKituka and will speak on Leadership this will be a joint meeting with NAPM, APICS. Bonnie will be sending out a flyer soon.

**Membership:**

No new membership applications have been received. We have received renewals in January from Klamt, Morrison, Neal, Perkins, and Smith. Additional renewal notices will go out this month we should have all renewals through March sent out. Renewals should to be sent out 2 months in advance of anniversary date.

Diane mentioned that we need to follow up on renewals we have not received before our report is due at National. All board members need to be current to be on the board.

**Board Meeting:**

Next meeting is scheduled for Monday March 5, 2007 at 11:45 am, location TBD

**Minutes:**

The December 1, 2006 minutes were approved.

**Adjourned**

The meeting adjourned at 1:30 p.m.