

MINUTES

FLORIDA ASSOCIATION OF PUBLIC PURCHASING OFFICERS

BOARD OF DIRECTORS MEETING HYATT SARASOTA FEBRUARY 22, 2008

CURRENT OFFICERS

IN ATTENDANCE:

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

OTHERS IN ATTENDANCE:

- | | |
|---|---------------------------------|
| Banquet Committee Chair | *Alan Weaver, CPPO, CPPB |
| First Timers Committee Chair | *Nora Lauder milk, CPPB |
| Hospitality Committee Chair | *Ranae Smith |
| Committee | *Linda Smith, CPPB, FCPA |
| Trade Show Committee Chair | *Malcolm Wilson, CPPO, MPA |
| Committee | *Ranae Smith |
| Committee | *Linda Smith, CPPB, FCPA |
| Advertising/Sponsorship Chair | *Mark Raiford, CPPB, FCPM, FCPA |
| Committee | *Cheryl Olsen, C.P.M., CPM |
| By-Laws Committee Chair | *Wendy Geltch, C.P.M., CPPO |
| Finance Committee | *John Klatt, C.P.M., CPPO, FCPM |
| Historian | Wendy Geltch. C.P.M., CPPO |
| Membership Directory Chair | *Tammy Hodgkins, CPPB, FCPA |
| Committee | *Denise Lipscomb |
| Parliamentarian | *Dick Cummings, CPPO, FNIGP |
| State Procurement Dept. of Mgt Services Rep | *David Bennett, CPPO, CPPB, PMP |
| UPPCC Committee Chair | *Rhonda Scott, C.P.M., CPPO |
| Presidential Advisors | |
| | *Russ Wetherington, CPPB, CPCM |
| | Dave Nash, CPPO, CPPB |

CALL TO ORDER: President Alexander called meeting to order at 9:08 a.m. She welcomed all Board and Committee members.

* VOTING MEMBERS

OLD BUSINESS:

1. **READING OF OCTOBER 2007 BOARD MEETING MINUTES** – There were two corrections to the minutes. Russ Wetherington was in attendance but was inadvertently omitted from the record. Also, the afternoon break which began at 2:18 P.M. reconvened at 2:28 P.M. in lieu of at 2:16 P.M.

Motion by Ms. Schneider to accept the minutes as corrected was seconded by Mr. Wetherington and passed unanimously.

2. **EXECUTIVE DIRECTOR**– President Alexander recapped interview with Craig Rowley. She stated that the interview panel included the president, vice president, treasurer, secretary, John Klatt and Russ Wetherington. There was additional discussion on the two proposal options submitted by Mr. Rowley. A motion was made by Mr. Richardson for authorization to negotiate a contract with Mr. Rowley within a budget of \$50,000. Motion was seconded by Ms. Schneider. A spirited discussion ensued regarding the benefits, costs and risks associated with the ED position Mr. Raiford reminded the Board that the strategic plan outlines the Board’s acceptance of the ED position. Mr. Klatt proposed an amended motion for a flat fee of \$40,000 with a 20% performance incentive that was not seconded.. Ms. Gelch and Ms. Scott expressed a desire to contract with a Florida-based ED. However, Mr. Wetherington among others indicated that the position had been well advertised and we had no offers other than the response to the RFP from the management companies whose proposals were considerably higher than Mr. Rowley’s. Another amended motion was made by Mr. Weaver to establish a \$50,000 fee for Mr. Rowley with no incentives. This motion was not seconded.

Ms. Schneider proposed an amended motion to Mr. Weaver’s motion to establish a maximum base of \$50,000 with a maximum incentive of \$20,000. Motion was seconded by Mr. Weaver and passed with six votes for and three against.

Break at 10:39 A.M.

Reconvened at 10:49 A.M.

3. **FAPPO PROMOTIONAL VIDEO** – Ms. Laudermilk presented a promotional video for FAPPO. It included coverage of significant organizational milestones, membership data, and useful tidbits. It was well received by the Board. She also received several proposed recommendations for its overall improvement.
4. **CREDIT CARD FINDINGS**– Ms. Laudermilk indicated all is well.
5. **UPDATING OFFICER DESCRIPTIONS, WEB PAGE**– President Alexander deferred for later consideration.
6. **TRAVEL FOR PRES/VP** – President Alexander discussed her possible travel to NCPPC. This is an umbrella organization whose membership includes all of the major professional purchasing organizations.

Motion by Mr. Weaver to approve President Alexander’s travel to NCPPC/New Orleans. Seconded by Mr. Richardson and approved unanimously.

Motion by President Alexander to establish next year's presidential travel budget of \$6,000 was withdrawn. Motion by Ms. Laudermilk to establish \$7,000 budget for Board travel next year. Seconded by Ms. Schneider and passed unanimously.

NEW BUSINESS

COMMITTEE REPORTS

1. COMMITTEE AGENDA PROGRAM – Ms. Schneider indicated that all programs will be on the web page to reduce costs. She also presented an overview of the programs. To focus on education, the grand prize at the trade show will change from cruises to an education related gift such as free conference fee for next year's conference.

Break at 12:05 pm for lunch

Reconvened at 1:15 pm

2. FINANCE COMMITTEE - In the absence of Mr. Ailstock, John Klatt reviewed the committee's report. He emphasized the huge contribution the trade show makes to FAPPO's bottom line.

3. TREASURER'S REPORT - Ms. Howe Pace provided an overview of the treasurer's report for September 1, 2007 through November 30, 2007 and for December 1, 2007 to January 31, 2008.

Motion by Ms. Schneider to accept the treasurer's report and seconded by Mr. Weaver was approved unanimously.

4. ANNUAL CONFERENCE –

- Mr. Weaver stated that the banquet will have a Mardi gras theme. He reviewed meals and banquet cost. The meals scheduled to be served at the banquet were sampled by President Alexander, Ms. Schneider and Mr. Weaver. It was decided that the attire for the banquet should be Mardi gras costumes or business casual.
- **FIRST TIMERS COMMITTEE** – Ms. Laudermilk indicated that only ten newcomers are currently registered for the conference.
- **FOOD SERVICES** – Although not in attendance, Ms. Sheehan has worked out the menus and the food services program is basically complete. Mr. Nash indicated that the continental breakfast should include fruits and bagels in addition to pastries to accommodate members desiring to avoid sweets.
- **GOLF TOURNAMENT** - Mr. Weaver indicated that five players have signed up for the tournament thus far and the numbers are expected to increase as we get closer to the conference. He revealed that U.S. Communities will be a partial sponsor with primary funding provided by registration fees. Registration is currently scheduled to begin at 10:00 a.m. with a noon start time.

- **HOSPITALITY COMMITTEE** – Ms. Ranae Smith and Ms. Linda Smith reported that they have everything under control.
 - **PRINTING COORDINATOR** – Although there was no formal report from the coordinator, President Alexander indicated that conference material will remain on the web site for approximately three months and will be accessible to FAPPO members.
 - **SPECIAL EVENTS** – The event will be held at Mote Marine. Although Mr. Greenwade as not present, President Alexander indicated that all activities are on track.
 - **TRADE SHOW COMMITTEE**– Mr. Wilson’s goal is to sell 125 booths. Currently, 60 have been confirmed. He is aggressively working toward this goal. He urged board members to submit the names of any vendors who may be interested in displaying at the trade show. He reviewed the cost of the trade show luncheon stressing the fact that the venue is a commercial business operation. Also, to reduce costs and in consideration of the low attendance by members, the mixer was eliminated. Mr. Wilson will use the same transportation company used for the special event to transport members to the trade show.
5. **ADVERTISING/SPONSORSHIP COMMITTEE** – Mr. Raiford stated that they currently have one bronze sponsor (\$750) but expect others as the conference dates approach.
6. **AV COMMITTEE** – Ms. Schneider will coordinate audiovisual requirements with Mr. Lovell.
7. **AWARDS -**
- **AEP** - Ms. Olsen indicated that she cannot continue on the AEP Committee due to her workload.
 - **ENTITY** - Although Mr. Glatz was not present, he e-mailed President Alexander and informed her that the submittals were due March 10th at 5:00 pm.
8. **RESOLUTIONS/AWARDS** – Although he indicated that he does not want a gift, President Alexander stated that she is contemplating an appropriate gift for the keynote speaker. Also, Mr. Nash reviewed the information he requires from the committee chairs.
9. **BY-LAWS** – Ms. Geltch reviewed proposed revisions to the by-laws. Mr. Cummings expressed concern about the use of electronic voting. President Alexander stressed her preference for face-to-face meetings of the board and a lively discussion ensued on the pros and cons of electronic meetings. Ultimately an agreement was reached to strike the proposed change under Article 8, paragraph 1G, a, f and h.
- Motion by Ms. Geltch to strike the proposal seconded by Mr. Weaver and passed unanimously.**
10. **CREDIT CARDS** – Ms. Laudermilk reported no issues.
11. **COMMITTEE ASSIGNMENTS** – President Alexander indicated that there are vacancies on several committees. She mentioned the possibility of merging the Pro D and Seminar Coordinator positions.

BREAK: 2:38 pm

RECONVENED: 2:45 pm

12. **EDUCATION COMMITTEE** – President Alexander stated that Mr. Hunter was doing a great job and that her intentions are to retain its two components.
13. **HISTORIAN** – Ms. Geltch provided a historical overview of the organization with updated historical membership figures.
14. **LEGISLATIVE AFFAIRS COMMITTEE** – President Alexander indicated that there is a bill in the legislature that places severe restrictions on performance of work by in-house workforces. She went on to explain some of the nuances of the proposed legislation. Also, Ms. Schneider mentioned another bill that would require public entities to post all contracts greater than \$5,000 on a statewide website.
15. **MEMBERSHIP DIRECTORY COMMITTEE**- President Alexander lauded Miss Hodgkins and Miss Lipscomb for their efforts on the directory.
16. **MEMBERSHIP RECRUITMENT** – No report.
17. **NOMINATING COMMITTEE** – Mr. Raiford will be nominated for secretary.
18. **PARLIAMENTARIAN** – President Alexander praised Mr. Cumming’s contributions to the orderly conduct of board proceedings.
19. **PAST PRESIDENT** - No report.
20. **PHOTOGRAPHY COMMITTEE** – No report.
21. **PUBLIC RELATIONS/MARKETING** – This position is currently vacant.
22. **SERGEANT-at-ARMS** – Mr. Rath will be unable to attend the conference.
23. **STATE PROCUREMENT DEPT. OF MGT SERVICES** – Mr. Bennett requested the specific information FAPPO desires the State to share at the conference’s roundtable discussions. Ms. Schneider indicated that they should discuss new legislative initiatives and state contracts.
24. **STRATEGIC PLANNING LIAISON** – No report.
25. **UPPCC COMMITTEE** – Ms. Scott will provide an article for the upcoming newsletter focusing on the new exam requirements.
26. **VOLUNTEER COORDINATOR** – No report.
27. **WEBSITE LIAISON** – President Alexander has temporarily assumed this responsibility and is seeking a volunteer.

MOTION BY MR. WEAVER AT 3:20 p.m. TO ADJOURN WAS SECONDED BY MS. HOWE - AND APPROVE UNAINMOUSLY

**JOHNNY M. RICHARDSON, CPPO, CFCM
2007 FAPPO SECRETARY**