

# MINUTES

## FLORIDA ASSOCIATION OF PUBLIC PROCUREMENT OFFICIALS, INC

### BOARD OF DIRECTORS MEETING WESTIN TAMPA HARBOR ISLAND – TAMPA, FL.

**JUNE 24, 2011**

#### **CURRENT OFFICERS**

#### **IN ATTENDANCE:**

- \* **President - Mark Raiford, CPPB, FCPM, FCPA**
- \* **Vice President - Carrie Woodell, CPPO CFCM, CPPB, FCPM**
- \* **Treasurer - Cheryl Shanaberger, MPA, CPPO**
- \* **Secretary - David A. Bennett, MBA, CPPO, PMP**

**(Meeting started at 9:06am)**

All members in attendance introduced themselves:

#### **In-person:**

- \*Mark Raiford
- \*Carrie Woodell
- \*Cheryl Shanaberger
- \*David Bennett
- Craig Rowley
- David Nash
- Ed Parker
- Mark Lovell
- Tammy Hodgkins
- Denise Lipscomb
- Jay Jackus
- Toni Zills

#### **On phone:**

- \*Denise Schneider
- \*Russ Wetherington
- Jason Ouzts
- Fatima Calkins
- Teresa Smith
- Jennifer Jones
- Rebecca Begley

#### **\* VOTING MEMBERS**

**CALL TO ORDER:** President Raiford called meeting to order at 9:06 a.m. President Raiford welcomed all Board and Committee members to the meeting. President Raiford reminded attendees that only current officers and past presidents are eligible to vote and requested all other to please refrain from voting via the web.

- 1) Craig Rowley (Executive Director) presented his 2010-2011 Summary Report. In part the report included:
  - Total asset: \$430,914
  - Conference registration: \$41,485
  - Tradeshow sponsorships: \$48,830
  - Tradeshow Exhibitors: \$166,730
  - Conference Expenses: 92,421
  - Trade show Expenses: \$58,820
  - Total Membership was 846
  - Budget vs. Actuals (FY 11 Profit & Loss) report
  - Balance Sheet
  - Industry Trends
  - Copy of the website for the 45<sup>th</sup> Annual Trade Show that will occur on May 14, 2012, at the Tampa Convention center

**See Attachment A for additional details.**

- 2) Carrie Woodell and Craig Rowley announced that the location for the 2013 Annual Conference will be Daytona Beach.
- 3) AEP representative Cheryl Shanaberger said 181 applications had been received and reviewed for the annual AEP award. **See Attachment B for details.**
- 4) President Raiford announced a new Chaplain Committee. Russ Wetherington is this year's Chaplain.
- 5) Ms. Woodell presented proposed changes to the PRO-D Training Program and the College Education Reimbursement (CER) Program. **See Attachment C for details.**
- 6) President Raiford announced that Fall Workshop Committee Chair position was vacant. He said to let him know if anyone was interested in the position. He announced that the Fall Conference will be in Fort Lauderdale on October 13<sup>th</sup> and 14<sup>th</sup>.
- 7) FAPPO Bucks Chair Fatima Calkins- it was mentioned that the FAPPO Bucks Guidelines in to be placed on the FAPPO website and in the next newsletter.
- 8) Finance Chair Rebecca Begley-Craig Rowley asked that the annual audit be started in November. President Raiford asked that a review be done to determine how to invest FAPPO reserves. CDs are maturing and money will need to be parked until a decision can be made. Mark will set up a conference call (in 1 month) with the Finance Chair and the Treasurer to discuss possible options.
- 9) Legislative Affairs Updated was given by Cheryl Shanaberger.
- 10) Nominations Chair Carrie Woodell-no nominations have been received.

- 11) Procedural Oversight Committee Chair Marian Pace- no update.
- 12) State Purchasing DMS Representative Mark Lovell- Mark announced DMS has a new Secretary (Jack Miles, a new Purchasing Director (Tim Gibney) and a new Bureau Chief (Kelly Loll).
- 13) Strategic Planning Coordinator-Russ Wetherington. President Raiford stressed the importance of FAPPO updating and getting back on track with its strategic plan.
- 14) President Raiford discussed the Annual Conference Speaker survey results. He said he would send the result out to the speakers.
- 15) Website Updates- It was discussed that the website needed to be updated. Mr. Rowley presented a proposal from Nelix, Inc. to automate the membership application and renewal process. **See Attachment D for additional details.**
- 16) Audio Visual/Technology Chair Jason Ouzts-no update
- 17) Banquet Chairs Tammy Hodgkins and Denise Lipscomb- Banquet will be May 15, 2012, at the Westin. The banquet will be semi-formal and a Jazz band will play music.
- 18) Golf Tournament Chair Jay Jackus- The golf tournament will be at TCP and have an early morning tee time.

**Break 10:26am - Back 10:45am**

- 19) Program Chair Carrie Woodell- Ms. Woodell announced the theme of the Annual Conference will be, "Investing in Professionalism".
- 20) Resolution/Awards Chair David Nash-No report.
- 21) Special Event Chairs Tammy Hodgkins and Denise Lipscomb- The Special Event will be a 3 hour cruise. The cruise will include a buffet dinner, music and dancing. The Special Event will be on May 13, 2011 and the boat will depart at 5:30pm.
- 22) Tradeshow- The Board discussed the possibility of having a silent auction at the Tradeshow.
- 23) VIP Coordinator Teresa Smith- The VIP dinner will be on May 14<sup>th</sup>.

**Break at 11:30 - Back at 12:34**

- 24) Treasures Report Carrie Woodell- Ms. Woodell presented the final P&L Statement (Budget vs. Actual) and Balance Sheet for 2010-2011. Cheryl Shanaberger made a motion to accept the Treasurer's Report and David Bennett seconded. There was no discussion. All voting members voted to accept the Treasurer's report. **See Attachment E for details.**
- 25) Mrs. Shanaberger presented the minutes from the April 17, 2011, Board meeting at the Peabody Hotel in Orlando, FL. David Bennett made a motion to accept the minutes and Carrie Woodell seconded. There was no discussion. All voting members voted to accept the Secretary's Minutes. **See Attachment F for details.**

26) The Audit Report that was presented by David Bennett at the April 17, 2011 Board meeting was discussed. Cheryl Shanaberger made a motion to accept the Audit Report and Carrie Woodell seconded. There was no discussion. All voting members voted to accept the Treasurer's report. **See Attachment G for details.**

27) David Nash presented a draft proposal for a new Ethic Awards Program and Committee. **See Attachment H for details.**

28) Preliminary Draft Budget- **See Attachment I for details.**

**Break 1:52pm - Back 2:09pm**

28) FAPPO Bucks Procedures **See Attachment J for details.**

29) Revised P-Card Policies and Procedures **See Attachment K for details.**

**Meeting adjourned at 2:45pm**

Respectfully submitted,

David A. Bennett  
Secretary