

MINUTES

FLORIDA ASSOCIATION OF PUBLIC PURCHASING OFFICERS

BOARD OF DIRECTORS MEETING ORLANDO PEABODY HOTEL OCTOBER 9, 2008

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

Food Services Committee
Golf Tournament Committee Chair
Hospitality Committee
Trade Show Committee Chair
Trade Show Committee
Photographer

Advertising/Sponsorship Chair
Awards, NPI
Awards, NPI (2007-09)
Awards, Resolutions Chair
Education Committee
Pro-D Chair

College Ed. Coordinator
Membership Directory Chair
Member Recruitment

Nominating Committee Chair
Parliamentarian
Strategic Planning Coordinator
UPPCC Committee Chair
Presidential Advisors

Tammy Hodgkins
*Alan Weaver, CPPO, CPPB
Diane Reed
Linda Smith, CPPB, FCPA
Ranae Smith
Holly Raphaelson, MBA, C.P.M., FCPM,
CPPO, FCCN
Craig Rowley, Exec. Dir.
*Bobbye Marsala, C.P.M., CPPB
*Barbara Kuhl, C.P.M.
David Nash, CPPO

Carrie Woodell, CFCM, CPPB, C.P.M.,
A.P.P., FCCN
Chris Rewis, CPPB
Adana Lumsden
Holly Raphaelson, MBA, C.P.M., FCPM,
CPPO, FCCN
*Marian H. Pace, CPPO, CPPB
*Warren Geltch, C.P.M., CPPO, CPCM
*Warren Geltch, C.P.M., CPPO, CPCM
*Rhonda Scott, CPPO, CPPB, FCCN
*Rhonda Scott, CPPO, CPPB, FCCN

* VOTING MEMBERS

CALL TO ORDER: President Schneider called meeting to order at 9:05 a.m. She welcomed all Board and Committee members and introductions were made around the table.

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.

OFFICER AND COMMITTEE REPORTS:

TREASURER'S REPORT - Mr. Richardson gave an overview of the budget as of October 8, 2008, including the Balance Sheet and the Profit & Loss Sheet.

Mr. Geltch asked what have been the losses from our investments due to the state of the economy. Mr. Richardson stated approximately \$5000. Mr. Geltch then began discussion regarding whether or not to keep the money in our current investments or take them out, and if so, what would be the penalty.

Mr. Geltch stated, "I move that the Treasurer contact the folks we have this investment with (Lynco) and ask if we can get out of that investment without penalty. If we can get out without penalty, then do it. If there is a penalty, find out what that penalty is, and then make a recommendation to the Board whether we should get out or stay in." The motion was seconded by Mr. Weaver, with clarification by Mr. Geltch noting investments were for "any investments that we are in." Discussion followed, including Mr. Richardson asking what type of investments the Board wants us to consider. Mr. Geltch replied that CDs have been traditional and is about as safe as you can get. Following discussion, the vote was called and the motion carried unanimously.

Ms. Pace suggested a summary report be included with the Treasurer's Report. She then asked if the \$250,000 should be kept whole or split up, as the FDIC would insure up to \$100,000. The Bailout plan included a provision to insure up to \$250,000. Mr. Richardson stated that he will provide updated reports, and discussion followed regarding miscellaneous transactions.

A motion was made by Mr. Raiford to accept the report, seconded by Ms. Kuhl and passed unanimously.

Ms. Pace submitted an update of the Money Market account error included in the FY 07/08 4th Quarter Treasurer's Report; with copies provided to the Treasurer and Secretary.

VICE PRESIDENT'S REPORT – Ms. Pace provided a tentative Annual Conference schedule for review, and thanked Mr. Rowley for his assistance. A Call for Presentations will go out before Jan., '09. The first annual membership essay contest is in progress; with details posted on the website (officers are not eligible). Ms. Schneider noted that the schedule looks good to go to move forward.

Ms. Pace reported that the theme of this year's annual conference is "Strategize to Overcome Deficiencies." Mr. Geltch suggested Pat Williams of the Orlando Magic as a speaker. Also suggested were Dottie Richardson, Olympic Gold Medalist in Women's Softball, as well as the Diversity Manager of the MGM Grand in Las Vegas. A four-day State Contract seminar running concurrent with the Conference was mentioned; additional discussion followed.

Ms. Pace also mentioned the 2010 Annual Conference --- she and Mr. Rowley are continuing meetings with the Rosen Hotels regarding conference negotiations with various options. Surveys were sent to the membership regarding expected conference attendance plans.

SECRETARY'S REPORT – No report.

ANNUAL CONFERENCE:

- **BANQUET:** Reporting for Bobbi Palmer, Ms. Schneider noted that Ms. Palmer will be taking over as Special Event Chair; the Banquet's theme is Casino Night; the Special Event, Pool-side with a Mariachi band --- there will be lots of food and ability to mix and mingle.
- **FIRST TIMERS:** Ms. Marsala reported that she will coordinate with Nora Lauder milk regarding ideas.
- **FOOD SERVICES:** Ms. Hodgkins reported that everything was going well so far in working with the hotel.
- **GOLF TOURNAMENT:** Mr. Weaver reported that the event will be at Orange Tree; our cost is \$63 per person, so registration will be \$80-90.
- **HOSPITALITY:** Ms. Reid reported everything going well; hospitality suite will be open three nights instead of four this year; there will be a tour of the proposed room after lunch.
- **PRINTING COORDINATOR:** Mr. Rowley discussed Conference collateral; he noted the "20 Great Reasons to Be a Member of FAPPO," as provided by Ms. Lumsden – it was well received by the Board. At this point, Ms. Schneider began discussion of sponsorships. With Mr. Rowley as Executive Director, we can increase sponsorship dollars, and the topic of vendors attending events was brought up (note: only sponsoring vendors) and Mr. Rowley explained the value needed to be provided to sponsors. Mr. Richardson expressed concern of breaching the wall between members and vendors, and that we as an organization should be careful; discussion followed.

A motion was made by Mr. Weaver to establish up to three levels of sponsorship recognized in advertising opportunities and attending the Special Event. The motion was seconded by Mr. Raiford, and discussion followed.

Mr. Geltch made a substitute motion to bring back the sponsorship details to include costs and revenue for subsequent Board approval. Mr. Richardson seconded, and discussion followed, with Mr. Rowley providing some further information. Mr. Geltch then requested his motion be withdrawn; Mr. Richardson approved, and this motion was withdrawn.

Further discussion continued on Mr. Weaver's motion, with Mr. Nash pointing out that we have approved obtaining sponsorships two years earlier.

As Ms. Pace called for the question, Mr. Weaver amended his motion with sponsor attendance be allowed to only the top level sponsor(s). A raised hand vote was taken, and with four yeas and five nays, the motion failed.

Ms. Schneider called for break.

(Break at 10:55 a.m. Reconvened at 11:15 a.m.)

Ms. Schneider passed the gavel to Ms. Pace.

A motion was made by Ms. Schneider and seconded by Mr. Raiford to establish three levels of sponsorship for the Trade Show: first level: \$1,000, Trade Show booth; second level: \$1,500, ½ page ad and Trade Show booth; third level: \$2,500, full page ad, Trade Show booth and signage. Discussion followed and the vote was called with the motion passing unanimously.

Ms. Pace passed the gavel back to Ms. Schneider.

- **TRADE SHOW:** Ms. Smith reported all is well; the maximum number of booths possible is 226.
- **TRANSPORTATION:** Ms. Schneider indicated that this was not needed.
- **VIP:** Ms. Schneider reported that Tammy Ma will be working on this.

COMMITTEE REPORTS:

- **ADVERTISING/SPONSORSHIP:** Mr. Rowley fielded discussion from Ms. Pace regarding the Conference registration form; Ms. Marsala suggested a daily rate by splitting the \$300 into \$150 per day.
- **AV (Audio Video):** No report.
- **AWARDS (AEP):** Ms. Marsala reported no news to report, only that fees may be increasing from \$300 to \$400.
- **BY-LAWS:** Mr. Geltch reported for Ms. Geltch that there were no changes so let's keep it that way.
- **CREDIT CARD:** Mr. Weaver asked to change his phone number; Mr. Richardson reported no problems.
- **EDUCATION:** Ms. Woodell presented the Pro-D report. All six LEAP classes are scheduled through March '09; attendance has been great. She noted some clarifications and changes to the Pro-D Registration form: is the cancellation process 72 working hours, answer is yes; for the application process, the form needs to be sent in 10 days before the class starts; discussion on changing the 72 working hours to three working days. Ms. Rewis reported expanding the CER Program to include certificates.
- **FALL WORKSHOP PROGRAM:** Ms. Schneider noted 10 participants.
- **FINANCE:** Ms. Pace asked if we have files taxes yet; Mr. Richardson noted next week and also noted of finding an accounting firm for financial opinions.
- **HISTORIAN:** No report per Mr. Geltch for Ms. Geltch.
- **LEGISLATIVE AFFAIRS:** No report per Mr. Geltch.
- **MEMBERSHIP DIRECTORY:** Ms. Lumsden noted the Nov. 1st deadline for registration without late fee. Mr. Rowley reported that the website database will be the main membership database, and suggested that instead of a CD or hard copy version of the directory being distributed, a downloadable .pdf version be available on the members' only side of the website. He also noted membership is at 890.
- **NOMINATING COMMITTEE:** Ms. Pace reported that the nominating form is being updated, and info will be out in a newsletter.
- **MEMBERSHIP RECRUITMENT:** Ms. Raphaelson reported working with Mr. Rowley on recruitment ideas; so far, no new leads from FAPPO Bucks. It was noted to make a slight change to the "20 Reasons ..." list.
- **PARLIAMENTARIAN:** Mr. Geltch reported that all is well.
- **PHOTOGRAPHY:** Ms. Rewis reported that a slideshow loop of FAPPO photos be played during the conference at the registration area, and since that is such a good idea, could a slide show be shown at all events. Ms. Schneider said that AV costs are high, but she would check it out. Mr. Nash suggested the possibility of volunteering equipment. Ms. Rewis reported that signing up on the Kodak website is free, individual account set up is free, and the 20 pictures are free.

- **PUBLIC RELATIONS/MARKETING:** Mr. Rowley's report was included in his previous reports.
- **STATE PROCUREMENT, DMS:** Ms. Schneider reported for David Bennett that all State funding for travel has been cut; FAPPO may have to subsidize State travel costs.
- **STRATEGIC PLANNING LIAISON:** Mr. Geltch provided handouts for review and updates; please return to him accordingly.
- **UPPCC:** Ms. Scott provided a brief update: the first online exam will be held on Oct. 20th, consists of 175 multiple choice questions, and test takers can mark individual questions if they have a problem; Ms. Scott will follow up with an article for the newsletter.
- **VOLUNTEER/AGENCY OUTREACH:** Ms. Schneider reported for Pam Thompson that there have been some volunteers that she will direct to Pam.
- **WEBSITE:** Ms. Schneider reported for Bruce Gant that work is in progress.

(Break at 12: p.m. Reconvened at 1:55 p.m. after hotel tour)

OLD BUSINESS

MINUTES– Done.

REVIEW TENTATIVE FY 08-09 BUDGET – Ms. Schneider asked for discussion regarding the budget. Discussion followed regarding the Norma Showley Fund; money in this fund was intended to be awarded same way regular scholarships are awarded. Mr. Nash noted that the Norma Showley Fund was intended to be voluntary from the members, not a line item on the budget.

A motion was made by Ms. Pace to approve the FY 08-09 Budget as presented. The motion was seconded by Mr. Weaver and carried unanimously.

NEW BUSINESS

MARKETING EFFORTS: Done.

STRATEGIC PLAN UPDATE: Done.

PRO-D RECOMMENDATIONS: Ms. Woodell reported researching graduate certificates in Public Administration at various State of Florida colleges and led a brief discussion.

A motion was made by Mr. Richardson to include any certificate programs in Public Administration, Florida City, County or Public Management, and any graduate certificate program be eligible for the FAPPO College Education Reimbursement Program. The motion was seconded by Ms. Pace and carried unanimously.

SPRING CONFERENCE: Ms Pace reiterated the tentative schedule previously discussed.

FAPPO BUCKS PROGRAM: Ms. Schneider reported adding the Essay Contest to help utilize FAPPO bucks; give her any other ideas; she reminded all to use money by May 31, 2009.

RECRUIT FOR JR. AEP APPOINTEE – 4 YR. TERM: Ms. Schneider reported that the Board reviewed applications for the Appointee, and chose Cheryl Shanaberger. Discussion followed regarding the National Council for Public Procurement (NCPPC).

A motion was made by Ms. Scott to solicit applications from past presidents to appoint a FAPPO representative on the NCPPC for a term of three years; the motion was seconded by Barbara Kuhl, discussion followed, and the motion passed unanimously.

GENERAL DISCUSSION: Mr. Weaver asked if Mr. Rowley could solicit items for a Silent Auction. The answer was yes, but the advertising/sponsorship recruitment may become diluted with other kinds of requests. Mr. Nash reiterated the Lewis Spangler Fund and asked for any one-time donations.

The meeting was adjourned at 2:50 PM.

Respectfully submitted,

Mark D. Raiford, CPPB, FCPM, FCPA
Secretary