

**IDAHO PUBLIC PURCHASING ASSOCIATION**  
**CHAPTER OF NIGP**  
**BOARD MEETING MINUTES**  
**September 28, 2007**  
**Golden Star Restaurant - Boise, Idaho**

President, Diane Morrison, called the meeting to order at 12:05 PM.

Board Members present:

Diane Morrison –President

Cathy Grisham- Secretary

Clarke Camenga –Treasurer

Tina McBride - Director at Large

Bonnie Sletten –Director at Large

Board members absent: Bob Perkins – Vice President

**1) Old Business:** The May 2007 Board Meeting Minutes were approved with the following changes. The Board Meeting date was rescheduled from August to September. The 2008 Membership Dues will be pro-rated at the end of October, and all members will be billed at one time. Approved by Diane and seconded by Tina.

**2) Treasures Report:** Clarke provided the financial report via email once the bank statement was received. The ending balance as of 9/25/07 is: \$2,306.34.

**3) Meeting Schedule:** The next dinner meeting is scheduled for October 10, 2007, at Casa Mexico located at 5 Mile and Fairview Avenue in Boise. Bob, Tina, and Diane will discuss things learned at the NIGP conference. Will also have plan for an interactive discussion with IPPA members on what future speakers, subject matter, and training they would like to see for future meetings

Diane will prepare a flyer announcing this meeting for Cathy to send out.

**4) Webinars:** The topic of NIGP co-sponsored training classes was discussed. Most of these were offered last year. We need to revisit this again at our Planning Meeting and/or submit this list to the membership to see what meets their needs. The available webinars are:

***Contract Administration for Services – A How To!***

Thursday, October 25, 2007 1:00 EDT

***Communication – It's not about you...it's about the message!***

Tuesday, October 30, 2007 (1:00 – 2:30 PM ET)

***The Art Form of Specification Writing***

Thursday, November 15, 2007 (1:00 - 2:30 PM EST)

***Managing Fixed Assets***

Tuesday, December 4, 2007 (1:00 – 2:30 PM Eastern)

***Does It Really Say That? The Law and Public Procurement***

Tuesday, December 20, 2007 1:00 PM EST

***What's In the Fine Print and Why: Standard P.O. Terms and Conditions for***

***Goods*** Thursday, December 13, 1:00-2:30 PM EDT

**5) Membership:** The 2008 membership dues will be pro-rated and billings will be sent ASAP since the new pro-rated fees are due by the end of October. Diane provided a list of the pro-rated dues and the members who did not renew. We need to send out two different letters with one for current members, and one for member renewal. Diane and Clarke will work on the letters.

If members do not pay within 30 days, the secretary will contact the member to see if they received their renewal notice.

To help with keeping members active, Board member will contact a few names from the current membership by telephone, noting the change in due structure, and asking for input on how IPPA can meet their needs.

**6) Newsletter:** Tina will prepare a newsletter to be distributed to the membership November 1, 2007. Bob and/or Clarke will prepare a biography to be placed in the newsletter. Diane sent Tina an article on the NIGP conference for the November flyer. Tina will issue the newsletter three times per year: July, Nov & April.

**7) Miscellaneous:** A Strategic Planning meeting with the Board and any interested members will be held in the future. An evening meeting was suggested for this since more time is needed than a lunch hour. All agreed to an evening meeting sometime after Nov 4<sup>th</sup>.

Bonnie passed out NAPM Fall Seminar Information to the Board.

The next Board meeting will be held on November 7, 2007. (Location to be decided)

The meeting adjourned at 1:15 PM.

**Update: Renewal letters, invoice and application were sent out 10/2/07 by Diane.**