

MINUTES

FLORIDA ASSOCIATION OF PUBLIC PURCHASING OFFICERS

BOARD OF DIRECTORS MEETING ORLANDO PEABODY HOTEL JANUARY 9, 2009

CURRENT OFFICERS

IN ATTENDANCE:

- *Denise Schneider C.P.M., CPPO, CPPB, FCPM President
- *Marian H. Pace, CPPO, CPPB, Vice President
- *Johnny Richardson, CPPO, CFCM, Treasurer
- *Mark Raiford, CPPB, FCPM, FCPA, Secretary

Banquet Committee Chair
Food Services Committee Chair
Food Services Committee
First Timer's Committee Chair
Hospitality Committee Chair
Printing Coordinator
Program Chair
Special Events Committee Chair
Trade Show Committee Chair
Trade Show Photographer
Advertising/Sponsorship Chair
Awards, NPI
Awards, Entity Co-Chair
Awards, Resolutions Chair
By-Laws Committee Chair
Education Committee
Pro-D Chair

College Ed. Coordinator
Finance Committee Chair
Historian
Nominating Committee Chair
Parliamentarian
Past President
State DMS Procurement
Strategic Planning Coordinator
UPPCC Committee Chair
Web Liaison

Bobbi Palmer, CPPB
Tammy Hodgkins, CPPB, FCPA
Denise Lipscomb
*Bobbye Marsala, CPPO, CPPB
Diane Reed, CPPB, FCCM, FCCN, FCPA
Craig Rowley, Exec. Dir.
*Marian H. Pace, CPPO, CPPB
Bobbi Palmer, CPPB
Linda Smith, CPPB, FCPA
Holly Raphaelson, C.P.M., CPPO
Craig Rowley, Exec. Dir.
*Bobbye Marsala, C.P.M., CPPB
*Cheryl Olson, C.P.M., CPM
David Nash, CPPO
*Wendy Geltch, C.P.M., CPPO

Carrie Woodell, CFCM, CPPB, C.P.M.,
A.P.P., FCCN
Chris Rewis, CPPB
John Klatt, C.P.M., CPPO, FCPM
*Wendy Geltch, C.P.M., CPPO
*Marian H. Pace, CPPO, CPPB
*Warren Geltch, C.P.M., CPPO, CPCM
*Cheri Alexander, C.P.M., CPPB
David Bennett, CPPO, CPPB, PMP
*Warren Geltch, C.P.M., CPPO, CPCM
*Rhonda Scott, CPPO, CPPB, FCCN
Bruce Gant, C.P.M., CPPB

* VOTING MEMBERS

CALL TO ORDER: President Schneider called meeting to order at 9:00 a.m. She welcomed all Board and Committee members and introductions were made around the table.

OFFICER AND COMMITTEE REPORTS:

VICE PRESIDENT'S REPORT – Ms. Pace began discussion on the 2009 Annual Conference Schedule; speaker biographies and back-up course suggestions need to be sent to her.

Dates for next year's conference at the Rosen Plaza: May 2, 2010 Board Meeting and Golf Tourney, May 3 – 4, 2010 Conference.

Ms. Pace gave the Nominating Committee Report while she was reporting: 1 nominee to date – Carrie Woodell.

Membership applications will be \$50, with a \$10 late fee after Dec. 1st.

Ms. Pace began discussion of the 2010 Annual Conference. Conference fees will be \$300/\$325, with LEAP course fees in addition to conference fees; April 16, 2010 registration cut-off date, March 31, 2020 early registration cut-off date; suggestions were solicited for Trade Show Chair, with Ms. Geltch recommending Ms. Toni Zills, Polk County Sheriff's Office; trade show fees were discussed; Mr. Rowley recommended a vendor advisory committee to include some prominent vendors; Ms. Pace will submit an article for the newsletter for AEP representative. Next year's Board meetings were discussed, with the possibility of using gotowebinar.com for a couple of the meetings. The annual fee is \$948. Ms. Schneider suggested Ms. Pace include that in next year's budget.

TREASURER'S REPORT - Mr. Richardson gave an overview of the budget report, including the Balance Sheet and the Profit & Loss Sheet. He indicated that based on discussion from last Board meeting, funds were taken out of the investment account and put into a 4% CD.

Ms. Pace noted that any amount over \$10,000 in the checking account should go into money market at the end of the year. Mr. Richardson noted that it was an oversight this year and has not been done.

A motion was made by Ms. Pace and seconded by Ms. Geltch to transfer \$43,205.03 at the end of the year from checking to money market account to continue the practice of the new President starting out with a \$10,000 balance.

Discussion followed, including Mr. Klatt's recommendation that we should review the \$10,000 amount via a cash flow analysis before the next president is seated. He also suggested not moving forward without an audit. **Ms. Pace then withdrew her motion.** Further discussion of the Treasurer's Report followed.

A motion was made by Mr. Geltch to accept the Treasurer's Report, and was seconded by Mr. Raiford. Discussion followed.

Mr. Klatt indicated that he did not find the outstanding balance tab. Mr. Rowley indicated that the December statement has not come through yet, and Mr. Richardson indicated that he would e-mail that separately. **Mr. Geltch called for the question and the motion passed unanimously.**

SECRETARY'S REPORT:

READING OF JUNE 27, 2008 MINUTES - A motion was made by Ms. Pace to accept the minutes as presented, seconded by Mr. Richardson and passed unanimously.

Ms. Schneider called for break. **(Break at 9:50 a.m. Reconvened at 10:05 a.m.)**

ANNUAL CONFERENCE:

- **BANQUET:** Ms. Palmer reported that the Banquet's theme is Casino Night, and is working on the details.
- **FIRST TIMERS:** Ms. Marsala reported that she received very good information from Nora Lauder milk regarding ideas.
- **FOOD SERVICES:** Ms. Hodgkins reported that the menus were coming together nicely and that she would be reviewing costs with Ms. Schneider.
- **GOLF TOURNAMENT:** Ms. Schneider reported for Mr. Weaver that one registration has been received to date, and that complete tourney information is available on the website.
- **HOSPITALITY:** Ms. Reed reported everything going well; Ms. Schneider will give the hours of operation to Ms. Reed.
- **PRINTING COORDINATOR:** Mr. Rowley will give this report later in other committee reports.
- **SPECIAL EVENT:** Ms. Palmer reported that a band will be there, it will be fun!
- **TRADE SHOW:** Ms. Smith reported 32 vendors registered to date, with 6 gold sponsors; discussion followed regarding lunch and rooms (breakfast will be included); Ms. Schneider discussed trade show invitations and agency logo requirement on applications to receive FAPPO Bucks credit.
- **EXECUTIVE DIRECTOR:** Mr. Rowley provided copies of his report for discussion. Ms. Alexander asked what the deadline for sponsorship was, and Mr. Rowley indicated Jan. 31st for program ads.
- **TRADE SHOW PHOTOGRAPHY:** Ms. Raphaelson reported that a slide show would be playing at the registration table. She asked if photos were going to be available for purchase. Ms. Rewis replied that Ms. Woodell has set up a FAPPO page on Facebook, so our pictures could be sold. Ms. Alexander expressed privacy concerns. Ms. Woodell will have an article regarding Facebook in the next newsletter.
- **TRANSPORTATION:** None.
- **VIP:** Ms. Schneider reported that her staff is working on this.

COMMITTEE REPORTS:

- **AV (Audio Video):** Ms. Schneider reported for Mr. Lovell that the State folks were coming for presentation and AV support.
- **AWARDS (AEP):** Ms. Marsala reported for Ms. Kuhl that applications are now available and that fees have increased from \$300 to \$400; online submission is optional this year and mandatory beginning next year.
- **AWARDS (FAPPO):** Ms. Olson reported that an updated application is on the website; please send any comments to her or Mr. Glatz.
- **BY-LAWS:** Mrs. Geltch reported that no changes were anticipated; however, Mr. Klatt reported an equities investment problem in that FAPPO has a low tolerance for risk, and as such, he will recommend changing the investment language from 75% to 25%; discussion followed including Mr. Bennett commenting that FAPPO has near-term needs and 5-year investments may be more desirable. Mr. Geltch commented that the Board acted appropriately

in withdrawing investments, but the by-laws do not have to change because the language “up to 75%” is advisory in nature.

A motion was made by Ms. Pace, seconded by Mr. Raiford to amend the by-laws to switch the investment percentage from 75% of non-FDIC investments to 25% of reserve funds; FDIC insured will be at least 75% of reserved funds, and carried unanimously.

- **CREDIT CARD:** Mr. Richardson reported for Ms. Laudermilk that Ms. Schneider has set up the Pro-D limit to \$10,000.
- **EDUCATION:** Ms. Woodell presented the Pro-D report via handout for discussion. Eight classes are scheduled, including one next week with 21 attendees; one class in Viera was cancelled as the minimum sign-up had not been met; Pro-D dollars are being used. Discussion followed regarding the language concerning eligibility for Pro-D --- currently it says for members who are current and one year prior to submitting application. Ms. Geltch thought the Board had changed it previously; further discussion indicated that the language was fine as is. Mr. Nash reminded Mr. Raiford to include a Norma Showley Scholarship Fund article in the next newsletter; Ms. Pace commended Ms. Woodell and Ms. Rewis on a great job with the programs.

A motion was made by Ms. Geltch to increase college tuition reimbursement amount from \$500 to \$750 per person per year effective immediately. The motion was seconded by Ms. Schneider and discussion followed.

Ms. Marsala suggested not doing this now since the Pro-D budget has already been established and Mr. Nash agreed.

Ms. Geltch amended her motion to make it effective June 1, 2009. Ms. Schneider agreed to the amendment and the motion passed unanimously.

Ms. Woodell gave a scholarship application update and reviewed suggested changes; discussion followed regarding purpose of scholarship money, what kind of classes, seminars, length, etc. Ms. Schneider will give direction to Ms. Woodell with regards to updating the application and program.

- **FALL WORKSHOP PROGRAM:** Ms. Schneider noted that is was well done by the State folks.
- **FINANCE:** Mr. Klatt reported that he will perform the cash flow analysis for the incoming President and will update the trend report. Ms. Pace clarified that our budget is based on a cash flow basis with expenses occurring when they are realized, not contingent on a presidential year. Mr. Richardson noted that Mr. Klatt will have access to our Quick Books for review and analysis.
- **HISTORIAN:** Ms. Geltch reported we are still here; Ms. Schneider noted that past presidents are included on the website.
- **LEGISLATIVE AFFAIRS:** Ms. Schneider reported for Mr. Buffington that State agencies across the board are facing tough budget cuts. This was affirmed by Mr. Bennett.
- **MEMBERSHIP DIRECTORY:** Mr. Rowley reported for Ms. Lumsden that the directory will be available on the website next week.
- **MEMBERSHIP RECRUITMENT:** Ms. Raphaelson asked if we can search the NIGP website for possible FAPPO recruits. Yes, and check with the local chapters, as well.
- **NOMINATING COMMITTEE:** Ms. Pace reported one nomination so far --- Ms. Woodell!

- **PARLIAMENTARIAN:** Mr. Geltch reported that all is well.
- **PAST PRESIDENT:** No report per Ms. Alexander.
- **PHOTOGRAPHY:** Ms. Rewis inquired if we could post pictures on Facebook, the answer is yes. Slideshow at registration? Yes, we could use digital frames and give as door prizes on Casino Night at the President's Banquet.
- **STRATEGIC PLANNING LIAISON:** Mr. Geltch will provide an update at the Conference.
- **UPPCC:** Ms. Scott provided a brief update regarding the first new test having been done.
- **WEBSITE:** Mr. Gant reviewed our website – it looks good and he will check out anything that is not working properly with Geoff Swartz.

(Break at 12:00 p.m. Reconvened at 1:25 p.m.)

OLD BUSINESS - Done.

NEW BUSINESS

UPDATE OF SCHOLARSHIP APPLICATION: Done.

MEMBERSHIP CERTIFICATION UPDATE: Ms. Woodell asked if FAPPO should subsidize a CPPO/CPPB review a year. Yes, it is a good idea. Discussion followed regarding the dollar amount, with further discussion to be held at the Conference. Ms. Woodell requested website access to review membership certifications.

MEMBERSHIP DUES: Ms. Schneider began discussion of agency membership fee structure. Mr. Klatt reported that he would look into a tiered-fee structure and report back to the Board.

MEMBERSHIP DIRECTORY DEADLINE: Ms. Schneider began discussion of the directory deadline to be the same as registration form, Oct. 31st. Further discussion led to Sep. 1st deadline, as well as discontinuing late fees for membership dues.

A motion was made by Ms. Geltch to discontinue late membership application fees; it was seconded by Ms. Pace and carried unanimously.

A motion was made by Ms. Pace to accept the appointment of Ms. Alexander as FAPPO representative to NCPPC from April '09 through April '12, seconded by Ms. Scott and carried unanimously.

GENERAL DISCUSSION: Surplus and obsolete equipment will be disposed of via Silent Auction at the Conference with funds going to the Norma Showley Scholarship fund. Public agency invitations will go out for Trade Show participation. Updated quotes from the officers need to get to Ms. Pace for the First Timers' Presentation. A summary of action items should be provided after Board meetings. Ms. Scott and Ms. Alexander needs to get travel fund requests to Ms. Pace for budgeting purposes. Mr. Richardson may be attending CAPPO in lieu of Ms. Schneider.

The meeting was adjourned at 2:45 PM.

Respectfully submitted,

Mark D. Raiford, CPPB, FCPM, FCPA
Secretary