

MINUTES

FLORIDA ASSOCIATION OF PUBLIC PURCHASING OFFICERS

BOARD OF DIRECTORS MEETING HYATT SARASOTA APRIL 21, 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:

- Alan Weaver, CPPO, CPPB, Banquet Committee Chair
- Nora Lauder milk, CPPB, First Timers Committee Chair
- Janet Sheehan, CPPB, FCPM, Food services Committee Chair
- Diana Khan, Food Services Committee
- Linda Smith, CPPB, FCPA, Hospitality Committee
- Linda Smith, CPPB, FCPA, Trade Show Committee
- Mark Raiford, CPPB, FCPM, FCPA, Advertising/Sponsorship Chair
- *Cheryl Olsen, C.P.M., CPM Advertising/Sponsorship Committee
- *Wendy Geltch, C.P.M., CPPO, By-Laws Committee Chair
- Conrad Ailstock, CPPO, CPPB, FCPM, Finance Committee
- Wendy Geltch. C.P.M., CPPO, Historian
- Tammy Hodgkins, CPPB, FCPA, Membership Directory Chair
- Denise Lipscomb, Membership Committee
- Dick Cummings, CPPO, FNIGP, Parliamentarian
- David Bennett, CPPO, CPPB, PMP, State Procurement Dept. of Mgt Services Rep
- *Bobbie Marsala, C.P.M., CPPB, Awards AEP (NPI)
- Keith Glatz, CPPO, Awards Entity Chair
- Bob Hunter, Professional Development Chair
- Leane Suominen, Photography Committee Chair
- Pam Thompson, CPPO, CPPB, Volunteer Coordinator/Agency Outreach
- *Russ Wetherington, CPPB, CPCM, Presidential Advisor

*** VOTING MEMBERS**

CALL TO ORDER: President Alexander called meeting to order at 9:03 a.m. She welcomed all Board and Committee members and thanked them for their hard work.

OLD BUSINESS:

1. **READING OF FEBRUARY 22, 2008 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 for acceptance was seconded by Mr. Wetherington and passed unanimously.

2. **TREASURER REPORT** – Ms. Howe-Pace reviewed corrected financial reports from the February Board meeting. A copy was provided to all in attendance.

Motion by Ms. Schneider seconded by Ms. Sheehan and carried unanimously.

3. **EXECUTIVE DIRECTOR**– President Alexander introduced Mr. Craig Riley, our new executive director. In turn, all members present for the meeting introduced themselves to Mr. Riley.
4. **WEBSITE REDESIGN** – Mr. Carl Scott will no longer handle our website. However, an initial redesign was performed by Mr. Scott and approved by President Alexander. We are seeking a replacement for Mr. Scott.

ANNUAL CONFERENCE:

1. **GOLF TOURNAMENT** – Mr. Weaver stated that the tournament funds itself and has brought in \$2125.00 to date. They have two sponsors, U.S. Communities and J.J.Cain.
2. **BANQUET COMMITTEE** – Mr. Weaver stated that they have approximately 170 guests for the occasion. The attire will be business casual or Mardi gras costume. Door prizes will be awarded.
3. **AWARDS** - Mr. Nash has taken care of all of the awards.
4. **PROGRAM COMMITTEE** - Ms. Schneider presented the handout that will be provided to conference attendees and indicated that the state classes are practically full. Also, she proposed a \$300 fee for early registration next year and \$325 for late registration. The survey forms from the conference will be closely evaluated to ensure that we are providing the type of conference our members require. On Thursday, the winner of the Peabody throw will be announced.

Motion by Ms. Laudermilk for \$300 early registration fee and a \$325 late fee seconded by Ms. Geltch and carried unanimously.

5. **FIRST TIMERS COMMITTEE** – Ms. Laudermilk discussed gifts for the first timers. She called for volunteers to serve as Ambassadors to provide information and guidance to first timers. Several Board and committee members volunteered for these positions.

6. **FOOD SERVICES COMMITTEE** – Ms. Sheehan reviewed menus for the conference and expressed some concern about the number of attendees versus the food requirements. President Alexander explained the contract numbers negotiated with the hotel and believes that we should be fine.
7. **HOSPITALITY COMMITTEE** – Ms. Smith provided the hours of operation for the hospitality room which will be located in the Tropics Room. She also stated that on Wednesday heavy hors d'oeuvres will be available.
8. **TRADE SHOW** – Ms. Smith provided an overview of the trade show and stated that it will officially open on Wednesday from 9:00 AM to 3:00 PM. A total of 140 booths have been sold. Buses will transport members from the hotel to the Sarasota Bradenton Convention Center. Two grand prizes – free registration and lodging for the 2009 FAPPO Conference – will be given away with miscellaneous \$100 and \$50 gift certificates.
9. **PRINTING COORDINATOR** - No report.
10. **SPECIAL EVENT** – Mr. Greenwade reviewed the special event activity. Various buffet lines will be available and a DJ will provide entertainment. The dress will be business casual. Buses will transport members from the hotel and back every 20 minutes beginning at 5:30 p.m. The event will run from 6:00 p.m. to 10:00 p.m.

NEW BUSINESS:

MONEY MARKET FUNDS – Ms. Howe provided an overview of the funds money market account in the MFS Investment Fund.

Motion by Ms. Howe to retain \$92,802.49 in the fund was seconded by Ms. Olson. Carried with Ms. Geltch voting no.

COMMITTEE REPORTS:

1. **ADVERTISING/SPONSORSHIP** – There were only two sponsors – U.S. communities and J.J. Cain.
2. **AV COMMITTEE** – Although Mr. Lovell was unable to attend, there are no pressing issues.

TEN MINUTE BREAK – 10:17 a.m.
RESUMED AT 10:30 a.m.

3. **AWARDS** –
 - a. **AEP (NPI)** - Ms. Marsala emphasized that AEP applications are due on May 31, 2008. She indicated that in the future the applications will be able to be submitted electronically. She also mentioned that Mr. Nash will be the FAPPO representative for the AEP for the 2008 – 2012 period.

- b. **ENTITY AWARDS** – Mr. Glatz said there were 10 award recipients, including three best practice awards. All of the applications will be available for inspection at the registration desk.
4. **NECP/FAPPO PARTNERSHIP** - Ms. Schneider will work with Ms. Geltch, currently the President of the NECP (Florida chapter) to establish a working relationship with FAPPO. There was also a discussion about a FAPPO booth at a future NECP tradeshow.
5. **UPPCC COMMITTEE** – Ms. Schneider attended the UPPCC Committee meeting in New Orleans.
6. **RESOLUTIONS/AWARDS** – No report.
7. **BY-LAWS** – Ms. Geltch provided an overview of proposed changes to the by-laws which will require approval by the membership.
8. President Alexander mentioned Ms. Geltch’s role as the historian and urged committee chairs to provide any information of historical relevance to her.
9. **CREDIT CARDS** – Ms. Lauder milk indicated all of basically well with our program. She discussed the numbers of cards available and indicated that their primary use occurs just prior to and after the annual conference. A discussion ensued on the new address for FAPPO’s accounts receivables.
10. **PRO D** - Mr. Hunter stated that an area for credit card payments will be added to the application for classes. He also reviewed upcoming classes. He posed a question regarding whether a FAPPO scholarship can be used to pay for NIGP classes. A discussion on the pros and cons of this issue ensued. President Alexander’s decision was that this will not be allowed. She discussed the NIGP contract with FAPPO to provide certain classes, indicating that costs have increased. It was emphasized that that the subsidy is for three day classes only. Additional discussions ensued. There are two applicants who want to use scholarships to defray the costs of NIGP classes. Current procedures allow this practice. President Alexander withdrew her initial disapproval and concurred with the subsidy. The Pro D Committee will study this issue and report to the Board any recommendations they develop.
11. **FINANCE** – No report.
12. **STATE PROCUREMENT/ DEPT OF MGT SERVICES** – Mr. Bennett explained a bill to require certain public entities to place all contracts in excess of \$5K on a statewide site. He indicated that it is likely to be enacted into law.
13. **MEMBERSHIP DIRECTORY COMMITTEE** – Ms. Lipscomb stated that the new membership application will be available at the FAPPO booth at the tradeshow.
14. **MEMBER RECRUITMENT** – No report.
15. **NOMINATING COMMITTEE** – President Alexander stated that Mr. Mark Raiford currently the Advertising/Sponsorship Chair, has been nominated for secretary.
16. **PARLIAMENTARIAN** – No report.

17. PHOTOGRAPHY COMMITTEE – No report.

18. PUBLIC RELATIONS/MARKETING – Responsibility for this function will be transferred to the ED.

19. STRATEGIC PLAN – No report.

20. VOLUNTEER COORDINATOR/AGENCY OUTREACH – Ms. Thompson explained maps, class schedules and volunteer activities.

21. WEBSITE LIAISON – President Alexander worked to Mr. Scott to modify the site. Although he recently resigned, he has agreed to work with the incoming webmaster to facilitate the transition. President Alexander is actively seeking a replacement for Mr. Scott.

22. FUNERAL FLOWERS FOR PRESIDENT ALEXANDER – There was a concern about the expenditure of \$163.00 for flowers in recognition of the passing of President Alexander's brother.

Motion by Ms. Geltch to approve the purchase was seconded by Ms. Sheehan and passed unanimously.

23. AEP COMMITTEE APPOINTMENT – Ms. Laudermilk questioned the appointment of Mr. Nash to the AEP Committee indicating that the by-laws were not followed. Mr. Nash was selected for this position because Ms. Olson will no longer be able to perform this function. Ms. Laudermilk believes that this person should be an active purchasing professional. Mr. Nash was retired but has recently worked on a part time basis. President Alexander apologized for not following the by-laws. Ms. Laudermilk indicated that John Klatt would be a good candidate. Ms. Marsala stated that the person selected should serve out Ms. Olson's term followed by the selection of a new (four year) representative.

Break for lunch – 12:08 p.m.

Reconvened at 1:10 p.m.

24. AEP COMMITTEE – President Alexander explained the selection of Mr. Nash. She believed he is well qualified for the appointment and that his FAPPO experience will serve him well in this capacity. Mr. Cummings stated that the by-laws authorize the president to appoint a member to this committee based on the recommendation by the current officers and the immediate past president. After much discussion, President Alexander appointed Mr. Nash for two years to serve out Ms. Olson's term.

Motion at 2:01 p.m. by Ms. Schneider to adjourn was seconded by Ms. Howe and approved unanimously

**Johnny Richardson
Secretary**

