

MINUTES

FLORIDA ASSOCIATION OF PUBLIC  
PURCHASING OFFICERS

BOARD OF DIRECTORS MEETING

HYATT SARASOTA

OCTOBER 8, 2007

CURRENT OFFICERS

PRESENT:

- \*President Cheri Alexander, C.P.M., CPPB
- \*Denise Schneider C.P.M., CPPB, Vice President
- \*Marian Howe, CPPO, CPPB, Treasurer
- \*Johnny Richardson, CPPO, CFCM

OTHERS:

- Banquet Committee Chair..... \*Alan Weaver, CPPB, CPPO
- Food Services Committee ..... Diana Khan
- Golf Tournament Committee Chair ..... Alan Weaver, CPPB, CPPO
- Hospitality Committee ..... Linda Smith, CPPB
- Program Chair..... Denise Schneider, C.P.M., CPPB
- Special Events Committee Chair ..... Baron Greenwade
- Trade Show Committee Chair ..... Malcolm Wilson, CPPO, MPA
- Committee ..... Linda Smith, CPPB
- Advertising/Sponsorship Committee Chair..... Mark Raiford, CPPB, FCPM, FCPA
- Awards
- AEP (NPI) ..... \*Bobbye Marsala, C.P.M., CPPO, CPPB
- Entity Chair ..... Keith Glatz, CPPO
- Resolutions/Awards Chair..... \*David Nash, CPPO, CPPB
- By-Laws Committee Chair ..... \*Wendy Geltch, C.P.M., CPPO
- Education Committee
- Professional Development Chair..... Laurie Victory, CPPB
- Seminar Coordinator ..... Lisa Riner
- College Education & Scholarships..... Bob Hunter
- Finance Committee ..... Rebecca Begley, CPPB, A.P.P.
- Historian ..... Wendy Geltch, C.P.M., CPPO
- Membership Directory Chair..... Tammy Hodgkins, CPPB, FCPA
- Committee ..... Denise Lipscomb
- Nominating Committee Chair ..... Denise Schneider, C.P.M., CPPB
- Parliamentarian..... Dick Cummings, CPPO, FNIGP
- Past President ..... David Nash, CPPO, CPPB
- Photography Committee Chair..... Leane Suominen
- Sergeant-at-Arms ..... Mike Rath, CPPO, CPPB
- State Procurement Dept. of Mgmt. Services Rep. David Bennett, CPPO, CPPB, PMP
- Strategic Planning Liaison..... \*Warren Geltch, C.P.M., CPPO, CPCM

**\*Indicates voting members**

**CALL TO ORDER:** President Alexander opened the meeting at 8:51 AM.

**INTRODUCTIONS:** President Alexander requested those in attendance to introduce themselves. President Alexander requested all in attendance to review their information on the attendance list and make changes as necessary.

**PRESIDENT:**

Cheri Alexander, C.P.M., CPPB

President Alexander provided an overview of the conference agenda

**VICE PRESIDENT'S REPORT:**

Denise Schneider, C.P.M., CPPB

Ms. Schneider reported that two State of Florida classes will be held during the conference. All of these classes will be on Thursday. President Alexander said that offering the state classes in lieu of the traditional contract workshop has been a rousing success. All classes are full and there is a growing waiting list. President Alexander requested that she be provided the contact information of any persons who arrive and cannot attend the desired class. She wants to ensure that they understand that these are classes are sponsored by the State of Florida and not FAPPO.

**TREASURER'S REPORT:**

Mary Howe, CPPO, CPPB

Ms. Howe presented the revised treasurer's report of June 22, 2007

**Motion by Mr. Geltch to accept the treasurer's report as submitted was seconded by Ms. Schneider and carried unanimously.**

Ms. Howe presented the current treasurer's report. Mr. Wetherington commented on performance issues with Lynco. He also mentioned that the report lacked information on P-card transactions. Mr. Wetherington was also concerned that an advanced copy of the report was not distributed in a timely manner before the meeting. Ms. Howe clarified the P-card issue and also commented on Lynco's performance.

**Motion by Mr. Geltch to accept treasurer's current report was seconded by Ms. Geltch and carried unanimously.**

Ms. Howe recommended transferring \$100,000 from MMA to an investment fund. This proposal was tabled. Ms Howe also stated that she could not locate the disposition of a \$123.19 transaction.

**Motion was made by Ms. Marsala to buy a projector screen and seconded by Mr. Cummings. After discussion, the vote was "Five for" and "Five Opposed". Motion failed.**

Ms. Howe stated that John Meade and Roger cooper have not paid their membership dues and that late fees are applicable. A discussion ensued about the appropriate action that should be taken. However, Ms. Geltch provided a reference from the by-laws on the ramifications for failure to pay dues. The by-laws will be followed.

**SECRETARY'S REPORT:**

Johnny Richardson, CPPO, CFCM

Mr. Richardson presented the minutes of the June 22, 2007 Board of Directors Meeting held at the Hyatt Sarasota in Sarasota, Florida.

Mr. Richardson called for corrections and changes. No changes or corrections were requested by the Board.

**Motion made by Mr. Nash to accept minutes was seconded by Ms. Howe and carried unanimously.**

## **ANNUAL CONFERENCE**

**Banquet Committee** – Mr. Weaver reviewed various dinner offerings and recommended a buffet-style dinner. The pros and cons of a buffet were discussed and Mr. Weaver indicated that he would reconsider the buffet-style dinner arrangement. Mr. Nash proposed that we not provide drink tickets or wine at the dinner tables. A tentative banquet budget of \$23,990 was established with guest tickets pegged at \$80.00.

**First Timers** – No report.

**Golf Tournament** – Mr. Weaver stated that the tournament will be held at the Legacy golf course for an overall fee of \$100 for members and \$125.00 for non-members.

**Hospitality** – Ms. Smith indicated that they will probably buy a significant amount of the beverages from a military exchange to save funds. She also indicated that they intend to provide a karaoke machine and a margarita maker at the hospitality suite. Johnny Richardson provided her an inventory list of beverages and supplies purchased during last year's conference and a report on lessons learned.

**Printing** – No report.

**Special Events** – Mr. Greenwade said that Mote Marine has been selected as the site for the special event. The cost for the organization will be \$1900. Catering will be provided by the Hyatt. Transportation in the form of two buses for \$1100 will be used to transport guests to the event.

**Trade Show** – Mr. Wilson discussed the need to access website to publicize the trade show and indicated that he has had some difficulty toward this end. A discussion ensued on strategies to ensure vendors perceive the trade show as a worthwhile investment. One of the primary considerations was for conference attendees to spend time at the trade show and visit as many booths as possible. The trade show will be located at the Sarasota Bradenton Convention Center.

**Advertising/Sponsorship** – Mr. Raiford indicated that his committee's report will be covered by the Strategic Planning Committee.

**AV Committee** – No report.

### **(Break at 10:37 AM and reconvened at 10:57 AM)**

**Strategic Planning Committee** – Mr. Geltch provided an overview of the committee activities. Copies of each team's recommendations were provided to the Board and committee members. The team leader for each team reported on their findings and recommendations:

**Member Participation** – Ms. Talamantez, Team Leader, reported the committee's recommendations.

...**Customer Focus Committee** – Ms. Schneider reported the committee's recommendations.

...**Pro D Committee** – Ms Marsala reported the committee's recommendations.

The entire report with specific recommendations and other information from each team is attached to these minutes.

**Mr. Nash made a motion to increase scholarship fund by \$500 to \$3000 and to increase tuition assistance to \$5000 which was seconded by Mr. Weaver. An amended motion by Ms. Geltch seconded by Mr. Richardson failed. Vote on first motion to raise scholarship fund to \$3000 and tuition assistance to \$5000 approved unanimously.**

...**Fiscal Management Team** – Mr. Bennett reported the committee's recommendations.

A discussion ensued on the appropriate relationship between vendors and FAPPO.

**Motion by Mr. Weaver to obtain a legal opinion on relationship between FAPPO and vendors, particularly as it pertains to marketing. Motion was seconded by Mr. Wetherington. Motion failed by a vote of three for and seven against.**

**AEP** – Ms. Marsala indicated that there were 32 winners from Florida from 190 applications. She said the new application is on the website. The new application contains numerous changes.

**Break at 2:18 PM. Reconvened at 2:16 PM.**

**Entity Awards** – President Alexander provided an overview of the application and stated that entities will receive higher points based on their reporting structure.

**Resolutions/Awards:** – No Report

**By-Laws** – Ms. Geltsch presented a Code of Ethics for FAPPO and reviewed proposed changes to the by-laws. Final action will be taken at Board meeting in February.

**Credit Cards** – No Report

**Finance Committee** – No report.

**Historian** – No report

**Membership Director** – Ms. Hodgkins indicated that the directory would be out by December.

**Member Recruitment** – No report.

**Nominating Committee** – No report.

**Parliamentarian** – No report

**Past President** – No report.

**Photographer** – No report

**State Procurement** – No report

**Volunteer Coordinator**- No report:

**OLD BUSINESS:**

**Executive Director** – Motion made by President Alexander to hire Craig Rowley as executive director. Seconded by Ms. Schneider. Mr. Rowley is currently the executive director for the NPI. During discussion, it was determined that the by-laws include the specific procedures for the selection of an executive director. Therefore, this matter will be considered at the Board's February 2008 meeting. Amended motion by President Alexander to follow by-laws and interview Mr. Rowley was seconded by Ms. Schneider and passed unanimously.

**PR/Marketing Chair**- Tabled

**Digital/Document Imaging** – Tabled

**P-Cards** – Discussed by the Fiscal management Team under Strategic Plans.

**Updating Officer Positions** – Ms. Geltch is awaiting input from officers and committee chairs to update these positions.

**NEW BUSINESS**

**Trade Show** – President Alexander indicated that Chene Export is FAPPO’s contractor responsible for setting up the trade show booths. She also indicated that their contract may be extended with a 10% increase.

**Registration Fee** – The proposed fees for the annual conference were discussed.

**Motion by Ms. Schneider for the following fee structure:**

<b>Early Registration</b> <b>\$300</b>	<b>Early Registration &amp; State Classes</b> <b>\$360</b>
<b>Regular Registration</b> <b>\$325</b>	<b>Regular Registration &amp; State Classes</b> <b>\$385</b>

**Seconded by Mr. Nash and approved unanimously.**

**Honorary Membership - Motion by Mr. Geltch to approve honorary membership for Dave Nash seconded by Alan Weaver and approved unanimously.**

**Web Site Redesign** – President Alexander will incorporate the costs for this service in the budget.

**FY 07-08 Budget** – The Board reviewed the budget, made certain adjustments

**2010 Conference** – Ms. Howe discussed the challenges she faced in securing sites for the conference. Mr. Geltch proposed a three year contract at the Peabody Hotel/Orlando for 2009, 2010 and 2011to, hopefully, leverage this commitment into more favorable rates and services.

**Motion by Ms. Schneider to pursue a three year contract with the Peabody Hotel/Orlando seconded by Mr. Geltch and approved unanimously.**

**Cheryl Olson** – The Board discussed Ms. Olson’s status and it was determined that she meets all of the qualifications to be a Board member.

**Motion by Ms. Geltch to clarify the fact that Ms. Olson is a full fledged Board member seconded by Mr. Nash and approved unanimously.**

**Meeting adjourned at 4:15 PM.**

**Respectfully Submitted,**

**Johnny Richardson, CPPO, CFCM  
2007 FAPPO Secretary**

**Attachment**