

MINUTES

FLORIDA ASSOCIATION OF PUBLIC PURCHASING OFFICERS

BOARD OF DIRECTORS MEETING ORLANDO PEABODY HOTEL JUNE 27, 2008

CURRENT OFFICERS

IN ATTENDANCE:

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

OTHERS IN ATTENDANCE:

Banquet Committee Chair
Food Services Committee
Hospitality Committee
Special Events Committee Chair
Trade Show Committee Chair
Photographer
Advertising/Sponsorship Chair
Awards, Entity Co-Chair
Awards, Resolutions Chair
By-Laws Committee Chair
Education Committee
Pro-D Chair

Scholarship Coordinator
College Ed. Coordinator
Historian
Membership Directory Chair
Member Recruitment
Nominating Committee Chair
Parliamentarian
State Procurement Dept. of Mgt Services Rep
Strategic Planning Liaison
UPPCC Committee Chair
Presidential Advisors

Bobbi Palmer, CPPB
Denise Lipscomb
Diane Reed
Carrie Miller
Linda Smith, CPPB, FCPA
Holly Raphaelson, C.P.M., CPPO
Craig Rowley, Exec. Dir.
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
Jane Dalrymple, CPPB
Chris Rewis, CPPB
*Wendy Geltch, C.P.M., CPPO
Craig Rowley, Exec. Dir.
Craig Rowley, Exec. Dir.
*Marian H. Pace, CPPO, CPPB
*Warren Geltch, C.P.M., CPPO, CPCM
David Bennett, CPPO, CPPB, PMP
*Warren Geltch, C.P.M., CPPO, CPCM
*Rhonda Scott, CPPO, CPPB, FCCN
*Cheryl Olson, C.P.M., CPM
*Rhonda Scott, CPPO, CPPB, FCCN

* VOTING MEMBERS

CALL TO ORDER: President Schneider called the meeting to order at 9:06 a.m. She welcomed all Board and Committee members.

OLD BUSINESS:

READING OF APRIL 2008 MINUTES, INCLUDING THE BOARD MEETING, GENERAL MEMBERSHIP BUSINESS MEETING AND GENERAL MEMBERSHIP OPENING SESSION MEETING – There were corrections noted in previous e-mails from officers and board members to Mr. Richardson subsequent to their review of the minutes. Those corrections have been made in the ensuing revised minutes.

Motion by Ms. Pace to accept the minutes as corrected; seconded by Mr. Raiford and passed unanimously.

INTRODUCTIONS:

INTRODUCTION OF PARLIAMENTARIAN – Ms. Schneider introduced Mr. Geltch who gave a short briefing on Robert's Rules of Order and how the board meeting is typically conducted. It was reiterated that while discussion was welcomed from all in attendance, only current Board Officers and Past Presidents could vote on business matters.

INTRODUCTION OF ATTENDEES – Ms. Schneider requested those in attendance to introduce themselves.

OFFICER AND COMMITTEE REPORTS:

VICE PRESIDENT'S REPORT – Ms. Pace reported meeting with Rosen Hotels regarding conference negotiations with various options. Surveys were previously sent to the membership regarding expected conference attendance plans. Discussion followed concerning ideas for the 2010 Conference, such as an abbreviated conference with LEAP courses provided. It was noted that since a large concentration of the membership live in the surrounding area, they will not be able to stay in the hotel itself. The 2009 Conference program is pending.

TREASURER'S REPORT - Ms. Pace gave an overview of the 4th Quarter FY 07/08 Report. A copy was provided to all in attendance.

Motion by Mr. Richardson to accept the report; seconded by Mr. Raiford and passed unanimously.

SECRETARY'S REPORT – Mr. Richardson reported that the latest edition of the FAPPO newsletter was distributed to the membership. The next due date for submissions to the upcoming newsletter is July 15th. Please get information to Mr. Raiford by next week.

EXECUTIVE DIRECTOR– Mr. Rowley distributed the Executive Director's Report and FAPPO Annual Timeline and briefly reviewed each, with discussion following. Mr. Rowley also announced his new FAPPO e-mail, execdirector@fappo.org.

ANNUAL CONFERENCE:

- **BANQUET:** Ms. Palmer reported that there was not much to report at this time.
- **FOOD SERVICES:** Ms. Lipscomb reported that there was not much to report at this time.
- **GOLF TOURNAMENT:** Ms. Schneider gave Mr. Alan Weaver's report in lieu of his absence. The golf tourney is scheduled for Monday, April 6, 2009 at the Orange Tree Golf Course. Tentative fees are \$100 per person or \$400 per foursome.
- **HOSPITALITY:** Ms. Reid reported in lieu of Mr. Ray Hooper's absence. Please give the hospitality purchase list from the previous conference to her for ideas. Ms. Linda Smith noted that the \$28 received in tips from last conference was donated to the Norma Showley Fund.
- **PRINTING COORDINATOR:** Mr. Rowley discussed some printing options with the Trade Show collateral. At this point Ms. Smith reported two vendors have registered early.
- **PROGRAM:** Ms. Pace mentioned the possibility of a dual track program for the next conference. Ms. Schneider has provided Ms. Pace with a tentative schedule, and possible class topics were discussed: Mr. Geltch suggested Employee Conflicts and Customer Service. Ms. Schneider noted the tentative schedule that was distributed to everyone and asked for discussion. Ms. Scott noted that with the Trade Show at the end of the conference, we need to promote and advertise the event with the local media. Mr. Geltch suggested two courses in the morning and two in the afternoon. That was not feasible according the schedule with two tracks. Ms. Schneider asked for suggestions for the October State workshops. Ms. Pace asked if a CCNA class was possible. Mr. Bennett mentioned that the State does not give guidance on how local agencies govern such, but suggested maybe a class on how the State handles CCNA as a guide. Further CCNA discussion followed. Ms. Miller suggested maybe a round table discussion concerning CCNA. At this point discussion concerning whether FAPPO should control registration for State workshops during the conference.
- **SPECIAL EVENT:** Ms. Miller reported that we will have an event for the conference and it will be special. Ms. Schneider noted that the Special Event will be held on Sunday, April 5th, in lieu of the President's Reception.
- **TRADE SHOW:** Ms. Smith reiterated that two vendors have registered early, and stated that she is looking forward to working with Mr. Rowley. Ms. Pace asked if the fire apparatus vendors should be charged for booth and floor space. Mr. Rowley stated that he would look into the matter after reviewing the vendor registration form. Mr. Nash pointed out that the Trade Show Chair has in the past negotiated floor space vs. multiple booth cost. Ms. Schneider suggested a vendor registration fee of \$1000 with a \$100 early discount. Mr. Nash asked what last year's fee was, and Ms. Smith noted that it was \$750 early and \$800 regular.

COMMITTEE REPORTS:

- **ADVERTISING/SPONSORSHIP:** Mr. Rowley fielded discussion of the possibility of advertising in the Newsletter. Tax issues may exist, and an opinion would be needed from a qualified accounting consultant. Mr. Rowley will work with Mr. Richardson regarding such.
- **AV (Audio Video):** Mr. Bennett fielded questions and comments in lieu of Mr. Mark Lovell's absence. Mr. Geltch commented that the AV support person provided by the Sarasota Hyatt at the last conference was terrific!
- **AWARDS (AEP/ENTITY):** Ms. Schneider reported for Ms. Bobbye Marsala and Ms. Barbara Kuhl. She asked for suggestions regarding Ms. Marsala's replacement when her term expires. Discussion followed and Ms. Schneider appointed Ms. Olson as Chair of a search committee. For the Entity Awards, Ms. Olson reported that she will be working with Mr. Keith Glatz, Committee Chair, on a new format and subsequent changes.

- **RESOLUTIONS:** Mr. Nash had nothing to report at this time.

(Break at 10:00 a.m. Reconvened at 10:18 a.m.)

- **BY-LAWS:** Mr. Geltch reported that Ms. Geltch was on her way to the meeting and would arrive shortly.
- **CREDIT CARD:** Ms. Schneider reported for Ms. Nora Lauder milk. Payments to NIGP for professional development classes would be made via credit card.
- **EDUCATION:** Ms. Woodell presented the Pro-D report. She has received many volunteers for site sponsors. Mr. Nash asked whether associate members were included in the scholarship program. The answer was no. Mr. Rowley asked for an e-mailed copy of the registration form so that he can arrange for credit card payments by members. Discussion followed regarding scholarship program. Ms. Pace suggested that more scholarships and subsidization be made available to members based on budget situations of agencies. Ms. Schneider agreed, but suggested only a certain number per agency per year in order to stretch the availability of funds. She suggested two per agency at \$125 each, not to exceed \$250 for FAPPO or non-FAPPO, professional development-related subjects. Discussion then followed regarding the training matrix that was developed by Ms. Woodell to coordinate and note Pro-D training provided by FAPPO and local NIGP chapters.
- **FALL WORKSHOP PROGRAM:** Ms. Schneider suggested a two-day NIGP course, or something similar.
- **LEGISLATIVE AFFAIRS:** Mr. Geltch led a discussion of recent events in lieu of Mr. Kirk Buffington's absence.
- **MEMBERSHIP DIRECTORY:** Mr. Rowley discussed updating the membership directory on the website. The member database needs to be tweaked before 11/30/08. Discussion followed regarding how to track membership (individual vs. agency) length of time, and that membership retention is most important to membership recruitment. Mr. Rowley suggested reviewing and updating the current membership list, making sure which agencies are registered, and then developing new member packets to attract new membership. Mr. Schneider suggested two separated chairs – one for membership directory and one for recruitment, and Mr. Rowley recommended a membership directory chair and a recruitment committee member.
- **NOMINATING COMMITTEE:** Ms. Pace reported that candidates for officer will be sought after beginning in December.
- **PARLIAMENTARIAN:** Mr. Geltch reported that Robert's Rules of Order were still working.
- **PHOTOGRAPHY:** Ms. Rewis suggested a slideshow loop of photos be played during the conference at the registration area, and obtaining picture submissions from local NIGP chapters. Ms. Raphaelson suggested captions go with NIGP chapter pictures to differentiate. Ms. Miller suggested a contest for photo submissions. Photos from previous years' photographers are needed; Mr. Nash noted that he has some from previous years' conferences. A page on the website for pictures was suggested, as well as the possibility of selling photos as a fundraiser.
- **PUBLIC RELATIONS/MARKETING:** Mr. Rowley solicited any suggestions and ideas.
- **STATE PROCUREMENT, DMS:** Mr. Bennett had nothing to report at this time.
- **STRATEGIC PLANNING LIAISON:** Mr. Geltch provided a status report to Mr. Nash's inquiry. Strategic planning initiatives have been identified, budgeted, and are in progress. He will provide a written, comprehensive update to the Board before the end of the year. Mr. Geltch requested that the committee title be changed from "Liaison" to "Coordinator."

- **UPPCC:** Ms. Scott provided a brief update; discussion followed with Ms. Scott noting that the new questions to the certification exams seemed too easy and still needed work.
- **VOLUNTEER/AGENCY OUTREACH:** Ms. Schneider reported the Ms. Pam Thompson will continue to perform duties in this area.
- **WEBSITE:** Ms. Schneider reported that Mr. Bruce Gant will be performing duties in this area. As such, many changes and much work is needed, upcoming and will be done in the near future.

OLD BUSINESS (cont.)

MINUTES– Mr. Geltch had a question regarding new business and the money market funds – is the dollar amount correct? Ms. Pace noted that the minutes were correct and the treasurer’s report will need to be corrected.

CONFERENCE SURVEYS – Ms. Pace reported very positive results and good suggestions from the conference attendees. Ms. Schneider stated that in-house presenters are a great resource, not just for the talent, but for the budget as well. Ms. Scott noted that she has a potential IT Director volunteer speaker; Ms. Miller suggested a risk management round table discussion. The surveys gave good speaker suggestions, too. Overall, the consensus was that the conference was great success!

NEW BUSINESS

REVIEW TENTATIVE FY 08-09 BUDGET – Ms. Schneider asked for discussion regarding the budget. Mr. Nash noted that the Norma Showley Fund was intended to be voluntary from the members, not a line item on the budget. Discussion followed regarding how to help members be able to attend the conference. Mr. Rowley suggested a date-specific milestone timeline for vendor registration process for trade show.

(Break at 11:50 a.m. Reconvened at 1:10 p.m.)

BY-LAWS/HISTORIAN: Ms. Geltch distributed copies of the newly adopted by-laws and reminded all to send any propose changes to her.

FAPPO PER DIEM RATES: Discussion followed regarding whether FAPPO should tie into the State’s per diem rates.

Motion by Ms. Geltch to have FAPPO pre diem rate same as CONUS rate; seconded by Mr. Geltch and passed unanimously.

FREQUENTLY ASKED QUESTIONS (FAQ) – Discussion followed regarding the posting of a FAQ section to the website, with an initial list of questions and answers provided to board and committee members to review.

GENERAL DISCUSSION: Any changes to the Payment Request Form or Income Report Form should go to Mr. Richardson. The income log should go to both Mr. Rowley and Mr. Richardson for review. Credit card transactions log should go to Mr. Rowley and Mr. Richardson, with the master copy sent to Ms. Lauder milk. Mr. Nash suggested forming a quartermaster committee to make available FAPPO shirts and promotional items for sale on the website. Ms. Schneider has a vendor in mind that can set up an independent link on our website. Ms. Smith indicated that she will help Mr. Nash on the committee.

The meeting was adjourned at 1:46 PM.

Respectfully submitted,

Mark D. Raiford, CPPB, FCPM, FCPA
Secretary