

Outstanding Chapter Operations Award Application 2021

Oregon Public Purchasing Association

Treasurer Position and Talent Capital Program

A little bit of OPPA history

Oregon Public Purchasing Association (OPPA) was formed in 1969 by a group of like-minded public sector purchasing agents from a variety of governmental agencies who met to discuss common purchasing concerns over dinner. Those dinner meetings became popular and attendance at the meetings grew.

The need for more structured meetings became apparent and officers and board members were elected. In 1982 the dinner meetings were changed to full day workshops to provide more time for training and discussions.

On May 9, 1991 OPPA became a chartered chapter of NIGP. OPPA and NIGP provide many outstanding benefits to valued members including professional certification, informational resources, and training opportunities.

Today OPPA has 429 active members from agencies throughout Oregon and southwestern Washington State; 317 of which are also members of NIGP.

OPPA seeks to benefit the public procurement profession and increase its members' value to their employers through education, networking, outreach and established programs. Additionally, our goal is to increase public purchasing knowledge, improve techniques, and provide intergovernmental cooperation through cooperative purchasing and other interaction.

Treasurer Position - where we were

OPPA Leadership consists of a member elected Executive Board team (President, Vice President, Treasurer, Secretary, and Immediate Past President) and Directors (Education, Marketing, Chapter Relations, Professional Outreach and Communication). The Executive Board members progress each year from Secretary to Treasurer, to Vice President, to President, and finally to Immediate Past President. Directors each serve for three-year over-lapping terms.

The OPPA Treasurer position is responsible for the accounting of OPPA's funds and maintains complete and accurate records of receipts and disbursements.

Even though the Treasurer experience provides invaluable insight to OPPA business operations and has been an important part of the progressive nature of the OPPA Executive Board, during the [January 2020 Board meeting](#) President Camber Schlag formed Task Force to review the Treasurer position and to investigate changing the treasurer position to a Director level with a longer term of service and the impacts of such a change.

Treasurer Position - Is there a better way?

Treasurer duties are very detailed orientated, including database and spreadsheet management, and require a specific skill set. Those individuals that are strong in data management many times do not want to progress into chapter leadership positions without careful consideration. Keeping the position out of the regular succession rotation allows for those with technical minds to participate using their strengths. Because the learning curve can be steep, a multi-year term for the Treasurer position will allow the person filling this role to become more familiar and more successful.

The Treasurer Task Force researched how the treasurer position is structured in NIGP and other NIGP Chapters and similar organizations. Through this research we found that [Columbia Chapter](#), [Rocky Mountain Chapter](#), [Washington State Chapter](#), [Idaho Public Purchasing Association](#), [Mississippi](#)

Outstanding Chapter Operations Award Application 2021

Oregon Public Purchasing Association

Treasurer Position and Talent Capital Program

[Association of Governmental Purchasing and Property Agents](#) and [Canada West Chapter](#) have an elected a multi-year treasurer that is part of the executive board but not in succession for president. Non-profit organizations such as NIGP, Business Diversity Institute, and the National Association of State Procurement Officers also have elected treasurer positions.

The Task Force committee set out to explore changing the term of the OPPA Treasurer position to a longer 3-year term and change it to a Director position instead of an Executive Board progressive position.

The taskforce met several times over a few months to develop a plan. The Task Force mapped out the [Treasurer position duties](#), interviewed the current Treasurer and reviewed the Treasurer Handbook.

Findings

It's been our recent practice that the Treasurer participate on the Budget Task Force and it should be codified in the policy handbook as part of this recommendation. This will bridge the gap about budget processes for the Budget Task Force since task force members most likely will not have chapter treasurer experience.

To reduce the possibility of potential fraud, consecutive terms should not be allowed unless a vacancy occurs, and the board is unable to find an immediate replacement. A member that served as treasurer could run for the position again after a minimum two-year break in the elected term, unless appointed by the Board in a super majority (66%) vote. In addition to the annual internal audit, the Board could consider an external audit of the Treasurer's financial reports at the end of each Treasurer's term to reduce fraud opportunity and timely detect fraud. The selection of an external auditor would be Board approved.

Treasurer Position Transition and Timeline Recommendations

The Task Force made their final recommendations for the Treasurer position changes to the Board during the [October 2020 Board meeting](#).

The Treasurer Task Force recommends to the OPPA Board to making the Treasurer position an elected three-year term, to serve as a Director, part of the Executive Board but outside of the sequence of Secretary, Vice President, President and Immediate Past President.

- A Special Election to take place in July 2021 for the Treasurer position
- Treasurer elect begins training with current Treasurer for a 3- or 4-month overlap, potentially beginning cross-training duties in September 2021
- Treasurer elect is not officially in the position until January 2022 to eliminate issues arising with voting at Board meetings, Bylaw changes, length of official term should not be greater than 3 years, check writing privileges for Treasurer position (not to include Treasurer elect), and scholarships for Board for conference attendance
- Advantages: Onboard in September to assist with RVTS in October, participate on audit, budget plan/prep, and fall conference registration and expense payments
- The Board may request a financial audit be performed by a Certified Public Accounting firm at any time during the Treasurer's term or between terms to ensure fiscal procedures are met and funds are safeguarded.

Implementation Tasks:

Outstanding Chapter Operations Award Application 2021
Oregon Public Purchasing Association
Treasurer Position and Talent Capital Program

- 1) Board Approval/Adoption.
- 2) Amend Bylaws.
- 3) Update Policy Handbook.
- 4) Update Treasurer Handbook Procedures.

Timeline:

Year 2021

Camber Schlag - President
Stephanie Lehman – Vice President
Kaliska King - Treasurer
Stephen Nelson – Secretary
Eric Wicks – Past President
Treasurer Elect Temporary Transition

Hold Special election in July 2021 for new Treasurer, with transition period Sept-Dec 2021, to serve 2022-2025.

Hold Regular election Aug/September 2021 for upcoming vacant Director positions (2) to serve 2022-2025.

Year 2022

Stephanie Lehman – President
Kaliska King – Vice President
Stephen Nelson – Secretary
Camber Schlag – Past President
New Treasurer 1st Term

Hold Regular election Aug/September 2022 for new Secretary and upcoming vacant Director positions.

Year 2023

Kaliska King – President
Stephen Nelson – Vice President
Secretary – New Elect
Stephanie Lehman – Past President
New Treasurer 2nd Term

Submitted by Treasurer Task Force – Stephanie Lehman, Teila Leighton, Christine Moody, Diane Murzynski, Sarah Roth

Volunteer Recognition - where we were

OPPA values the incredible volunteer talent that help make this organization run successfully. The OPPA Executive Board recognizes OPPA volunteers with an annual certificate of appreciation. These certificates are created using a mail-merge process with a “[volunteer tracking](#)” Excel spreadsheet and a Publisher “[volunteer certificate](#)” document. In January 2020, the OPPA Board decided to investigate other ways to recognize volunteers monetarily. A Task Force was created.

Talent Capital Program

Outstanding Chapter Operations Award Application 2021

Oregon Public Purchasing Association

Treasurer Position and Talent Capital Program

The Task Force created and developed a new volunteer recognition program - The Talent Capital Program (or TCP). Using the volunteer tracking spreadsheet, a new volunteer time tracking component was added to reward those volunteers with registration discounts to OPPA events (such as Spring and Fall Conferences or January Workshop), along with the regular volunteer certificate that is awarded each year.

The TCP is for OPPA Committee Chairs, Committee Members and general Chapter Members that volunteer on committees, taskforces and/or at OPPA events. OPPA Board Executives and Directors are not eligible to apply for the TCP awards.

Tracking of volunteer time for the TCP is retroactive and begins January 1, 2020. Reported hours may be rounded up to the nearest 1/4 hour.

The Talent Capital Taskforce Chairperson is assigned by the OPPA President and is usually the Immediate Past President.

BUDGET. The registration discounts to be awarded, through redemption requests by each volunteer, is based on the annual TCP budget and the total number of hours to be awarded (when more members redeem their hours for an OPPA Event this may reduce the amount awarded). The volunteer hours are worth a dollar amount established by the Board. The amount awarded will not exceed the TCP budget, unless approved by the OPPA Board.

REPORTING. Each month, Committee Chairs will collect member volunteer hours, including their own hours, and will report the names and hour totals to their Director. Each Director will approve the volunteer names and hours and will add this information to their respective monthly Director Reports. Each Director is responsible to ensure hours are reported to reward members for their volunteer efforts. The TCP Taskforce Chairperson will track the volunteer's names and time on the Talent Capital spreadsheet. Taskforce Chairs and any special program volunteers must report their hours directly to the TCP Taskforce Chairperson by email.

TRACKING. The TCP Taskforce Chair will use the Talent Capital Tracking spreadsheet to enter the members and hours each month using the information on the Directors' reports. The spreadsheet accommodates tracking, redemptions and carry-forward credits.

REDEMPTION. Each volunteer must submit a written request (via email) to the TCP Taskforce Chairperson to redeem an award for registration to an upcoming OPPA event. Unredeemed hours do not expire and will rollover from year to year until redeemed or until the program is discontinued by Board action. The amount awarded is based on the budget and the number of redemptions for each event.

Talent Capital Tracking and Redemption

[TCP Excel Spreadsheet](#). The spreadsheet tracks volunteer time from the Summary tab for each month of the year. When a new year starts, a column is created for the carry-forward hours from the previous year so that the volunteer can accumulate enough money to attend an OPPA event for free, if that is what they choose. The formulas in the Redemption sections allow for a volunteer to redeem their hours for discounts. Once the Volunteer redeems, the formulas subtract the amount redeemed and reduces the carry forward balance. The example attached shows volunteer Keri Ashford redeeming her 9 hours for a total of \$105.