Grand Canyon
Chapter of NIGP

Flagstaff City Hall, Flagstaff Arizona

7/12/2007

Agenda

Request to Approve By-Laws
Request to Approve Amended Constitution
Budget Presentation
Finance Committee
Cooperative Purchasing Discussion
Regional Conference
Committee's Discussion
Web Page

Additional Information

In attendance: Bill Brannen-FUSD, Cris Parisot-Navajo County, Bobby Sedillo-CCC, Valerie Barret-CCC, Mike Savot-Coconino County, Merrill Menta-Coconino County, Scott Richardson-Coconino County, Carol Luckey-NAU, Becky McGaugh-NAU, Cindy Williams-FUSD, Becki Roberts-FUSD, Kim Aringdale-FUSD, Ann Marie Fisher-City of Flag, Shirley Greco-City of Flag, Vickie Jackson-City of Flag
Conference Call: Mohave Co-Op – Travis, Craig, Tom & Mark
Yavapai College – Rene & Dennis
### Agenda

#### Request to Approve By-Laws

Discussion: Asked for any final comments on new By-Laws. None given.

Conclusions: Motion to approve 1st - Ann Marie Fisher 2nd – Becki Roberts

Action items: Motion Carried – New By-Laws are approved

Person responsible: Scott Richardson

Deadline:

#### Request to Approve Amended Constitution

Discussion: Asked for any final comments on Constitution. None Given

Conclusions: Motion to approve 1st - Becky Roberts 2nd - Shirley Greco

Action items: Motion Carried – Constitution approved

Person responsible: Scott Richardson

Deadline:
**Budget Presentation**

Discussion: Tentative budget has been developed. The Chapter now has a TIN# and articles of Incorporation. Next step is a checking account. This is to be done by next week.

Request for comments on Budget, add budget lines for Supplies (printing, office, postage, and misc.), Travel, Regional Conference, Meetings. We also need to add Fundraising to revenue. It was also suggested that Scott call other Chapters for their budget, so we can see the structure.

It was also asked how many members we have; Scott guess at this time is approx. 35. This brought on the discussion of the membership form. The form is being revised by Craig; once this is finished they will be sent out. Final due date for membership dues is September 30th.

Conclusions: Budget is in the works, but we will need revenue to fill it.

| Action items: Scott to call other Chapters to see how they have their budgets set up. |
| Craig to finish membership form and forward. |

| Person responsible: | Deadline: |

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**Cooperative Purchasing Discussion**

Discussion: Scott asked how we can make everyone’s bids available to the general public in one place, the website was suggested as the easiest solution using links to everyone else’s bid pages.

Further Discussion about website, under website notes.

Conclusions: Website needs to be completed before this is possible

| Action items: Try to find help with the websites. |

| Person responsible: | Deadline: |
## Regional Conference

Discussion: Little America stepped up to host the Regional Conference on October 22nd. They are expecting approximately 200 people. It was suggested that we use this audience to have some sort of Fundraiser for our Chapter. Possible Prize Raffle or 50/50 raffle. Scott will need to ask permission.

Matching Shirts with the NIPG GC Chapter Logo. This would look good at the conference and also could make the Chapter a little money. We also need a Logo Developed. Valerie Barret, CCC suggested a local company that is very competitive. She will check on cost of shirts and also Logo.

It was asked if there is a fee to go to the conference. Scott didn’t know for sure, he will check on it and get back to us.

**Conclusions:**

**Action items:**

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<th>Check on shirts and Logo</th>
<th>Person responsible: Valerie Barret, CCC</th>
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## Committee's Discussion

Discussion: Committees were set up at the last meeting. There are 3 basic committees

**Finance: (Budget, Taxes) Chair – Mary Jane Springer, also Shirley Greco, Becky Roberts and Jana Kelly**

**Educational Certificates & Awards: Chair – Ann Marie Fisher, also Bobby Sedillo, Pam DeYoung and added today Travis Lingenfelter**

**Outreach: Chair – Rick Compau, also Craig McKee and Cris Parisot**

Conclusions: Asked for new committee volunteers, Travis volunteered for the Educational Certificates and Awards Comm.

**Action items:**

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## Web Page

Discussion: When will the website be up and running? Becky Roberts said that due to time restrictions the website will not be running before mid August. It was suggested that Becky check with the school and see if maybe one of the tech classes could assist in this. Possibly hold a contest.

**Conclusions:**

**Action items:**

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## Additional Information
Vicky with the City announced that there is a Buyers position opening with the city if anyone is interested. It requires a minimum of 2 years experience.