

MINUTES

FLORIDA ASSOCIATION OF PUBLIC PURCHASING OFFICERS

BOARD OF DIRECTORS MEETING FORT LAUDERDALE

BAHIA MAR

JUNE 23, 2006

CURRENT OFFICERS

PRESENT:

- *David Nash, CPPO, CPPB, President
- *Cheri Alexander, C.P.M., CPPB, Vice President
- *Denise Schneider C.P.M., CPPB, Treasurer
- *Marian Howe, CPPO, CPPB, Secretary

OTHERS:

- *Nora Laudermilk, CPPB, First Timers/Credit Card/President's Advisor
- Vernetha Green, CPPB, Food Services
- Rick Andrews, CPPB, Golf Tournament
- Joel Mariani, C.P.M., A.P.P., Tradeshow Chair
- Yasmin Teja, Tradeshow Committee
- Pam Thompson, CPPO, CPPB, Transportation/Volunteer Coordinator/
Agency Outreach
- Keith Glatz, CPPO, Awards/Entity
- *Walter Pryor, CPPO, Awards Resolutions
- Karen Walbridge, C.P.M., CPPB, Professional Development Chair
- Dick Cummings, CPPO, FNIGP, Executive Director
Research/Parliamentarian
- John Klatt, C.P.M., CPPO, Finance Committee Chair
- Barbara Carter, Department of Management Services Representative
- Mark Raiford, CPPB, Strategic Planning Session

*Indicates voting members

CALL TO ORDER:

President Nash opened the meeting at 9:06 AM.

PRESIDENT:

David Nash, CPPO, CPPB

Mr. Nash welcomed all Board members, and introduced the newest member of the board, Marian Howe, Secretary 2006-07.

INTRODUCTIONS: Committee Chairs and Assistants

VICE PRESIDENT'S REPORT: NO REPORT

Cheri Alexander, C.P.M., CPPB

TREASURER'S REPORT:

Cheri Alexander, C.P.M., CPPB

Ms. Alexander presented the June 18, 2006 and reported:

- Presented a summary of the report for April 1, 2006 through June 18, 2006.
- Advised Lynco was unable to complete the three (3) month audit. The audit will be reported at the October meeting.
- Summarized the 05/06 Budget verses the actual 05/06 Expenditures
- Reported a total of 279 attendees at the 2006 Annual Conference

Discussion: Ms. Laudermilk complimented on the 2006 Annual Conference and Trade Show success.

Mr. Nash requested the Board and Committee members to raise their hands for the President to acknowledge before speaking. Mr. Nash reminded those in attendance voting is by Officers and Past Presidents only.

MOTION: MS. LAUDERMILK SUBMITTED A MOTION TO ACCEPT TREASURER'S REPORT AS PRESENTED. SECONDED BY MR. PRYOR AND CARRIED UNANIMOUSLY.

SECRETARY'S REPORT:

Denise Schneider, C.P.M., CPPB

Ms. Schneider presented the minutes of the April 24, 2006 Board of Directors Meeting held at Plaza Resort and Spa in Daytona Beach, Florida.

Ms. Schneider called for corrections and changes.

Ms. Alexander requested the Secretary to email the final board approved minutes to the past presidents and committee members prior to scheduled meetings.

Mr. Nash advised he would send a complete email address listing to Ms. Howe, the board and the committee members.

MOTION: MS. ALEXANDER SUBMITTED A MOTION TO ACCEPT MINUTES AS PRESENTED. SECONDED BY MR. PRYOR AND CARRIED UNANIMOUSLY.

COMMITTEE REPORTS:

Annual Conference Banquet – No Report

Mr. Nash will send a menu package to Ms. Palmer and Ms. Green.

First Timers – No Report

Ms. Laudermilk volunteered to chair the First Timers committee, which was accepted by Mr. Nash.

Food Services – Ms. Green: No Report

Golf Tournament – Mr. Andrews

Mr. Andrews reported the following:

- Mr. Andrews is currently reviewing past plans.
- Mr. Nash advised to advertise early in the newsletter.
- Golf will be on Sunday before the Annual Conference.
- Marketing information for vendors to be discussed.
- Requested assistance from Volunteer Recruiting to help at the tournament.

Hospitality – No Report

Program Chair – Ms. Alexander: No Report

Mr. Nash discussed the conference schedule:

- Sunday – Board Meeting and Golf Tournament
- Monday through Thursday – Conference
- Tuesday – Trade Show
- Note: Air and Sea Show is schedule on Friday and Saturday after the Annual Conference.
- Recommended 75% - 80% of the Speakers to be scheduled prior to the Fall Workshop
- Requested a preliminary schedule for the Annual Conference by the Fall Workshop

Discussion:

Mr. Glatz offered his assistance to assist Ms. Alexander with the Annual Conference program schedule.

Ms. Alexander suggested posting the Annual Conference agenda on the website for entities to approve registration.

Ms. Laudermilk suggested to set up the State Negotiations class and have other concurrent sessions. Mr. Nash stated his concern of having a multiple day class conflicting with Trade Show attendance. If FAPPO does have the class it would have to be a split class. Ms. Carter advised she would check into the State's schedule.

Mr. Nash stated several survey results requested an advanced schedule.

Special Events – No Report

Mr. Nash advised the special event is tentatively scheduled as a boat trip.

Trade Show – Mr. Mariani

Mr. Mariani reported the following:

- The Trade Show will be held at the Broward County Convention Center
- Currently ten (10) booths are reserved.

- Meeting is scheduled today with the decorator on the floor plan
- The maximum booth capacity is 233. Minimum booths is 165
- The meal cost may be more than the “preliminary” budget. In Daytona the cost was \$16.00/pp and in Broward the cost is \$26.00/pp
- The Trade Show will have a Cruise Ship theme
- The SE FL NIGP Chapter will be having their Reverse Trade Show in October. Will begin to market FAPPO Annual Trade Show at this time.
- Anticipating allowing entity end users to attend the Annual Trade Show in the afternoon following lunch. Discussed the possibility of allowing 1-3 tickets per entity.

Discussion:

- Mr. Pryor suggested using a local radio station to advise the open public about the Trade Show.
- Ms. Alexander requested not to forget the airport authorities.
- Mr. Mariani stated he would be printing Trade Show business cards to distribute to Vendors.
- Ms. Laudermilk suggested having a FAPPO Reverse Trade Show. Mr. Nash advised FAPPO would not want to be in conflict with Chapter fundraising.

Transportation – Ms. Thompson: No Report

Mr. Nash advised transportation will be required for 2007 Annual Conference. Mr. Nash will provide Ms. Thompson with the packet.

Advertising/Sponsorship: No Report

Mr. Nash advised a conference call will be scheduled relating to sponsors.

VIP: No Report

Awards – Mr. Glatz

Mr. Glatz reported the following:

- Efforts were being made on changes to the Entity Awards and discussed some of the changes. He is requesting the boards input.

Discussion:

- Mr. Klatt stated FAPPO should not eliminate criteria which is already included in the NPI AEP award criteria.
- Ms. Laudermilk suggested Entity and Best Practice Awards submittals be on display during the conference to allow members to review.
- Mr. Cummings offered NIGP’s definition of Best Practice stating: Best Practices can be duplicated and maintained; Innovation may not be duplicated. Mr. Cummings also suggested the awards be split between Best Practices and Innovative.

- Ms. Laudermilk suggested FAPPO to recognize in some fashion all submissions. Mr. Cummings suggested to offer different types of recognition.
- Ms. Schneider suggested the Entity Awards be presented on Monday and then on display submission for members to review.
- Mr. Klatt stated he was not sure if we should separate Best Practices from Innovative, but keep them together. Judging the submissions may not be easy to execute.
- Mr. Mariani suggested allowing submission to include the review of the process instead of just an essay.
- Mr. Raiford stated the process should be similar to that of an RFP evaluation. Mr. Raiford concurred with Awards being presented on a Monday and it would be a great kick off.
- Ms. Thompson suggested allowing for one session for Award recipients to demonstrate their submission.
- Mr. Glatz advised FAPPO's Award of Excellence is points driven and there are no issues. Award procedures will be posted by the Fall Conference.
- Mr. Nash requested Mr. Glatz to gather the notes from this meeting, clean up the issues and re-present the program to the board.

[Secretary's note: Break at 10:30 a.m., Reconvened at 10:41 a.m.]

NPI (AEP) – No Report

Mr. Nash advised AEP committee to meet in California in three weeks to evaluate submittals.

Resolutions/Awards: Mr. Pryor – No Report

By-Laws – No Report

Mr. Nash indicated he was not sure if the by-laws changes were posted to the website.

Education Committee: Ms. Walbridge

Ms. Walbridge reported the following:

- Ms. Victory has scheduled June and July classes in N. Fort Myers.
- The committee will be planning this years schedule.

Discussion:

- Ms. Alexander offer to host Introduction class at the Sarasota/Bradenton Airport.
- Mr. Nash indicated the Budget 06/07 is preliminary.

Credit Cards: Ms. Laudermilk

Ms. Laudermilk distributed a current list of card holders to Mr. Nash, Ms. Alexander and Ms. Schneider.

Ms. Schneider requested the credit card statement to be sent to her post office box and Ms. Laudermilk needs to authorize the address change.

Executive Director – No Report

Mr. Nash indicated this issue was discussed at the April 2006 meeting and Mr. Wetherington established a committee. Mr. Nash advised Mr. Wetherington will report at the Fall Conference board meeting.

Fall Workshop – No Report

Mr. Nash reported the following:

- The State will be scheduled for ½ day
- The Fall Workshop will be held for one day on October 20, 2006 and the board meeting is scheduled for October 19th.

Discussion:

- Ms. Carter to submit state changes and updates for the newsletter. Discussion ensued on the possibility of statutes changes to exempt negotiation meetings and presentation from being in the sunshine. Ms. Carter will check into this issue and advise.

Finance: Mr. Klatt

Mr. Klatt reported the following:

- Questioned if the investment discussed at the April 2006 board meeting was processed. He thought the board passed a motion defining the investment. Mr. Klatt to send information to Mr. Nash to present to the board for a vote via email.
- The audit will be complete for the past year before October. Mr. Klatt will schedule to meet with Ms. Alexander.
- Preparation of an Income Projection Analysis will be made.

Historian – No Report

Legislative Affairs – No Report

Membership Directory – No Report (Vacant)

Member Recruitment – No Report

Nominating: Ms. Alexander – No Report

Discussion – Those in attendance discussed how to get people involved with assistance of the April 2006 change in by-laws.

Parliamentarian: Mr. Cummings

Mr. Cummings report no changes to Robert's Rules of Order.

[Secretary's note: Tape stoppage noted and Tape 2, Side B started]

Strategic Planning Session: Mr. Raiford

Mr. Raiford reported the following:

- Discussed the planning meeting, length of meeting and location
- Consideration of a third party facilitator. Possible City of Lakeland's strategic planning facilitator.

Discussion:

- Mr. Nash suggested tentative dates for meeting to be at the February board meeting or some other time.
- Mr. Cummings discussed the benefits of a Strategic Plan for all aspects of the organization, inclusive of committees, operations, etc.

Volunteer Coordinator: Ms. Thompson

Ms. Thompson reported the following:

- Agency outreach for those members that pay but do not participate in the organization.
- Provide information to entities describing benefits of FAPPO and what we do.

Discussion – Mr. Cummings indicated the need for a Quality Control Team for meeting room set up. Discussion ensued on how other chapters, including NIGP, identifies those in the committee.

Website Liaison – No Report

Ms. Howe requested the officer descriptions be updated on the website.

OLD BUSINESS:

1. Status of software upgrade: Chapter Manager software. Motioned passed to purchase software for \$15,000.00. However, Mr. Carl Scott determines he could write a program for \$3,700.00. Mr. Nash advised he is working on a couple of the final issues.
2. Executive Director: Discussed in the Committee report.
3. Acceptance of P-Cards through Paypal: Mr. Nash advised we are waiting on required IRS documentation. Mr. Wetherington is making this a priority and is looking at the Wachovia plan. Ms. Alexander advised there is a transaction in the budget report under miscellaneous expenses for testing Paypal.

[Secretary's note: Tape stoppage noted and Tape 3, Side A started]

4. Strategic Planning Session – Discussed in the Committee report.

[Secretary's note: President Nash stated since it is almost lunchtime, and Item 5 will require discussion, we will move to Item 6 and discuss Item 5 after lunch]

6. Investment - Discussed in the Committee report.

[Secretary's note: Break for Lunch at 11:57 a.m., Reconvened at 1:10 p.m.]

5. 2006 Conference Survey –

- Mr. Nash reported the following: 1) 1/3 of Spring Conference attendees responded; 2) An electronic version of the survey to be distributed soon to the board.
- Mr. Nash went through all areas surveyed: 1) Facilities; 2) Banquet; 3) Hospitality Suite; 4) Free Night; 5) Special Events Night; 6) President's Reception; 7) Trade Show Comments; 8) General Comments.

Discussion:

- Mr. Pryor suggested publishing the chart of meals for member's per diem.
- The length of sessions was discussed. Mr. Pryor cautioned to make sure the sessions lengths will comply with certification points.

NEW BUSINESS

1. Printing the next directory or just doing CD and pdf.

Discussion:

- Mr. Cummings suggested to charge those members requesting a printed directory extra.
- Mr. Pryor advised we still need to buy the directory ahead and only so many are ordered.
- Mr. Nash stated we should know up front how many are requested.
- Ms. Alexander advised FAPPO spent less than half of last year's budget.
- Mr. Nash advised the members are not reading the membership registration form and indicating their desired format.
- Ms. Alexander advised we need to determine how to handle for the next year's directory.
- Ms. Laudermilk mentioned Pride for printing. Mr. Nash stated he was not sure if FAPPO is authorized to purchase through Pride.
- Mr. Nash stated we will keep the process the same for this year.

2. Reporting of board minutes on website.

- Mr. Nash stated we must maintain transparency of board meetings. Member do not have knowledge of FAPPO issues or how determination are made. He suggested summarizing issues discussed at board meetings.

Discussion:

- Mr. Cummings described what minutes are posted for the NIGP members. FAPPO board meeting minutes are primarily discussions.
- Ms. Laudermilk suggested a FAQ section on the website.
- Ms. Alexander suggested posting: 1) formal minutes and motions; and 2) Mr. Buffington's summarization of NIGP discussions.

[Secretary's note: Tape stoppage noted and Tape 4, Side A started]

- Ms. Alexander indicated the posting on the web is permanent in lieu of an email being communication.
- Ms. Walbridge suggested posting a summary of issues.

- Ms. Laudermilk indicated it is Mr. Nash’s call on how to distribute. Mentioned possible use as a President’s message.
 - Ms. Howe stated a “President’s Corner” and archive past messages.
 - Mr. Cummings suggested to send an email with a link to the information.
3. Volunteer Link on website – Not discussed.
4. Salary Survey.
- Mr. Nash stated Ms. Marsala was the last to perform a salary survey. Requested input if there was any value or need to conduct a survey.
 - Ms. Laudermilk mentioned the difficulty in matching jobs.
 - Discussion ended with the decision NOT to conduct a salary survey.
- 4.a Added to agenda: Shirts and Hats –
- Mr. Nash suggested posting on the membership section how and where to buy FAPPO shirts and hats. Mr. Nash to verify with vendor.
 - Ms. Schneider suggested posting information prior to the Fall Workshop so members may purchase before the event.
 - Ms. Carter suggested polo and long sleeve shirts.
- 4.b Added to agenda: Getting information out.

Mr. Nash suggested FAPPO to consider using a web blog. Possible use for blog over discussion forum. Mr. Nash to look further into this item.

5. Travel of President and Vice President.
- Mr. Nash reviewed the current authorized travel and expenses:
 - President: 1) NIGP (Tampa, FL); 2) CAPPO (Napa Valley, CA); 3) NPI (Tuscon, AZ)
 - Vice President: 1) NIGP (Tampa, FL)
 - Travel expenses to be paid by FAPPO in accordance with the current travel policy.
 - Ms. Schneider clarified NIGP, CAPPO and NPI comp the FAPPO President for registration only. Travel expenses, per diem and hotel are paid for by FAPPO. FAPPO will pay for Vice President’s NIGP registration, travel expenses, per diem and hotel. Travel will be reimbursed in accordance with FAPPO’s current travel policy.

MOTION: MS. SCHNEIDER SUBMITTED MOTION TO AUTHORIZE TRAVEL AND EXPENSES FOR PRESIDENT FOR NIGP, CAPPO, AND NPI; AUTHORIZE TRAVEL AND EXPENSES FOR VICE PRESIDENT FOR NIGP IN ACCORDANCE WITH THE CURRENT TRAVEL POLICY; MR. PRYOR SECONDED AND CARRIED UNANIMOUSLY.

6. Added to agenda: Honorary membership request from Katie Connor. Mr. Nash read the request.

MOTION: MS. SCHNEIDER SUBMITTED A MOTION TO ACCEPT MS. CONNOR'S HONORARY MEMBERSHIP REQUEST; MS. LAUDERMILK SECONDED. MOTION CARRIED AND CARRIED UNANIMOUSLY.

Mr. Nash asked if there were any other issues to discuss.

Ms. Schneider requested the board to approve the purchase of a new laptop and Quickbooks accounting software for the Treasurer.

Mr. Pryor requested the reasoning of why it was needed.

Ms. Howe explained how outdated the current methods was and it required duplication of work. The current laptop is outdated and does not have a writable CD or USB capability. \

Ms. Alexander questioned if there was a fixed asset list. Mr. Nash indicated it was with Lynco.

MOTION: MS. ALEXANDER SUBMITTED A MOTION TO PURCHASE QUICKBOOKS AND A NEW LAPTOP FOR THE TREASURER; MR. PRYOR SECONDED AND REQUESTED THE MOTION TO BE AMENDED TO INCLUDE A NOT TO EXCEED AMOUNT OF \$2,000.00 FOR THE PURCHASE; MS. SCHNEIDER SENCONDED AND CARRIED UNANIMOUSLY.

MOTION: MS. HOWE SUBMITTED A MOTION TO ADJOURN THE MEETING AT 3:02 P.M.; MR. PRYOR SECONDED AND CARRIED UNANIMOUSLY.

Respectfully Submitted,

Marian Howe, CPPO, CPPB
2006 FAPPO Secretary