

MINUTES

FLORIDA ASSOCIATION OF PUBLIC PURCHASING OFFICERS

BOARD OF DIRECTORS MEETING LAISHLEY PARK MARINA FEBRUARY 22, 2010

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

AEP	Cheryl Shanaberger, CPPO
Advertising/Sponsor	Craig Rowley, Exec. Director
AV/Technology	Mark Lovell, CPPB
Banquet Committee	Denise Lipscomb
	Tammy Hodgkins, CPPB, FCPA
Education/Pro-D Chair	Chris Rewis, CPPB, FCCM
Scholarships	Jane Dalrymple, CPPB
Facilities	Jane Dalrymple, CPPB
FAPPO Awards Committee	Keith Glatz, CPPO
FAPPO Bucks Chair	*Denise Schneider, CPPO, CPPB, C.P.M.
First Timers	*Bobbye Marsala, CPPO, CPPB, C.P.M., FCPM
Nominating Committee Chair	*Johnny Richardson, CPPO, CFCM
Outreach Program	Holly Raphaelson, MBA, CPPO, C.P.M., FCPM
Past President	*Denise Schneider, CPPO, CPPB, C.P.M.
Past President	David Nash, CPPO, CPPB
Past President	*Russ Wetherington, CPPB
Past President	*Rhonda Scott, CPPO
Photography	Chris Rewis, CPPB, FCCM
Printing Coordinator	Craig Rowley, Exec. Director
Program Chair	*Johnny Richardson, CPPO, CFCM
Public Relations/Marketing	Craig Rowley, Exec. Director
Special Event	Tammy Hodgkins, CPPB, FCPA
	Denise Lipscomb
Strategic Plan Coordinator	*Warren Geltch, CPPO, C.P.M., CPCM
Survey/Research Chair	*Bobbye Marsala, CPPO, CPPB, C.P.M., FCPM, FCPA
Trade Show Committee	Cheryl Shanaberger, CPPO
	Jason Ouzts
UPPCC Rep CPPB	Sally Long, CPPB

* VOTING MEMBERS

CALL TO ORDER: President Pace called meeting to order at 9:01 a.m.

OFFICER AND COMMITTEE REPORTS:

TREASURER'S REPORT - Mr. Raiford presented the Treasurer's Report for the 2nd Quarter.

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

Mr. Raiford discussed the previous instruction of the Board to move all except \$100,000.00 from the Money Market account into a 6-month CD. He stated that current interest rates on a 6-month CD at Wachovia Bank is 0.2%. He stated that promotional rates from 5/3 Bank are as follows: 13 month (1.35%); 24 month (1.75%); 60 month (3.0%). Mr. Wetherington inquired as to why the net income (on page 3) reflects a deficit. President Pace stated that we have \$14,000.00 in accumulated depreciation. Mr. Rowley further stated that expenses exceeded revenue for that quarter, and ProD expenses related to classes held last fiscal year were paid this fiscal year. He further stated that the profit/losses through December 30th, net income reflects a positive. Mr. Wetherington suggested including an explanation to clarify on future reports. Mr. Raiford recommends investing the remaining balance in a 13 month CD at 1.35%. Mr. Nash stated that according to a recent news article, 3 of 6 banks in the South Florida area are offering higher rates than those offered to Mr. Raiford. He recommends checking with other banks to compare rates. Mr. Nash also suggested considering a "stepping" approach to investing in CDs, in which varying amounts are invested at differing times, so they all mature at different intervals. Mr. Geltch recommended obtaining rates from 3 financial institutions for a 12 month CD. Mr. Raiford offered to work with the Finance Committee to generate an investment proposal. Mr. Wetherington stated that in the past, the investments were set up to mature at different intervals. Mr. Rowley suggested checking with Mr. Raiford's agency finance folks as they may have recently received quotes. President Pace suggested keeping some of the investments liquid and leaving some funds in the money market account. Mr. Richardson inquired as to the status of the current CD. Mr. Raiford responded it has recently matured at \$79,057.83 CD is not making any money.

A motion was made by Mr. Richardson to direct Mr. Raiford to work with the Finance Committee to create a financial investment proposal, seconded by Mr. Wetherington.

An amendment to the motion was made by Mr. Geltch to roll over the matured CD in the amount of \$79,057.83 into a 13 month CD, seconded by Mr. Wetherington and pass unanimously.

A vote was then taken on the original motion and passed unanimously.

SECRETARY'S REPORT – Ms. Woodell presented the meeting minutes from October 22, 2009 Board Meeting.

A motion was made by Mr. Raiford to accept the minutes as presented, seconded by Mr. Richardson and passed unanimously.

EXECUTIVE DIRECTOR'S REPORT – Mr. Rowley reviewed the Executive Directors Report. He stated membership continues to reflect a decline and stated it is important to address the non-renewed members. He proposed a letter to mail to non-renewed members. Mr. Rowley stated he feels the best response comes from a written piece. He stated he is receiving conference registrations from people who don't know their membership has expired. He estimates the cost of mailing out is less than \$1.00. He requests direction from the board on how to proceed. President Pace stated that reductions in staffing will prohibit many agencies from making phone calls to non-renewed agencies. Mr. Raiford stated he supports mailing of a printed letter and inclusion of the membership form to non-renewed members. Mr. Wetherington stated that previously email reminders were sent out and was helpful in receiving membership renewals. President Pace stated that blast emails were sent out prior to the membership expiration date. Mr. Rowley stated he is suggestion the printed piece to be supplemental to current practices. He cautioned that agencies are becoming more effective at blocking spam and the FAPPO banner heading may be a cause for a spam block. Mr. Raiford didn't feel this direction requires a formal motion to proceed. President Pace stated she feels the letter mailing is a good idea. Mr. Nash agreed and feels it is a good idea as well. He further recommended removing the late fee to which President Pace stated that was removed last year. Mr. Rowley requested review of the proposed letter and asked that all feedback be submitted to him by Friday. President Pace inquired if the conference registration form should be added to the mail out. Mr. Rowley stated that he is reluctant to include too much information which will deviate from the main message of membership renewal.

Mr. Rowley stated that with regards to the conference, in terms of dollars we are ahead of where we were this time last year. He further stated we have 117 total exhibitors, 3 of which have taken more than one booth, resulting in a total of 120 booths sold to date. He stated that we are offering a Diamond Level Exhibitor this year and has received 1 exhibitor at this level to date. Program design is underway and he hopes to have something to review in the next 3 weeks. He continues to work with Rick Grimm for marketing the conference. Mr. Rowley stated that conference registration (delegates), in terms of dollars, is only at 50% of where we were this time last year. He senses that people are trying to hold off on registration until they accumulate more FAPPO Bucks. To date he has only approved 25-35 subsidies for conference registration. He is concerned about conference registrations and stated that a decision may need to be made in the coming weeks on the possibility of a mail out piece regarding conference registration and the available subsidies. Mr. Rowley stated that response from the State's email blast to over 120,000 vendors has been nothing short of overwhelming. Mr. Wetherington recommended a pre-registration of delegates to get some idea of who will be attending. Mr. Rowley stated that a raw number of attendees can be projected based on the FAPPO Bucks awarded to date. He stated that if questioned by potential exhibitors as to the vendor/delegate ratio, the message should be that that value of being an exhibitor in this trade show is reflected in the number of exhibitors that attend. Those exhibitors have identified this trade show as the place to be, they all want to be in front of our attendees. Mr. Rowley stated that he has negotiated for an additional room for NPPCC as well as an additional hall for the luncheon at the convention center at no additional cost. He stated that he and Ms. Shanaberger are working closely with regards to the trade show.

Mr. Rowley stated that his report includes profit & loss and balance sheets comparing this year and last year to date, both of which reflect positive numbers. He did state that he is concerned about the economy and future revenues. He stated that the 1099 and 1096 forms have been filed with the IRS. Mr. Rowley stated that earlier this year a site selection meeting took place for the 2011 conference. He stated that Mr. Richardson, Mr. Raiford and himself visited 4 properties in January. He stated that the properties are starting to position themselves for a turnaround in the economy, which means that the buyer's market we have been enjoying is smoothing out. He recognizes that some properties are holding off on booking dates well in advance with the hopes of getting lucrative business.

Meeting adjourned for a break at 10:30a.m.

Meeting resumed at 10:40a.m.

COMMITTEE REPORTS:

- **AWARDS:** Mr. Glatz stated that he has received 2 submittals for the Best Practices award and 2 submittals for the Entity awards. Mr. Glatz will submit the eligible submittals to Ms. Schneider by the end of March. Mr. Glatz also inquired if a program is scheduled for the presentation of the Best Practice Awards. President Pace stated it is schedule for May 4th 12:30 – 1:30p.m. Mr. Glatz also wanted to clarify the FAPPO Bucks award for submittals will be limited to one submittal per agency.
- **BY-LAWS:** President Pace stated that the by-laws conflicts as it relates to the budget approval process. She stated that a recommendation will be made to remove the timeline stated for budget approval. President Pace reviewed the recommended revisions which will be presented to the general membership at the conference. Mr. Wetherington stated that the preliminary budget historically was presented in June with final budget approval in October. President Pace stated that Article 6 states that the preliminary budget be presented at the fall meeting with final budget approval at the winter meeting. Mr. Wetherington further stated that committees are formed at the president’s discretion and there is no need to identify them. Mr. Raiford and Ms. Schneider agreed with Mr. Wetherington’s comments.
- **CREDIT CARD:** Mr. Raiford stated that there has been no pcard activity. He recommends filling the credit card committee position since the Treasurer changes annually.
- **EDUCATION:** Ms. Rewis stated that there is one upcoming class (Intro. to Public Procurement), which will be the last subsidized class for this year. Ms. Rewis asked Mr. Richardson how many classes he plans to market for next fiscal year. She recommends 4 classes per year, spreading them between the Central and South Florida regions. Ms. Dalrymple stated she has received 8 requests for scholarships to date totaling \$2,000.00.
- **FAPPO BUCKS:** Ms. Schneider stated that \$18,275.00 in FAPPO Bucks have been awarded to date. She has allocated an additional \$500.00 for moderators and \$2,000.00 for the FAPPO awards program. She stated that she will advise President Pace once they reach \$24,000.00 in FAPPO Bucks awards.
- **MEETING COORDINATOR:** President Pace stated that 8 people attended the last networking session which lasted about an hour. She stated that there is one more networking session scheduled. She advised the Officers that they will need to budget for Citrex or WebEx to continue these sessions. She stated that WebEx was a little bit cheaper and includes the recording feature.
- **NOMINATING COMMITTEE:** Mr. Richardson stated that he has received one application to date, from Cheryl Shanaberger.
- **OUTREACH:** Ms. Raphaelson stated that she is working to obtain addresses for 647 cities. She requested that forms be provided for the mail out. She stated that she will need to purchase the mailing envelopes and postage. She asked if President Pace wanted to send a one page advertisement for the conference. Mr. Rowley advocates any efforts to increase knowledge about the conference and trade show. Ms. Schneider recommended using a trade show vendor for mailing services. Mr. Rowley stated that they will charge a set up fee plus actual cost.
- **SURVEY/RESEARCH CHAIR:** Mrs. Marsala stated that she will be teaching a breakout session at the Annual Conference on the survey results from earlier this year.
- **UPPCC REP:** Ms. Long stated that UPPCC has extended the late application deadline to February 26th.

- **ANNUAL CONFERENCE**
- **AUDIO/VISUAL:** Mr. Lovell thanked President Pace for doubling the size of the AV Committee with the inclusion of Mr. Sims. He stated that they anticipate coming in under budget.
- **BANQUET:** Ms. Hodgkins stated that the banquet is scheduled for Tuesday, May 4th. There will be a cash bar from 6 – 6:30p.m. Dinner will take place from 6:40 – 7:30p.m; announcements and award presentations will take place from 7:15 – 7:45p.m. The band Hayfire will perform from 7:45 – 10:00p.m. There will be a best dressed contest with prizes for first place. She is working on the larger door prize purchases. She stated the contract for the band requires FAPPO to provide a “reasonable” amount of drinks for each band and crew member. They requested 3-4 drinks per band member for the entire performance. Mr. Rowley expressed concern from a liability perspective about having such a requirement in writing. He suggested removing such language from a contract and providing them drink tickets instead. President Pace recommended limiting them to 3 drink tickets per member. Mr. Rowley suggested giving them the cash equivalent for the drinks so the liability is on the server instead of FAPPO. The Special Event will be held on May 2nd from 6 – 10:00p.m in Ballroom B. Door prizes will work similar to last year. Prizes will be drawn in the last ½ hour (9:30 – 10:00p.m.).
- **FIRST TIMERS:** Mrs. Marsala is updating the PowerPoint presentation from last year and inquired if there was a projected head count for first timers. Mr. Rowley stated that he’s only received 26 total registrations so far. President Pace stated we have plenty of flash drives to hand out to the first timers. She requested some action photos from previous conferences to include in the presentation. Mr. Nash and Ms. Rewis will provide photos.

Meeting adjourned for lunch at 11:52a.m.

Meeting resumed at 1:00p.m.

- **FOOD SERVICES:** President Pace stated that the only meal not provided will be Monday evening.
- **GOLF TOURNAMENT:** President Pace stated event will take place at Shingle Creek on Sunday morning with a scheduled start time of 8:30a.m. She stated that the total fee is \$61.00 per person plus lunch. She stated that there is a required minimum of 24 golfers.
- **HOSPITALITY:** President Pace stated that the hospitality suite will be open before and after the special event on Sunday night, all evening Monday night, before and after the banquet Tuesday night.
- **PROGRAM:** Mr. Richardson stated that the conference program has been finalized. He stated that he has moderators for the round table sessions. President Pace stated that we will need 2 moderators for Sunday also. Mr. Nash stated that he is willing to moderate on Sunday afternoon. Ms. Schneider stated that she will be happy to moderate a session as well. Mr. Richardson stated that he has received one Essay Contest submittal from Diane Wetherington. Mr. Nash inquired if a silent auction will be conducted. He stated that he has some old computer equipment that can be auctioned off. President Pace asked him to bring it to the conference to be auctioned.
- **TRADE SHOW:** Report included in agenda packet. Ms. Shanaberger stated that we are getting an excellent response from exhibitors. She stated that the lunch is planned for 500 attendees and 300 for the mixer. She will send the contract for the food to Marian for signing and stated that it will need to be returned 30 days before the conference along with a 50% deposit. She also stated that we have the right to change our numbers up to 72 hours in advance of the trade show.

Ms. Shanaberger stated that it is important to spread the word throughout the agencies that even if they are not attending conference, they should come attend the trade show. She stated that she has contacted several organizations to invite them to attend the trade show. Mr. Rowley suggested reaching out to the local NIGP chapters to invite their membership. Ms. Woodell stated that information is provided in the Central Florida Chapter's newsletter and it will be mentioned at the March chapter meeting. Ms. Woodell will email a list of the Florida NIGP Chapter presidents to Ms. Shanaberger. Ms. Shanaberger stated that she has organized a free van from her agency to bring end users to the trade show. Mr. Nash stated that he is concerned with the mixer, he stated that there was a lack of vendor participation in the past. President Pace stated that the food will be placed around the higher level exhibitors to keep the traffic flowing. Ms. Shanaberger stated that we need to mix up the attendees with the vendors at the luncheon. Ms. Schneider suggested wrist bands of different colors and assign a color per table. Mr. Rowley suggested colored tent cards to be placed on tables with a starter question placed on the back to aid with conversation. Mr. Richardson suggests explaining that at the member lunch so delegates understand the intent of the seating arrangement. Ms. Shanaberger stated that she is working on an opening game and needs some vendor giveaways. Mr. Rowley stated that we need to begin coordinating the name badges and will make recommendations on where to purchase badge stock. President Pace suggests that future officers look into contracting with a different decorator than is currently being utilized. She stated that the current contractor was not very responsive last year and was difficult to work with. Mr. Nash questioned the location of the conference registration form on the website. President Pace guided him through the website to obtain the registration form. Mr. Rowley stated that the webmaster should create an additional fly-out for the registration form.

- **WEB VOLUNTEER:** President Pace stated that Lora Martin is doing a wonderful job with the website updates and she stressed to the officers that whomever takes this position in the future understands how involved this process is and what the duties are. Mr. Rowley suggested that each independent page needs to be reviewed to ensure consistent content throughout the website. President Pace stated that the website navigation is not very friendly. Ms. Woodell stated that when posting career opportunities, members are unable to edit a posting.

OLD BUSINESS

BUDGET: President Pace stated that membership and conference registration are down. She further stated the latest budget revision was not included in the Agenda packet. President Pace stated that with regards to the VIP Dinner, Jack's Place (located in the Rosen Hotel) will count toward the food budget. They are offering a 3 course meal at \$45.00 per person. She also stated that 9 additional delegates (NPPCC) will be attending the VIP Dinner. The \$1,200.00 budgeted will not cover those additional attendees; therefore she suggested use of the Purchasing Council budget to fund those 9 NPPCC representatives. She further stated that guests of VIPS are not included in the budget. The Board agreed and no motion was necessary. President Pace stated that the ProD line item is over budget due to expenditures related to a class held in the previous fiscal year. She also stated that food expenses for the Fall Workshop exceed the budget by \$53.00. President Pace discussed the recent modifications including increases to the Trade Show Reception (\$1,000.00) and Hospitality (\$500.00), decrease in the website maintenance, miscellaneous and travel line items. President Pace stated that there will be no further expenses for the membership directory. Mr. Rowley stated that the \$2,329.00 for Bonding/Insurance includes Directors & Officers Liability which had not been carried in the past. President Pace stated that this was the same budget presented at the October meeting with the minor changes as outlined.

A motion was made by Mr. Raiford to approve the budget as submitted, seconded by Mr. Richardson.

Mr. Wetherington stated that the initial budget is for overall planning purposes and modifications don't need additional approval unless it's of a significant nature. President Pace stated that Mr. Klatt recommended formal policies to exceed approved expenditures. Mr. Geltch agrees with Mr. Wetherington and he feels a formal board action is not required today. Mr. Nash stated that the budget was approved in October and is a living document.

Mr. Richardson withdrew his second and Mr. Raiford withdrew his motion.

Meeting adjourned at 1:26p.m.

Respectfully submitted,

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