

IDAHO PUBLIC PURCHASING ASSOCIATION

BOARD MEETING MINUTES

February 5, 2008

Board Members Present: Bonnie Sletten, Tina Klamt, Tina McBride, Bob Perkins, Diane Morrison,
Bob Kobza

Board Member Absent: Cathy Grisham

- ① Dinner Meetings: There was discussion of taking minutes at dinner meetings. It was recommended that minutes be taken if business is conducted. This brought up the question if business would be conducted at dinner meetings. It depends.
- ② Review of Meeting Minutes: Bob Perkins led the group through a review of meeting minutes, beginning with October 10, 2007 dinner meeting minutes. Some changes were made and then the minutes were approved. January 15, 2008 dinner meeting minutes were also approved.
- ③ Calendar: The 2008 calendar was reviewed and it was noted that there are dinner meetings two months in a row, rather than every other month. This is because purchasing month falls in between, and rather than postponing a meeting, it was felt it was better to have the meeting.
- ④ Treasurer's Report: Tina McBride presented the latest record of financial transactions with an ending balance of \$2,697.62 as of January 25, 2008. Diane noted that upon the resignation of the former treasurer, Clarke Camenga, she reviewed all the past financial records and reports that everything is in order.

The web server fee is due and the vendor requires a credit card on file or there will be an additional fee. Previously, Clarke had provided his own personal credit card and then was reimbursed by IPPA.

Action Item: Diane and Bob P. will work with the bank to get a credit card for IPPA. Clarke will then be taken off the web server account.

- ⑤ IPPA By-Laws and Administration and Board: Bob P. noted that the by-laws and the IPPA Administration and Board documents need to be read by the new board members. There was then discussion of assessing late fees for IPPA members who do not pay on time. There is also the question of how long we wait to get the fees before a member is dropped. Since the fees for our chapter must be paid to NIGP in January, it is important to have an accurate account of current members prior to that time.

It was moved and seconded that Article VIII 2, of the IPPA By-Laws be amended to state that for a member to remain in good standing, dues must be paid by December 15 each year.

There was discussion of a reinstatement fee of \$5.00 for members whose membership has lapsed but who want to remain in good standing. This could be added to the IPPA Administration and Board document.

- ⑥ IPPA Administration and Board document: It was suggested that this document be revised to provide policies and procedures for IPPA that support the conduct of the organization.

Action Item: Tina Klamt volunteered to provide a draft revision to this document.

- ⑦ IPPA Annual Report: This is due to the Secretary of State each year. The IPPA President will complete and submit this report.

8 Tina Klamt Announced Retirement

Meeting Adjourned at 1:30 p.m.

There is additional business remaining, so another board meeting will be scheduled very soon, to complete the outstanding agenda items.