



Minutes

April 17, 2011
Peabody Hotel, 9801 International Drive,
Orlando, FL.

Florida Association of Public Purchasing Officers

PRESENT:

Johnny Richardson, President
Mark Raiford, Vice President
Carrie Woodell, Treasurer
Cheryl Shanaberger, Secretary
Wendy Geltch, Past President, By-Laws, Historian, VIP
Cheryl Olson, Past President, Awards Entity Chair
Keith Glatz, CPPO, FAPPO Awards Committee
Craig Rowley, Executive Director
Diane Wetherington, CER Tuition Reimb, Meeting Coordinator
Russell S. Wetherington, Past President Fall Workshop Program
Marian Pace, CPPO, CPPB, Past President
Chris Rewis, CPPB, FCCM, Education/Pro-Dev Chair
Jane Dalrymple, CPPB Scholarships
Patty Hobbs, Hospitality
Denise Lipscomb, Banquet- Co-Chair, Special Event
David Bennett, Finance Chair
Malcolm Wilson, Credit Cards, Trade Show Chair
David Nash, CPPO, CPPB, AEP Jr Representative
Denise Schneider, C.P.M., CPPO, CPPB, FAPPO Bucks Chair
Cheri Alexander, C.P.M., CPPB, NCPPC Rep
Bobbie Marsala, CPPO, CPPB, C.P.M., FCPM, FCPA
Mark Lovell, Audio Visual/Technology Chair
Tammy Hodgkins, CPPB, FCPA, Banquet Co-Chair, Special Event
Sally Bergmen, CPPO, CPPB, FCPA, Hospitality Chair
Rhonda Ulmer, C.P.M., CPPO, Parliamentarian

PRESENT VIA TELECOM:

Holly Raphaelson, MBA, C.P.M., CPPO, FCPM Outreach Program

MINUTES

The meeting was called to order by President Johnny Richardson at 9:12 A.M. at the Peabody Hotel, 9801 International Drive, Orlando, FL.



Mark Raiford: Opening Prayer

COMMITTEE REPORTS

President Richardson: Just a reminder only the board and the past presidents are allowed to vote. We will begin with Craig Rowley's report to the Board of Directors.

Executive Director Report - Craig Rowley

Mr. Rowley: I have distributed the report. The first page is a summary of the conference and where we are and the backup page by page. We have 204 delegates compared to 256 last year and hotel of 204 rooms. The report reflects a continued downward trend and although it is similar to what NIGP and NPI is experiencing it still is not as large of a percentage decrease as the larger organizations. All are showing a decrease from their budgets and actual which is showing up in their plans and is very similar to what FAPPO is experiencing. However, we seem to have stabilized that we are there and solid in the future and I am not predicting an increase in the future but at least the same and that we are stable.

What I see this year is a change in the path of our registration. There has been a shift from attending the full conference to daily only. Most significantly a lot have chosen to register from Monday, Tuesday and Wednesday only as opposed to selecting the full conference registration. The registration savings in dollars is only \$25.00 not significant however; there is a savings in the hotel expense for the delegate of one night not coming Sunday. This may demonstrate the agency decline in budgets and is something that we will need to take into consideration for future planning as we move forward.

We have contracted in Tampa for next year's conference. The room rate will be significantly lower and there will be a per diem rate for a significant decrease in prices that will be reflected in the registration. That is where we are right now and each day we are still receiving registrations and will continue doing so. These are daily registrations only.

So, looking at the report what you need to do is look at the full number and then add the daily number. So you have 121 full and then add Monday 59 and that will give you 180 that will be attending that day.

Mrs. Alexander: I find it interesting that more seem to be coming just for the trade show. That's great if that is what it is showing. It is free to attend.



Mr. Rowley: Well if you were to analyze that number it could suggest that 18 are attending for the trade show if you use 41 as the base looking at Wednesday. It is hard to make that assumption. Remember, we also have distributed invitations to the government agencies in the area to attend the trade show. We also have allowed the vendors to send out invitations for the trade show to their government customers. What is important is that we can track those attendees from the local agencies and add that number to the delegate total that we have here. This is important since it is a value that the exhibitors count on, to get a correct list of all the attendees. All conference registrants are included in the list that is provided to the exhibitors regardless of what days they attend.

Mrs. Alexander; Will we be capturing those trade show attendees that are coming for just the trade show at the door? I can see the value in this.

Mr. Rowley: Yes, it should be captured at the door. I can tell you it is not a big number, 38 or 40, but it is important to collect that information.

Mr. Wetherington: Craig, can you look at the data to see how many are not attending Sunday.

Mr. Rowley: No, this is just a summary. I can track the date that way if you would like me too.

Mr. Wetherington: I think the other bearing on this is Sunday being Palm Sunday may have affected the registration.

Mr. Rowley: Yes, Palm Sunday could have very well had an influence.

President Richardson: What steps have we taken to document those attending just the trade show?

Mr. Wilson: At the trade show registration desk, Windy Miller and others will be collecting their name, agency, business.

President Richardson: Excellent

Mr. Rowley: The second sets of documents are our current financials, Budget vs. Actual as of Thursday, Profit & Loss as of Thursday and Balance Sheet. They are provided for you for comparison of last year. While they are generally accurate they are not 100% accurate due to a different calendar cycle from last year due to the two week difference in the conference. While you cannot make a calendar comparison for the Balance Sheet and



Profit and Loss you can still see where we are. Also, this year we have already paid in advance expenses for next year's conference. So, if you ask where we are compared to last year it is difficult to say based on the date on the calendar. We are booking correctly but expenses are taking place at different calendar dates. We will have much better financials a month from now than we have today for comparison. We are slightly down in overall revenue in some cases today but I am still optimistic that we will be generally ok after all data is collected. Given what is happening throughout the industry we will be nowhere near what they are experiencing. It is not entirely positive in every aspect but it is not bad.

Mrs. Pace: Have you seen an increase in membership this year I thought we were up this year?

Mrs. Marsala: In 2010 we have 844, 2009 we were a little bit lower than that with 1021 in 2008 and 1153 in 2006. So we are staying right around that number.

Mr. Rowley: So, I think we slightly up. Again, if you try to do the financial comparison for instance the Profit & Loss line 402 at the revenue for membership last year was \$34,300.00 and this year \$34,350.00 it seems like you have added one new member. However, we are on a cash basis and memberships are booked when they are received. I worked with Bobbye to pull out the correct number for her to use for her membership count. So, this is a positive sign and membership is slightly up.

President Richardson: It is not that far from our goal of a 1,000 and we are staying in the ball park.

Mr. Rowley: Yes, we are close to our base line where things are going to stabilize. Are there any questions on the financials?

The next set of documents is the alphabetical list of registrants as of Thursday, we are adding each day. Next is the list of exhibitors, some have requested more than one booth so this does not reflect the number sold. Now we go to the cover page for the conference. Last year I took over some of the responsibility for the conference trade show registration. I wanted you to see all the correspondence with the exhibitors and the sponsorship opportunities and exhibitor packages that were provided to them. Included is all trade show communication and staff has been added to meet the additional responsibility. I will walk you through all the communication that we had with the exhibitors. The first correspondence that was distributed is the acknowledgement of the exhibitors' booth and posted on the web site. The second notice was a reminder about pre-conference marketing. I am on that list so I get the email notification, some of those exhibitors are contacting me also and they are very diligent. The object is to



provide more value to the exhibitors for the money they spend. Each exhibitor receives the next item the exhibitor kit with all the information they need from Expositions Etc. for their booth, electric hookup, shipping and so forth. Next is communication requesting from them if they want to participate in the Golf tournament, Raffle Drawings and or Silent Auction. Golf tournament fliers and give them an option to participate in the drawings to allow members to be able to accept the gift from FAPPO instead of directly from the vendor.

President Richardson: Please try to take some time to schedule to meet with these exhibitors. They have paid a lot of money and I know how busy everyone is, but we need to show them some courtesy and give them 15 or 20 minutes of our time.

Mrs. Alexander: Yes, I had one call me Thursday and I just did not have the time to meet with them.

Mr. Rowley: Most organizations have a badge that can be swiped that provides to them all the delegate information. FAPPO does not provide that however, we do provide the information. Remember that the exhibitors see this as a real value. What President Richardson is saying is to show them some courtesy but obviously when you have the time.

I included the information on our two diamond exhibitors and they get tickets to special events. I will be bringing back ideas to increase the value and further our opportunity to our sponsors and exhibitors next year. Our exhibitors budgets for advertising and sponsorship money is increasing and we need to find a way to cash into that budget and maximize our potential. I will be bringing back a recommendation to the officers on how to take advantage of this money.

The next is the request for badge names and the special activities. The last communication was trade show hours and how to pick up their badges. So this walks you through the numerous correspondence sent to the vendor and then what is returned to us. There is a lot of follow up with the vendors. Also, there is correspondence sent to the delegates by email. Not all agencies allow the emails to be accepted but if so the links for the information is provided for the conference.

That concludes my reports are there any questions?

President Richardson: Craig you covered all your advertising and items that are there?

Mr. Rowley: Yes, I think everything is in the report.



President Richardson: Are there any questions?

Mrs. Alexander: Will we have a better idea of the numbers next year from point A to point B since the conference will not be three weeks ahead?

Mr. Rowley: We will still be able to do a comparison. We are in April now and the fiscal year ends in May. We will have a comparison in numbers I am just saying as of this date we cannot do it. We will have a comparison at the end of the fiscal year as we have each year. The dates are slightly different next year. You just can't do it today and compare to last year on the same date. However, in a few months we will have that comparison.

President Richardson: Any further questions for our Executive Director? Alright, I am going to go off schedule so we will hear from the hospitality committee now so they can start stocking it and getting it ready.

HOSPITALITY COMMITTEE- Diane Wetherington

The room is in the hotel and we are ready. Sunday we will be open 4:30 to 5:30 before leaving on the bus, Monday, we will be open 7 to 11 and then Tuesday night we will open up a little before the event. Everything is going good and we are ready.

Mrs. Schneider: So Monday night we are not open until 7?

Ms. Wetherington: That is correct that is the trade show night.

Mrs. Schneider: The trade show is over at 5.

There was a discussion that there would be food and drinks at the trade show. If we decide to change the hours we will need to find a way to notify everyone of any change in hours.

There was also a discussion on any particular preference for drinks.

AEP REPORT- Cheryl Shanaberger

Mrs. Shanaberger: I have nothing to report except that David Nash is doing a great job as Junior Representative especially with the articles for the newsletter.

APPOINTMENT/AWARDS CHAIR- Keith Glatz

We have awards to give out. We have the entity awards and all the entity's that submitted applications were accepted. We have 8 best



practices awards. We had multiple entries from several agencies. Who do I give the CD's for the best practices too for the web?

President Richardson: We have, under new business for discussion, the multiple entries for award but instead of waiting I think we should address that now.

Mr. Glatz: Ok, The concern is that several agencies submitted multiple entries and should we award them FAPPO Bucks for every entry. I think we should get all the best practices that we can. I am concerned about the budget for FAPPO Bucks. My recommendation is that the agency is only awarded FAPPO Bucks for their highest scored entry regardless of how many they have submitted. You only get credit for FAPPO Bucks for the one entry.

All agreed that this was a good recommendation and this will be the structure for next year. FAPPO does not want to discourage the submittal of best practices. The more we have the better to share with the members and this method will accomplish that.

President Richardson requested Mr. Glatz to develop formal procedures for the awards for the next board meeting.

BY-LAWS- Wendy Geltch

Mrs. Geltch stated that she has prepared the information of the change to the By-Laws and it will be available at the registration desk. The recommendation is to change the organization name from Florida Association of Purchasing Officers to Florida Association of Procurement Officials. The changes were posted on the web site and Ms. Woodell wrote a paper that was in the newsletter. The information will be handed out at the meeting. This is the only change to the By-Laws also changes are made throughout the document where purchasing is used for procurement. Mrs. Geltch also recommended that Ms. Woodell be asked to read her paper. President Richardson agreed that Ms. Woodell should at least provide a summary.

Mrs. Marsala: Are we incorporated? So this should be Inc.

Mrs. Geltch: Yes. It is taken care of.

Mrs. Alexander: Recommends including contract or contract specialist within your department to move away from purchasing or procurement being transactional to more of a strategic process, which is coming from the federal government as well.

President Richardson: Any further questions on the By-Laws change?



President Richardson: So what is the room numbers for the Hospitality Room?

Tower 1 Room 1209 and 1207.

FACILITIES – Diane Wetherington

Mrs. Wetherington- Everything went well. I worked with Craig and there have been no issues. If anyone has any problems just let me know.

President Richardson: Let me ask this question, then; who is staying at this hotel? How many rooms? There was a show of hands.

CREDIT CARDS- Malcolm Wilson

Mr. Wilson: We have gone through all cards and we have issued 3 cards just for the conference we will get those all back that are not needed and get them cancelled so they will be taken care of after the first billing period. Also, we have worked with Bank of America and increased our corporate limit from \$15,000 to \$30,000 and the software Works is loaded. Works will give us more control.

President Richardson: After the conference is over we need to on an annual basis to go back and collect all the cards not needed and also make sure that the limits are adequate for those still in use and that they need them. For example, such as once I have paid all the bills on my card it should be revoked and so forth.

Mr. Wilson: Yes, I have started to do that and I am working on re-writing the P-Card Policy and Procedures Manual which was last updated in 1999. We can let the people keep the cards that will need them but just don't activate them until they are needed. With Works it is done within a few minutes to re-activate when they do need them. We have canceled those that did not need them and we are going through the documents to get it all cleaned up.

EDUCATION/PRO-DEV. CHAIR- Chris Rewis

Mrs. Rewis: I distributed the Pro-D information. It somehow got mixed up on the web site and the incorrect information got posted. During Marian's term of office we had changed the per diem amount to \$50.00 per day and it still reflected the \$200.00 per day. I looked at the Pro-D program and it was just a marked-up copy. I don't know where it came from. These are the two documents that



were discussed I just can't find where it was ever adopted by the board or where it was considered.

President Richardson: Well, maybe now we consider that.

Mrs. Alexander: They may not be correct on the web site, but these were definitely discussed in a board meeting I think in 2009. I was part of that and it was officially adopted, I don't think any other action or motion is needed.

President Richardson: So let's update the web site.

Mrs. Rewis: We can do that. We have 3 classes finally scheduled. It has been very difficult to schedule classes. We have not been meeting the minimum. People did not understand what it meant or how to host a class for FAPPO. One of the things I have been asked is can we do two classes in one day instead of 3 day. You have a limited number of 3 day classes so once the majority of folks have taken it you don't have enough remaining to fill the minimum of 8 that are in the region that you are in so it is very difficult to schedule classes.

There was a discussion concerning the classes and that the local NIGP chapters were all experiencing the same difficulty. Also FAPPO subsidizes the classes but that can create a conflict with the local chapters. It was suggested that we find out from the local chapters where they are with classes. It was also discussed that it was hard just to keep members let alone have attendance to classes. It was decided to conduct some research and make some suggestions for classes.

FALL WORKSHOP PROGRAM-Russ Wetherington

No report.

FAPPO BUCKS – DENISE SCHNEIDER

Mrs. Schneider handed out reports and back up documentation was given to Mr. Rowley. Community bucks awarded were for 5,650, Tradeshow 7800, Conference Speakers 3600, Awards/Volunteers 5,025 and the Drawings were 6000. The total was 28,475. Scholarship Bucks awarded were 8,628.80. The reason for the odd number is that some people only wanted one night. The total bucks awarded was 37,103.80. The breakout is down below. The hotel was \$17,299.20, registrations 14,900, so I think that was a pretty significant number that got a lot of people here. Refunds for registrations paid by the agency if they wanted bucks after the fact we refunded back to them, we did have a few requests for banquet and special event tickets. Here's the big



thing – bucks not used – 3,405.60. A lot of the people that won \$100, we did 6 drawings throughout the year and some wrote back and said to give it to someone else because they couldn't come. We did have an issue this year with the South Florida agencies even being able to take bucks. Just so everyone is aware. Broward County was not allowed to accept bucks at all because of their ethics policy. That was a new trend that I saw since last year. That got 2 people here last year from Broward County; this year they couldn't accept. We used their bucks and spread them around, but we still had that much left over.

If you look on the next page, I have some recommendations for next year. In lieu of the 6 of drawings of 10 at \$100 – \$6,000, let's do a drawing in October for 10 conference registrations. That encourages the early registration for FAPPO that we want to see. Then, if you register by January 1, we would do another 4, either \$300 towards hotel or \$300 towards conference registration. I love the idea of the early bird, but I have to tell you this accounting is really hard to figure out. Once you set the early bird rate, just let it go, it just becomes ridiculous. Set it at \$275 or \$300. Jane had to go back and redo scholarships. It's just crazy. Set one fee and let it go.

Discussion about early bird registration - initially set up to assist us to help know what kind of count we were going to have. Mr. Rowley suggested as an alternative to consider setting a distinction between early bird and regular at a much higher rate. Maybe early should be \$300 and regular \$400. Getting early numbers helps with the room and food rates. There was discussion about too high of a number which might turn people away from coming altogether.

My other recommendation is to allow agencies to win the Award of Excellence or Best Practice, the option of using those bucks during this year or let them take them for the next year. We award those so late in the year, I have agencies that have already paid or it's too late and they aren't coming anyway, so we then get into the refund thing or they have earned enough FAPPO Bucks that it doesn't matter anyway so they are losing it. A lot of agencies use them in the year that it's awarded or only for the following year for conference or hotel.

Match the scholarship award to the conference registration fee so we are not in this same thing again and match the speaker award to the registration fees. Wherever you set the fee at, that's where we need to be.

Next year we are going to a totally new market in Tampa. The agencies here in Central Florida have really done a great job getting vendors to this trade show. The agencies in Tampa need



to be spoken with as well as the Tampa Bay NIGP Chapter and really push the fact that they can earn bucks to go to this conference or you are going to be stuck. Based on where we saw our vendor registration this year, we might need to budget a few cautiously for next year until we see what that market comes back at. This will be our first venture out of being here for three years and it could be pretty significant for us. We really need to push the Bucks programs in the Tampa area really early on.

There was a discussion about how the money would be held over until next year and rolled forward into next year. Mr. Rowley explained that it wasn't difficult to do.

Two people will be awarded hotel and conference registration and I will need to know that so they go on for next year.

Mrs. Schneider suggested that the FAPPO Bucks left over from the AEP awards and Best Practices be allowed to roll forward to be used for next years conference.

Mrs. Schneider: Motion to allow the agencies that didn't use their Best Practices or their Awards of Excellence to roll those funds forward to next year for use in the conference or hotel.

Mrs. Ulmer: Second Motion.

Discussion: Discussion about show in Sarasota and attracting vendors and need to market the show early to the local vendors. It was recommended that we announce this at the membership meeting and there was a question whether it would require a budget adjustment and it will not require one. There were only 5-6 agencies that it would involve. More discussion about the agencies and the legal issues they are having at this time.

Motion carried.

Mr. Richardson: We still have not resolved the issue of the fee for the conference.

Ms. Woodell: Is it the name FAPPO Bucks that does not allow the agency to use the funds for anything outside of the annual conference?

Mrs. Schneider: I am not sure they have had a lot of problems in this area and I think they are just being very cautious at this time.

Mrs. Schneider: What will the conference fee be next year?

A discussion took place that we'd still have the 2 drawings; \$300 for conference registration or \$300 for hotel and we'd do that twice.



Speakers would be the same thing, \$300, but if there are 2 speakers for one class, they would split. The registration fee does not come close to covering the conference and we are subsidizing the fee. It was decided that whatever the conference fee is it should be the same amount as the FAPPO Bucks. Also, it may be a good idea to make the early bird discount larger. Mr. Rowley stated that compared to other organizations our conference fee was already very reasonable. It was also stated that there was confusion concerning the scholarship and the FAPPO Bucks. Mrs. Rewis stated there are different forms and requirements for each.

Mrs. Alexander: I move to make the registration \$300.00 for early and \$350.00.

Mr. Raiford: The early registration should be \$300.00 and regular \$350.00 for next year.

Mrs. Pace seconded the motion.

Motion was approved.

Mrs. Schneider: Fatima Calkins will be taking over the FAPPO Bucks program. It is time for someone else to take over.

Break 10:34 AM (10 minutes)
Meeting Resumed 10:47 am

FINANCE CHAIR-David Bennett

Mr. Bennett: I found no fraud or any thing out of place. I reviewed all 2011 transactions by taking a random sample of 15 expense and 5 deposits. I also reviewed all P-card transactions. There are several versions of the Payment form that was used last year. Mr. Bennett suggested that only one form be used for all types of transactions. He also stated that not all expenditures seem to have signed approval on the forms. Also, the card limits at one time exceeded the corporate limit. There were also quite a few cards that were still active but not used. Also recommend that the Treasurer be the P-Card Chair and take over all of those duties.

There was a discussion that different committee chairs required different card limits and that also was determined by the amount of activity such as the Pro-D Chair required a large dollar amount when there are a lot of classes taking place. It was agreed that the treasure take over the P-card chair and at the beginning of each year to review all the card holders and adjust limits as needed. Also, all forms should be posted on the FAPPO web site. Also, having the forms signed and than making them a PDF file would make for easier record keeping. It was discussed that the



procedures need to be kept updated in the Officer's Manual and perhaps to assign a committee to be responsible for that task.

HISTORIAN- Wendy Geltch

Mrs. Geltch said that all records can be mailed to her or provided to her at the next board meeting.

LEGISLATIVE AFFAIRS- Kirk Buffington

No Report.

MEETING COORDINATOR- Diane Wetherington

Ms. Wetherington reported all is in order.

MEMBERSHIP COMMITTEE-Linda Carson

NOMINATING-MARK RAIFORD

Mr. Raiford reported that to date he has only received one nomination for Secretary. He then asked what happens if a nomination is made from the floor.

A discussion was had concerning the process for ballot voting.

NCPPC REP- Cheri Alexander

Mrs. Alexander stated that the NCPPC acted as one single voice of all procurement organizations. It was discussed that all are facing declining memberships and perhaps decentralization of purchasing and it is looked at as just a transactional based function. It was stated that it was important to get the base members of FAPPO that work for educational facilities to help promote the value that procurement provides.

OUTREACH PROGRAM- Holly Raphaelson

Mrs. Raphaelson reported that they were looking into other areas for outreach. It was discussed that we need to do an outreach to the buyers that are part of the decentralized agencies. It was suggested that a list of the new attendees be provided and even assign members to assist and welcome the 1st timers at the conference.

It was also discussed where we stood with the list of 20 reasons to join FAPPO. It was suggested that out of those 20 to select the top five to include on a post card to mail out and have a link on the



web site. The committee will work with Craig to get the project moving.

PARLIAMENTARIAN- Rhonda Ulmer

Mrs. Ulmer- Noting to report

Break at 11:53 AM
Meeting resumed at 1:00 PM

STATE PROC/DMS REP-David Bennett

SURVEY/RESEARCH CHAIR-Bobby Marsala

Mrs. Marsala encouraged members to attend on Wednesday. It was also suggested to provide updates at the opening session.

Mrs. Alexander asked permission to share the survey results and it was granted.

UPPCC REP CPPO-Wendy Geltch

Mrs. Geltch reported there were 85 candidates tested and 62 passed for the CPPO which was a 73% pass rate. For the CPPB 217 were tested and 92 failed with 125 passing which is a 58% pass rate.

UPPCC REP CPPB- Sally Long

No Report

AUDIO VISUAL- Mark Lovell

Mr. Lovell reported all was ready but that we may be a little over budget. Discussion about the charges for audiovisual equipment, needs for the speakers, password issues, purchase of a screen, etc.

FIRST TIMERS- Bobbye Marsala

Mrs. Marsala stated the gift for the first timers was a thumb drive holder and that these would also be given as the gift for the speakers. There are approximately 40 first-timers this year.

BANQUET COMMITTEE- Tammy Hodgkins & Denise Lipscomb

A reminder for everyone to bring your tickets to get onto the bus at the Mallard entrance at 5:15 PM. This is the old registration



entrance. The buses will be leaving at 5:30 PM. The committee is looking for volunteers to take tickets for the bus. There was a discussion of the details of transportation to and from the special event and that all will receive a drink and flip-flops. All of the details of the event and times were covered.

Banquet will be at the Sleuths Mystery Dinner Show with 2 buses at the Mallard Entrance. We are also looking for 2 volunteers to help with tickets. TV, Camera, Amazon Kindles will be some the door prizes. The agenda and menu for the banquet & show were reviewed.

FOOD SERVICE-Linda Carson

HOSPITALITY CHAIR-Sally Bergman

PHOTOGRAPHY- Chris Rewis

Mrs. Rewis stated that the digital picture frames are setup by the registration desk and that they are running now. Also the frames will be raffled off at the end of the conference.

PROGRAM CHAIR- Mark Raiford

TRADE SHOW-Malcolm Wilson

Mr. Wilson reminded everyone to be sure to try to sit with the vendors during the trade show lunch. It is important to try to get 1 or 2 delegates at each table.

AWARDS-David Nash

Mr. Nash reported that the certificates were printed and just needed the President's signature.

VIP-Wendy Geltch

Mrs. Geltch read the list of VIPs, specified where everyone would meet and the time, reviewed the menu and reported that the reservation was complete and the final count had been provided to the restaurant.

REPORTS

Treasurer Report-Carrie Woodell

Ms. Woodell stated that all should have a copy of the report and asked if there were any comments.



Motion: Mrs. Schneider to accept report
Second: Mr. Wetherington
Motion passed.

Ms. Woodell: For any of the committee members, if you are dealing with tips for staff that work here, see me so that I can give you petty cash and receipts for those tips.

With regard to the FAPPO name change, we have already been working with our CPA who has given us a price of \$150 to get us through that process with the State and make sure that we have everything we need to. He's on standby.

Mrs. Pace: There's a program that you can do online. It's about \$6 for 1099. It was quite expensive last year for the CPA to do those.

The 1099 and 1086 were filed by the Treasurer.

Board Minutes (February 18, 2011)-Cheryl Shanaberger

Mrs. Shanaberger stated that all should have a copy of the minutes and asked if there were any corrections of changes.

Mrs. Pace asked for "Pace" to replace 'Howe" for her last name.

Motion: Mr. Raiford with correction of Pace for last name for Howe.
Second: Mrs. Ulmer
Motion passed with correction.

NEW BUSINESS

Ethics Award

Mr. Nash presented the request for FAPPO to establish an Ethics Award. He discussed its importance in today's work environment and that no other organization has established this type of honor. He stressed the courage it took for someone to be a whistle blower, the lack of support from others in agency and the risk of losing employment. He stressed that he felt that FAPPO should provide some method of showing support to these individuals and felt the award would do so.

It was discussed the criteria for such an award and should it be for any FAPPO member or an agency of NCCPC and whether there



should be multiple awards. The discussion included how FAPPO would solicit the nominees and who or how the selection would be made. Also, should there be a time period and should it be made retroactive?

**Motion: Mrs. Ulmer made a motion to form a committee whose function it would be to determine the rules, roles and responsibilities for the ethic award.
Seconded by Mrs. Schneider**

Discussion:

Did this require a By-Law change and would the President choose the committee each time?

It was discussed that a 6 member committee was envisioned and that 2 of the members would be the President and the Past President and 2 current and 2 outgoing. Also, only the Officers Guideline should be modified. President Richardson instructed Mr. Nash to provide a recommendation and present at the next board meeting.

Motion passed.

President Richardson adjourned the meeting at 2:30 PM