



**Minnesota Chapter of
National Institute of Government Procurement (NIGP)
Chapter Meeting
Friday, January 29, 2021
8:30 – noon**

Virtual Zoom Meeting

Meeting ID: 995 3874 7644

Passcode: 890806,

<https://zoom.us/j/99538747644?pwd=bIJqeGRxbkgzM1BpTjlpNW1idG8ydz09>

8:30 AM Virtual Networking - Grab a cup of coffee and join us in catching up!

9:00 AM Business Meeting

1. Welcome and introductions
2. Secretary's Report (Abby)
3. Treasurer Report (Emily)
 - a. 2021 proposed budget
4. Membership Committee Report (Kris)
5. Governance Committee Report (Pam)
6. Professional Development Committee Report (Nicki)
 - a. Upcoming survey
7. Programs (Glen)
 - a. Friday, March 19 – Chapter Meeting
 - b. End May – Early June – Birthday/Spring Conference (Date and time TBD)
 - c. Friday, June 23 – Chapter Meeting
 - d. (Early August – Reverse Vendor Fair)
 - e. Late Sept/Early October – Fall Conference w/ Chapter Meeting (Date TBD at discretion of Vice President)
 - f. Friday, January 21 – Chapter Meeting
8. Nominations Committee Report (Laura)
9. Old Business

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|---|------------------|---------|
| 1. Obtain quotes for CPP, CPPB, and CPPO certificate holders. | Laura Kearns | Open |
| 2. Research/revise \$100 reimbursement in governance documents. And Award \$100 | Pam Marszalek | Table |
| 3. Notify members of log-in and password information. Create a 'how-to' for completing this task. (Annual email to remind members of website and how to access) | Glen/Kristi | Ongoing |
| 4. Develop a new award category for "Rising Star/Young Professional of the Year." | Laura | Open |
| 5. Draft scholarship application for general member to attend the National NIGP Forum each year. | Ginger - Tiffany | Open |
| 6. Develop a promotion strategy to recognize 2021 award recipients. | All Board | Open |

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| 7. 40 year anniversary of MN Chapter of NIGP June 2021 | Emily | Open |
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10. New Business

- a. Awards
- b. 40 year anniversary of MN Chapter of NIGP June 2021
- c. New NIGP Logo
- d. New Officer Swearing in

11. Adjourn Meeting

10:20 ten-minute break

10:30 am Speaker – Georgine Madden

In the face of challenge and change, there is always opportunity. Opportunity to learn, grow, and develop our ability to consciously lead ourselves and others to the best outcomes.

Join us for a dynamic and interactive learning session filled with tools, techniques, and strategies to strengthen resilience and manage the stress of challenge and change.

Our speaker, Georgine Madden, is seasoned Organizational Development and Learning Consultant. She is highly regarded for her work in leadership development, employee engagement and wellbeing, and culture and team building. One of her greatest strengths lies in her ability to understand an audience and enhance growth and learning by relating concepts, strategies and skill building to unique organizational issues and goals. Georgine started her consulting firm, GEORGE, in 2002 with a mission to help organizations set strategies that link purpose, people and performance so that individuals, teams and organizations experience growth and sustained success.

Topic: NIGP Speaker Presentation: Conscious Leadership
Time: Jan 29, 2021 10:30 AM Central Time (US and Canada)
Join Zoom Meeting
<https://us02web.zoom.us/j/86976236198>
Meeting ID: 869 7623 6198

Installation of NIGP Chapter Officers

I now have the privilege and honor of installing those officers who have been elected to serve and represent the Minnesota Chapter of NIGP and you during the coming year. "In accordance with the Bylaws of the Minnesota Chapter of NIGP the membership of the Chapter have elected the following officers to serve for the year 2021, to take office January 29th, 2021. As I call your name please ensure your camera is on.

"Chapter officers-elect, each of you has been elected to a position of trust and confidence by the membership of the Minnesota Chapter of the National Institute of Governmental Purchasing, Inc. I ask each of you to hereby swear and affirm that during your term of office, you will do your utmost to further the aims and objectives of the National institute and this NIGP Chapter affiliate as well as the professionalism of the procurement profession. "Further, that to the best of your ability, you will provide guidance, counsel, and leadership to the Minnesota Chapter. That you will uphold and abide by the Chapter's Bylaws as currently constituted or hereinafter changed by the Board of Directors.

"Do you, and each of you, now solemnly swear or affirm to discharge faithfully and to the best of your ability, the duties of the office to which you have been elected, without fear or favor, so long as you shall hold that office?"

(Each answers: "I do so swear or affirm.")

Elected to the office of Communications Chair: Marie Ozanne

Elected to the office of Program Chair: Kim Austin

Elected to the office of Vice President: Nicki Castro

Elected to the office of Membership Chair: Kristi Anton

Elected to the office of Professional Development chair: Lisa Truax

Elected to the office of Secretary: Jill Zenzola

"I declare you to be formally installed to take the office January 29, 2021"

Office of President

President-elect Glen Carpenter, yours is perhaps the office that carries the greatest responsibility and the greatest opportunity to be of service.

You shall be expected to represent the chapter on many and varied occasions. You must always remember to speak, not as an individual, but as President of a respected and important organization in your community.

Members will look to you for inspiration. You will be obligated to preserve peace and harmony among the membership. You will preside over all meetings, devoting whatever time is necessary to prepare an agenda. You are expected to conduct each meeting in an orderly and business-like manner. You should insure that all courtesies are extended to the chapter's guests and speakers. It is your responsibility to make sure that your committees are continuously alerted and aware of their responsibilities. You must receive and pass on information concerning Chapter, regional and National programs, projects, goals and objectives to the membership. You should insure that all correspondence is handled promptly and correctly. It is your responsibility to call and hold Executive or Board meetings with regularity in order to determine your organization's policies and programs. In general, you will do all things within the framework of your capabilities to put to good and constructive use, all things that will benefit your organization and the National Institute.

Yes, this office requires ability and energy, but the rewards are great. With confidence, I ask you to accept the responsibilities of the office of President.

Do you accept that responsibility?

On behalf of the NIGP Board of Directors and Officers, I hereby install you as the Minnesota Chapter President for 2021.