

MINUTES

FLORIDA ASSOCIATION OF PUBLIC PURCHASING OFFICERS

BOARD OF DIRECTORS MEETING LAISHLEY ARK MARINA JUNE 26, 2009

CURRENT OFFICERS

IN ATTENDANCE:

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

Advertising/Sponsor	Craig Rowley, Exec. Dir.
AEP Representatives	
AEP Sr	Cheryl Shanaberger, CPPO
AEP Jr	David Nash, CPPO, CPPB
Appointment/Awards Entity Chair	*Cheryl Olson, CPPO, C.P.M., CPM
FAPPO Awards Committee	Keith Glatz, CPPO
Banquet Committee	Denise Lipscomb
Education/Pro-D Chair	Chris Rewis, CPPB, FCCM
Scholarships	Jane Dalrymple, CPPB
Fall Workshop Program	David Nash, CPPO, CPPB
Facilities	Jane Dalrymple, CPPB
Food Services	Pam Thompson, CPPO, CPPB
FAPPO Bucks Chair	*Denise Schneider, CPPO, CPPB, C.P.M.
Finance Committee Chair	John Klatt, C.P.M., CPPO, FCPM
Committee	David Bennett, CPPO, CPPB, PMP, FCCN
Meeting Coordinator	Deb Adams
Membership Chair	Adana Lumsden, CPPO, FCCM
Nominating Committee Chair	*Johnny Richardson, CPPO, CFCM
NCPPC Rep (4/09-4/12)	*Cheri Alexander, C.P.M., CPPB
Outreach Program	Holly Raphaelson, MBA, C.P.M., CPPO, FCPM
Parliamentarian	*Warren Geltch, C.P.M., CPPO, CPCM
Past President	*Denise Schneider, CPPO, CPPB, C.P.M.
Presidential Advisor	*Russ Wetherington, CPPB
Presidential Advisor	*Barbara Kuhl, CPPO, C.P.M.
Presidential Advisor	*Janet Sheehan
Presidential Advisor	David Nash, CPPO, CPPB
Presidential Advisor	*Cheri Alexander, C.P.M., CPPB
Presidential Advisor	*Cheryl Olson, CPPO, C.P.M., CPM
Public Relations/Marketing	Craig Rowley, Exec. Dir.
State DMS Procurement	David Bennett, CPPO, CPPB, PMP

Strategic Planning Coordinator
Survey/Research Chair

Web Liaison
Audio Visual/Technology Chair
First Timers

Food Services
Hospitality Chair
Printing Coordinator
Photography
Program Chair
Resolutions/Awards Chair
Trade Show Chair

*Warren Geltch, C.P.M., CPPO, CPCM
*Bobbie Marsala, CPPO, CPPB, C.P.M.,
FCPM, FCPA
Bruce Gant, C.P.M., CPPB
Mark Lovell, CPPO
*Bobbie Marsala, CPPO, CPPB, C.P.M., FCPM,
FCPA
Pam Thompson, CPPO, CPPB
*Cheri Alexander, C.P.M., CPPB
Craig Rowley, Exec. Dir.
Chris Rewis, CPPB, FCCM
*Johnny Richardson, CPPO, CFCM
David Nash, CPPO, CPPB
Cheryl Shanaberger, CPPO

*** VOTING MEMBERS**

CALL TO ORDER: President Pace called meeting to order at 9:12 a.m. She welcomed all Board and Committee members and Ms. Woodell read aloud the names of those attending via the web; President Pace identified those who attended in person. President Pace reminded attendees that only current officers and past presidents are eligible to vote and requested all other to please refrain from voting via the web.

OFFICER AND COMMITTEE REPORTS:

TREASURER'S REPORT - Mr. Richardson presented the Treasurer's Report for the last quarter of last fiscal year. Mr. Wetherington wanted to verify that the Profit/Loss Statement dated June 23rd was not reflected on this Treasurer Report. President Pace verified that the Profit/Loss Statement did not end on May 31st and some transactions were not recorded. Mr. Richardson explained that Wachovia will not send statement if no activity occurs on the account. He discussed the nominal interest earned in March and April and zero interest earned in May on the money market accounts. He verified that the ending balances are current as of the fiscal year end for money market, checking account and fifth-third bank. President Pace expressed concern at the lack of interest being earned on the money market account. It was decided to refrain from this topic of discussion until after Mr. Klatt's report.

A motion was made by Mr. Raiford to accept the Treasurer's Report as presented, seconded by Ms. Alexander and passed unanimously.

SECRETARY'S REPORT – Mr. Raiford presented the meeting minutes from April 5, 2009.

A motion was made by Ms. Alexander to accept the minutes as presented, seconded by Ms. Sheehan and passed unanimously.

EXECUTIVE DIRECTOR'S REPORT – Mr. Rowley discussed summarized trends over the past year and compared them to similar associations to determine relevant recommendations. Mr. Rowley reviewed revenue trends including conference registration; FAPPO Bucks; membership, investment interest and professional development income; trade show sponsorship. Mr. Rowley reviewed expense trends and summarized that trade show, professional development subsidy, credit card fees.

Mr. Rowley stated that the balance sheet total assets reflected a 1.75% increase, which is a significant and notable achievement. Mr. Rowley discussed trends in similar associations, including decreases in conference attendance from the various associations. He stated that he cannot run a membership comparison yet, will do so in June and provide in the next report. Mr. Rowley then summarized the observations/recommendations before further discussion on the subsidy suspension recommendation. Mr. Rowley discussed the correlation between conference attendance and exhibitor/sponsor participation. Mr. Rowley discussed the direct relationship between the trade show revenue and the ability to offer the subsidy to FAPPO members. Mr. Rowley suggested short term to fund or subsidize conference attendance, noting that it is an extreme recommendation. Ms. Alexander stated her concern with temporarily suspending the ProD subsidy because it is a primary objective of FAPPO. Ms. Sheehan suggested suspending the special event at the annual conference to subsidize ProD. Ms. Schneider suggested taking \$30,000.00 out of savings fund to subsidize members to attend the conference. Mr. Nash concurred with Mr. Rowley on the importance of conference attendance by members. Mr. Richardson concurred with Mr. Nash's comments and stated the need for commitment to the vendors/exhibitors. Ms. Marsala agreed with the previous comments and suggested more research. Mr. Wetherington mentioned that 150 trade show booths is the break-even point. Ms. Schneider mentioned that the actual FAPPO Bucks expenditures neared \$20,000.00 last year. Mr. Wetherington discussed the negativity of having the trade show on the last day of the conference. Mr. Geltch commented on the success of FAPPO Bucks and the importance of getting members to attend the conference. He discussed that the next few years will be difficult for members due to budget constraints. He supports Mr. Rowley's recommendation to suspend the ProD subsidy and focus on member attendance at the conference. Ms. Rewis agreed with Mr. Geltch and stated that even with subsidizing ProD, we have cancelled 3 classes in the month of June. She advocated limited the number of class offerings in an effort to help attendance at the classes. Mr. Rowley suggested presenting the ProD subsidy suspension to the members in a positive way by stating that subsidy monies can be used to attend the conference. Ms. Schneider agreed with Mr. Geltch and feels strongly that money is in the savings account for these situations. President Pace recapped the discussion and advised that she is conservatively projecting 125 booths at the trade show and plans to market to non-purchasing members. Mr. Klatt agreed that it is a good idea to suspend the ProD subsidy and suggested subsidizing the conference attendance and offer the LEAP seminar at the conference. He further suggested tying the subsidy requirement with attending the trade show. Mr. Rowley commented that he liked Mr. Klatt's suggested but stressed that there is an expense associated with that concept. Mr. Klatt stated that there is an expense associated whenever the LEAP course is offered and it will provide a stronger justification to go to the conference. Ms. Thompson stated that she feels we need to address the ProD suspension in a positive light to the members, instead that we are subsidizing attendance to the conference. Ms. Schneider agreed. Mr. Rowley summarized his report and will continue to identify trends for future consideration.

COMMITTEE REPORTS:

- **ADVERTISING** – Mr. Rowley stated that his comments will be included in agenda item C2 (New business – vendor program proposal)
- **AWARDS (AEP):** Ms. Shanaberger stated the trip was a good interesting learning experience. Ms. Marsala stated that the majority of the applications were submitted online. She stated there were 159 applications submitted for evaluation. She stated NPI will post the “best in class” on the website.

President Pace stated that that she received two applications for the AEP Jr. representative, from David Nash and Holly Raphaelson.

She stated that she discussed the submittals with several past AEP representatives and submitted a decision to the officers and past president to appoint Mr. David Nash to the position, which was accepted unanimously.

- **APPOINTMENTS/AWARDS (FAPPO):** Ms. Olson discussed the current UPPCC vacancy. President Pace stated that Rick Grimm notified her at the trade show that FAPPO has an open CPPB seat on the Board of Examiners. Ms. Olson stated that per the letter from UPPCC, FAPPO needs to appoint someone no later than Monday, August 10th. She stated that Barbara Kuhl has agreed to assist in putting together an application and accompanying documentation which will be blasted out to the membership. Mr. Nash stated that in the past, he utilized the membership list to reach out to only those who had the certification that qualified them for the seat. Ms. Olson stated that there are some newly certified members that have not been updated on the membership list so a blast may be more appropriate. She further stated the seat currently filled by Rhonda Scott will be vacated December 31st, therefore she suggested advertising for both seats at once. President Pace recognized Carrie Woodell and Cheryl Olson for recently receiving their CPPO certification. Ms. Marsala questioned if FAPPO will cover the travel expenses for these representatives. President Pace stated that she requested a tentative budget from those who travel. She reiterated that FAPPO will cover travel expenses for those representing FAPPO on boards, but stated that FAPPO only covers the dollars associated with the actual meeting date, not the entire conference. Ms. Olson stated that Keith Glatz will handle the awards committee. Mr. Glatz stated that he liked the idea of awarding FAPPO Bucks to anyone that submitting an award application.
- **CREDIT CARD:** President Pace stated that because the ProD registrations will be handled through NIGP national, the card limit for Chris Rewis can be lowered. Ms. Rewis agreed.
- **EDUCATION:** Ms. Rewis reviewed the 3 classes currently scheduled and mentioned 4 classes scheduled for the fall. President Pace stated that she requested Ms. Rewis to hold off on marketing any new class offerings until after this Board meeting. Ms. Alexander stated that she is willing to host the Intro to Public Procurement seminar at her location. Ms. Rewis stated she has approved 3 CER applications to date.
- **FALL WORKSHOP PROGRAM:** Mr. Nash stated that he has toured the hotel meeting room which will only accommodate 30 people classroom style. He will tour the events center to look at the space availability. He introduced two options for the workshop. One option is on-site with structured pricing, the other is off-site to allow attendance via webinar. The State of Florida will participate in presenting. He is working on firming up some speakers. President Pace stated that the Office of the Attorney General may be able to participate as a speaker as well.
- **FAPPO BUCKS:** Ms. Schneider stated that she wanted to hand out the bucks earlier this year so people can plan and use them for conference. She stated that the program expanded to include award submittals. She further stated that a drawing will be held on August 3rd for ten \$100.00 FAPPO bucks prizes to those who have renewed their membership. She requested suggestions for awarding FAPPO bucks. President Pace stated that she has tentatively budgeted \$25,000.00 for this budget year.
- **FINANCE:** Mr. Klatt advised that David Bennett will be conducting quarterly desk audits of the books with electronic access to QuickBooks. President Pace requested that Mr. Bennett perform an audit for last fiscal year since the books have been closed. Mr. Rowley stated that we are limited to 4 log ins to QuickBooks. He stated he will obtain pricing to buy more log ins. Mr. Klatt offered to share his log in access with Mr. Bennett. Mr. Klatt discussed protocol for random sampling based on the number of transactions plus the audit of the highest value transactions. Mr. Raiford indicated he will contact Mr. Rowley next week to discuss the transition. President Pace discussed the minimal interest gained on the money market account. Mr. Klatt will work with Mr. Bennett to review the treasurer's report to determine the cash balance we need to carry. President Pace instructed him to submit his findings to the Executive Director and copy the Board. Mr. Klatt indicated he would work on that next week.

- **HISTORIAN:** President Pace stated that the records from this meeting will be sent to Ms. Geltch electronically for storage. Ms. Alexander stated a reminder that past presidents need to forward their data to Ms. Geltch for retention. Ms. Marsala inquired about the retention time period we are bound by. Mr. Rowley will research an answer with the accountant.
- **MEETING COORDINATOR:** President Pace introduced Deb Adams as the meeting coordinator.
- **MEMBERSHIP DIRECTORY:** Ms. Lumsden is working on sending membership benefits to those who have not currently renewed their membership. She stated that currently 245 members have not renewed. President Pace explained there was a database glitch and Mr. Rowley will provide her an update. Mr. Rowley stated that renewals to date are 337 with approximately 25 to process. Ms. Lumsden stated she will work with Craig to have the website updated.
- **NOMINATING COMMITTEE:** Mr. Richardson stated he has not received any nominations to date.
- **NCPPC:** Ms. Alexander stated that a teleconference call was held April 21st. She stated that a sub-committee will be reviewing the collaborative agreement to make sure it is current. She stated that she volunteer FAPPO to host the NCPPC and inquired which day would be best. President Pace stated that she would work to determine which day is best. Ms. Alexander inquired if a booth at the Trade Show would be available for NCPPC. Ms. Alexander discussed the brochure revision. President Pace stated that FAPPO has not traditionally provided a booth in the past for other associations. President Pace stated that the NCPPC will be requesting approximately \$2,000.00 from all members to contribute to advocacy issues, which has already been budgeted for. Ms. Alexander stated that her entity will pay for her conference travel, but recommended that FAPPO budget for travel to the meetings. President Pace reiterated that FAPPO will pay for the travel for the meeting, anything over that will be at the expense of the person or their agency.
- **OUTREACH:** Ms. Raphaelson discussed NIGPs reluctance in the past to provide a membership list for membership marketing purposes. President Pace advised the Rick Grimm showed an interest in assisting with marketing the Annual Conference to non-FAPPO purchasing professionals. Ms. Raphaelson inquired on what materials should be provided to potential members. President Pace stated that we should include all benefits and changes. Mr. Glatz advised that any member of NIGP has access to their membership directory. Ms. Raphaelson stated that she welcomes any suggestions.
- **PARLIAMENTARIAN:** Mr. Geltch stated that President Pace was doing great!
- **PRESIDENTIAL ADVISORS:** No comments
- **PUBLIC RELATIONS/MARKETING:** Mr. Rowley stated that much of the decision on this topic will be based around the upcoming agenda items.
- **STATE PROC/DMS REP:** President Pace stated that the State has some important contracts that have changed recently and Mr. Bennett will provide an update for the next newsletter. Ms. Alexander suggested receiving an update from the State for each newsletter. President Pace also stated that the Florida Attorney General's office will work with FAPPO to disseminate usefully information to the membership.
- **STRATEGIC PLANNING COORDINATOR:** Mr. Geltch had nothing to report.
- **SURVEY/RESEARCH CHAIR:** Ms. Marsala discussed utilizing Survey Monkey to conduct some membership surveys. She stated she is working on the process and parameters of the surveys as well as collaborating with the Attorney General's office to conduct surveys. President Pace discussed the potential for a two-part survey to discuss chemical types as well as the contract pricing. Mr. Geltch suggested local preference as a survey topic. President Pace offered to work with Mr. Marsala to process the surveys.

Mr. Geltch suggested breaking down the results by agency type. Ms. Marsala stated that she was open to any suggestions of surveys that would be beneficial to conduct.

- **UPPCC REP:** President Pace stated that Rhonda Scott's term ends December 31, 2009.
- **WEBSITE:** Mr. Gant stated that the website has been updated with the new officers and conference information. Mr. Raiford inquired if members were aware of the discussion forum. President Pace stated that she has asked Mr. Gant to highlight a section of the website in each newsletter. Ms. Alexander stated that it is beneficial for new employees not familiar with Florida laws. Ms. Woodell stated that the webmaster is working on the discussion forum to ensure that new posts get listed under a new topic header.
- **VENDOR RESOURCE:** President Pace stated that Mr. Weaver is working with the vendor advisory group

ANNUAL CONFERENCE:

- **AUDIO/VISUAL:** Mr. Lovell stated that he has the FAPPO projector and will bring it to the Fall Conference. President Pace inquired if State staff will be able to attend the Fall Conference. Mr. Bennett stated that Mr. Covington is committed to attend and they are hopeful several staff members will be able to attend. President Pace stated that she did budget for some speakers to attend.
- **BANQUET:** Ms. Lipscomb discussed the draft budget for the president reception/special event which is \$18,000.00 and the banquet dinner which is \$13,000.00. They plan to see some of the entertainment in the next few months. Ms. Alexander commented that she loves the different events, but posed the concept of combining events and just having a banquet night and using the reception/special event monies toward educational offerings. President Pace stated that events were combined last year and that we will table this until we review the vendor program proposal.
- **FIRST TIMERS:** Ms. Marsala had nothing to comment on
- **FOOD SERVICES:** President Pace forwarded the Rosen menu, schedule and tentative budget to Ms. Thompson.
- **GOLF TOURNAMENT:** President Pace stated that Mr. Barnes has been in touch with Shingle Creek and will get an update soon.
- **HOSPITALITY:** Ms. Alexander is working with President Pace on location and hours. She intends on continuing the tradition of having special drink names.
- **PRINTING COORDINATOR/EXECUTIVE DIRECTOR/MEMBERSHIP:** Mr. Rowley stated that printing is on standby until we discuss the vendor program. Design approval, print and blue line approval can be up to 4-6 weeks.
- **PHOTOGRAPHY:** Ms. Rewis inquired if the webmaster should put a link on the FAPPO site to the Facebook page. President Pace stated that you would need to be a Facebook member to view the pictures.
- **PROGRAM:** Mr. Richardson has received 6 applications for presentations and 3 pending. President Pace discussed receiving comments on more networking opportunities and is working to prioritize topics as well as a vendor session. Mr. Nash suggested placing a place on the registration form to submit topics. President Pace recapped the tentative program schedule. Ms. Alexander suggested doing a FAPPO Bucks drawing at the vendor mixer. Mr. Raiford inquired about the best day to schedule the Trade Show. Mr. Richardson stated he felt the tentative schedule is appropriate. President Pace stated that lunch will be served at the Trade Show.

Meeting adjourned for lunch at approximately 11:45a.m.

Meeting resumed at 12:57p.m.

OLD BUSINESS

FINALIZE FAPPO SPONSORED EVENTS REGISTRATION COSTS: President Pace discussed establishing a non-member registration fee. President Pace suggested establishing fall workshop fees for members as follows: in person \$50.00 (includes lunch), via web: \$25.00; non-member in person: \$75.00, via web: \$40.00. President Pace stated she will look into the cost of an 800 program to allow for members to call in and not incur phone charges if they are attending via web. She stated the fall conference will be October 23rd with the board meeting October 22nd in Punta Gorda. President Pace stated the annual conference fees will be: early bird registration \$300.00, regular registration \$325.00; non-member rates will be: early bird registration \$525.00, regular registration \$550.00. Discussion ensued regarding consistency of daily rates as long as food costs are covered. President Pace stated that there are significant food costs each day of the conference. Mr. Rowley suggested continuing the strategy of inviting non members to attend the trade show at no charge to increase attendance numbers.

Mr. Richardson made a motion for non-member purchasing professional rates to be modified Early Bird: \$475.00; Regular: \$500.00; Sunday: \$150.00; Monday at no charge; Tuesday: \$200.00; Wednesday: \$150.00. Mr. Raiford seconded the motion. Motion passes unanimously.

Mr. Geltch made a motion for member rates to be modified Early Bird: \$275.00; Regular: \$300.00; Sunday: \$75.00; Monday at no charge; Tuesday: \$175.00; Wednesday: \$75.00. Mr. Richardson seconded the motion. Motion passes unanimously.

NEW BUSINESS

VENDOR PROGRAM PROPOSAL: President Pace discussed background of survey feedback related to vendor opinion of the 2009 Trade Show. She summarized that vendor traffic was down, poor food quality and closing the show down for the lunch period. President Pace discussed analysis of vendor support to the FAPPO educational program. She projects an \$8,200.00 loss based on the proposed income and expense lines within the budget. She discussed results of surveying other associations on what they offer to their vendors as part of the trade show package. She concluded that FAPPO needs to generate traffic and work on exhibitor retention. Vendors stated that they want to see the user departments attend as well. Many vendors did not see benefit in members stopping by just to say hi and leave. She provided suggestions on how to improve vendor participation, including holding events/classes separate from trade show, appropriate mix of vendors exhibiting to members attending, emphasizing to members the importance of their attendance at the trade show. She stated the Trade Show is scheduled for ½ day this year, and will open after the sit down lunch. The lunch will be a vendor-member lunch to promote mingling. President Pace reiterated that non-FAPPO purchasing professionals were approved to attend the trade show at a previous board meeting. President Pace stated that the recommendation is to allow exhibitors to participate at FAPPO events (golf tournament, special event/banquet, possibly hospitality suite). President Pace detailed the three levels of sponsorship (gold, platinum and diamond) and what is included in each package. Mr. Rowley proposed eliminating the word “sponsor”, instead calling all levels “exhibitors”. Mr. Geltch commented that he deplores awarding prizes during trade show because it detracts from the show itself. He stated he had no issue with vendors attending sessions, suggesting we gear some sessions toward the vendors on the morning of the trade show. Ms. Alexander concurred that it may indeed be time to include vendors in some of the events or sessions.

Mr. Rowley suggested that we may not want to just restrict vendor sessions to the morning of the trade show, further he suggests opening it up on a non-limited basis to drive room bookings. Ms. Shanaberger seconded not limiting their access. Mr. Geltch cautioned being careful in sessions to not “pick on” vendors if they are allowed to attend. Mr. Raiford suggested a networking session/roundtable to include vendors and conference attendees for an open exchange. Mr. Rowley suggested not scheduling anything vendor specific Tuesday morning and stated that Mark’s suggestion would be received highly by vendors.

Ms. Schneider made a motion to accept Marian’s vendor proposal as written and give the officers latitude to allow vendors in to presentations as seen fit. Mr. Richardson seconded the motion. Motion passes unanimously.

PROFESSIONAL DEVELOPMENT PROPOSAL: President Pace discussed the need to revise the professional development program to allow FAPPO to help members attend conference. Ms. Alexander stated she does not agree with the proposal unless the special event and banquet are combined to realize savings to be used for Professional Development. Mr. Geltch stated that the emphasis this year needs to be getting members to our conference and supports this proposal. Ms. Schneider echoed Mr. Geltch’s comments and stated that conference attendees to obtain points by attending the conference. She further stated that last year the President’s Reception was combined with the special event. Ms. Schneider discussed keeping the scholarship at two per agency. President Pace stated that seven 3-day classes have been scheduled and committed this year. She stated those already registered for one of those classes would still qualify. Ms. Shanaberger suggested having an NIGP class at the beginning of the conference. Mr. Weaver suggested providing scholarship funds for conference attendance or to assist in paying for hotel accommodations but only after all FAPPO bucks have been utilized. President Pace discussed the current policy restricting FAPPO educational seminars. She proposed a change to the distribution of funds to allow scholarship use for conference registration or hotel accommodations for a maximum amount of \$250.00. Mr. Nash suggested increasing the maximum amount from \$250.00 to \$300.00. Ms. Schneider suggested leaving the registration fee at \$300.00 but including one night hotel stay. She stated it would boost hotel numbers as well as conference attendees. Ms. Alexander expressed concern because the FAPPO bucks program covers the hotel accommodations and suggests not utilizing scholarship monies for that. Mr. Geltch advocated exploring all ideas that will allow conference registration numbers to increase. Ms. Rewis suggested surveying the membership to gain their insight and learn of their preferences for scholarship usage. President Pace inquired if we could hold another webinar after a survey is concluded to settle this issue. Mr. Geltch also suggested holding an electronic vote, stating the by-laws allow for that. Ms. Marsala commented that the survey is a good idea and suggested including some questions related to use of the scholarship training money.

Ms. Schneider made a motion to divert remaining ProD funds after the current committed classes into the scholarship fund for conference attendance. Mr. Geltch seconded the motion. Motion passes unanimously.

PRELIMINARY DRAFT BUDGET: President Pace stated that she needed to revise the budget for the trade show and ProD once the survey has concluded. President Pace asked for any comments.

RENEWAL OF THE EXECUTIVE DIRECTOR’S CONTRACT: President Pace stated that she and Mr. Klatt have been working on the management services agreement. Mr. Rowley commented that he considered it a privilege working with FAPPO and appreciates consideration on renewal of the contract. He then logged off the phone call for board discussion. President Pace stated the major change was to determine the incentive/bonus.

President Pace stated that Mr. Rowley has agreed to cap his incentive/bonus at \$10,000.00 and will submit accomplishments and measurable savings to the board for consideration. Mr. Rowley would be required to submit a report prior to the last board meeting. President Pace stated that last year FAPPO paid Mr. Rowley \$50,000.00 in salary and \$10,978.85 in incentives. Ms. Alexander stated we must be cautious before we give an increase. President Pace stated that this is not an increase, it is an incentive/bonus which has been reduced from last contract year. Discussion continued with establishment of performance measures for the contract. President Pace stated that performance measurements will be established and brought back to the board for review and approval.

Ms. Olson made a motion to accept the Executive Director's contract for \$50,000.00 annual salary with the bonus clause as written. Bonus would be subject to Board approval at fiscal year end. Mr. Richardson seconded the motion. Motion passed unanimously.

DINING FOR NORMA: Ms. Alexander stated that another donation to the Norma Showley Scholarship Fund was received today. She introduced the Dining for Norma evening at the annual conference, supplemented by documentation submitted under agenda item C7. She stated that an article will be included in the newsletter each month to promote this dining event. Ms. Schneider stated that any raffle or silent auction proceeds go to the Norma Showley Scholarship Fund.

STRUCTURED NETWORK SESSION: President Pace stated that the Go To Webinar program can offer networking sessions to our members. President Pace stated that two months before and after the conference there be no educational activity to keep members hungry for contact. President Pace proposed a networking schedule of July, August, November, January and early March. She suggested a non-member fee of \$20.00-\$25.00. The registration form could allow an area for suggested topics of discussion which will be prioritized. She proposed 1-1/2 to 2 hour structured networking session, with no more than 10-15 minutes per topic. Ms. Adams questioned limiting each topic to only 10-15 minutes. She suggested allowing flexibility for good participation. Ms. Alexander suggested limiting the session to only one hour due to time constraints. Ms. Schneider suggested focusing on one topic at a time and gauging the participation. Mr. Richardson voiced his support for the local preference topic. Ms. Olson echoed support for the local preference topic and likes the networking session idea. Ms. Marsala questioned if the sessions will be moderated. President Pace stated whoever would be facilitating the session would be the moderator.

President Pace stated that the next Board Meeting is scheduled for October 22, 2009 in Punta Gorda. The February Board Meeting is scheduled for February 19, 2010, but the location is to be determined.

The meeting was adjourned at 3:13 PM.

Respectfully submitted,

Carrie Woodell, CFCM, CPPO, C.P.M., FCPM
Secretary