

# MINUTES

## FLORIDA ASSOCIATION OF PUBLIC PURCHASING OFFICERS

### BOARD OF DIRECTORS MEETING ROSEN PLAZA HOTEL MAY 2, 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
Appointment/Awards Entity	*Cheryl Olson, CPPO, C.P.M.
AV/Technology	Mark Lovell, CPPO, CPPB, PMP, FCCN
Banquet Committee	Denise Lipscomb
	Tammy Hodgkins, CPPB, FCPA
By-Laws	*Wendy Geltch, CPPO, C.P.M.
Education/Pro-D Chair	Chris Rewis, CPPB, FCCM
FAPPO Awards Committee	Keith Glatz, CPPO
FAPPO Bucks Chair	*Denise Schneider, CPPO, CPPB, C.P.M.
Finance	David Bennett, CPPO, CPPB, PMP, FCCN
First Timers	*Bobbie Marsala, CPPO, CPPB, C.P.M., FCPM
Food Services	Pam Thompson, CPPO, CPPB
Historian	*Wendy Geltch, CPPO, C.P.M.
Hospitality	*Cheri Alexander, C.P.M., CPPB
Nominating Committee Chair	*Johnny Richardson, CPPO, CFCM
NCPPC Representative	*Cheri Alexander, C.P.M., CPPB
Outreach Program	Holly Raphaelson, MBA, CPPO, C.P.M., FCPM
Parliamentarian	*Warren Geltch, CPPO, CPCM, C.P.M.
Past President	*Denise Schneider, CPPO, CPPB, C.P.M.
Past President	*Cheri Alexander, C.P.M., CPPB
Past President	*Russ Wetherington, CPPB
Past President	*Rhonda Scott, CPPO
Past President	*Cheryl Olson, CPPO, C.P.M.
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
State Prod/DMS Representative	David Bennett, CPPO, CPPB, PMP, FCCN

Strategic Plan Coordinator  
Survey/Research Chair

Trade Show Committee  
UPPCC Rep CPPO (12/12)  
VIP Coordinator  
Volunteer Coordinator  
Website Liaison

\*Warren Geltch, CPPO, C.P.M., CPCM  
\*Bobbye Marsala, CPPO, CPPB, C.P.M.,  
FCPM, FCPA  
Cheryl Shanaberger, CPPO  
\*Wendy Geltch, CPPO, C.P.M.  
\*Wendy Geltch, CPPO, C.P.M.  
Pam Thompson, CPPO, CPPB  
Lora Martin, CPPB, FCPA, FCPM, FCCM

**\* VOTING MEMBERS**

**CALL TO ORDER:** President Pace called meeting to order at 8:32 a.m.

President Pace stated that two weeks ago teleconference calls were conducted with the various conference committees and a pre-conference meeting was held with the Executive Board and hotel staff on May 1, 2010.

**OFFICER AND COMMITTEE REPORTS:**

**EXECUTIVE DIRECTOR'S REPORT** – Mr. Rowley discussed trends in the marketplace which influences how associations conduct business. He stated that membership and conference attendance are down 20-40% in the industry. He further stated that our membership numbers have decreased, but conference attendance has increased. Mr. Rowley identified a trend toward shorter meeting schedules and increases participation by opening up to non-members to attend.

Mr. Rowley discussed the financial report and stated that some ProD revenues and expenses were booked in the previous year. He also stated that all expenses are not yet booked. Mr. Wetherington asked what the daily vs. full registration delegate number are. President Pace answered that there are 158 full conference delegates and 46 daily delegates. Mrs. Marsala inquired as to what the membership count is for 09/10. President Pace stated that we have 850 paid members currently vs. 1,021 in 08/09 and 1,042 in 07/08.

Mr. Rowley stated that we did have a slight reduction in the conference registration fee this year and that we had sold out the trade show to exhibitors. He further stated that he had to turn away a number of potential exhibitors. Mr. Geltch suggested the Board consider keeping the exhibitor's money and pre-booking them into exhibit spots for next year's trade show rather than returning their money.

Mr. Rowley stated that signage was part of the package for upper level exhibitors and that may help entice lower level exhibitors to increase their package next year. He also stated that customized (personal) emails were sent to delegates and exhibitors prior to the conference. He further suggested that the Board consider moving up a level on the website.

Ms. Alexander stated that she is very impressed and feels that Craig did a phenomenal job, further stressing the level of effort and communication he handles on a daily basis. President Pace agreed with Ms. Alexander, stating that no one will ever understand the level of work that was done before Mr. Rowley became the Executive Director. Mrs. Olson stated that the trade show brochure looks beautiful and feels the work product makes it first class. Mrs. Geltch stated that Mr. Rowley has brought FAPPO to a new level and does an excellent job. Mrs. Schneider stated that it is the best money FAPPO has ever spent. Ms. Shanaberger stated that Mr. Rowley has been extremely helpful with the Trade Show details.

**TRADE SHOW** – Ms. Shanaberger stated that we have 236 vendors who will want foot traffic at their booths. She stated that a flier will be available at the registration desk for all delegates, to promote the trade show. She also encouraged all board members to promote the trade show and encourage all delegates to attend. Mr. Wetherington challenged everyone to see every vendor in the trade show. Ms. Shanaberger stated that the upper level exhibitors will be located in the middle of the show floor. Mr. Geltch encouraged attendees to say hi and thanks to vendors even if the agency doesn't use their services. President Pace stated that one of the largest complaints from last year's show was that vendors did not like delegates just stopping by to say hi and thanks. She further stated that she is putting together a survey on Survey Monkey for exhibitors to provide feedback on the show this year. Mr. Rowley stated that he did not give false expectations to potential exhibitors. Mr. Richardson advocated going to each booth and urged the membership to do the same.

**TREASURER'S REPORT** - Mr. Raiford presented the Treasurer's Report for the 3<sup>rd</sup> Quarter. Mr. Wetherington inquired as to why the income side of the Fall Workshop registration reflects at credit of \$100.00. Mr. Rowley stated that he will review and clarify.

**A motion was made by Mr. Geltch to accept the Treasurer's Report as presented, seconded by Mrs. Geltch and passed unanimously.**

Mr. Raiford stated that the 13-month CD that reached maturity in January has been rolled over and will accrue 1.14% interest for another 13 month period. He further stated that he worked with the Finance Committee on an investment proposal for the money market account. The Committee report recommended against engaging in a tiered investment approach at this time. Mr. Raiford stated that the 5/3 Bank proposal was based on a 6 year investment. Mrs. Schneider asked if there is a penalty for early termination. Mr. Raiford stated that a penalty was not stated in the document and that there is a potential to earn up to 10% interest but it would float. Mr. Wetherington encouraged short term investments so we don't lose money. Mr. Geltch agreed with Mr. Wetherington that a 6 year term was too long and that 1.14% isn't a bad figure currently. He inquired if banks are offering interested on checking accounts. Mr. Raiford responded that our current checking account with Wachovia does not give interest. Mrs. Olson stated that her agency relies heavily on a financial advisor and that the Board may want to consider working with a financial advisor to maximize investments. Ms. Alexander agreed with Mrs. Olson and likes the idea of an independent review with no conflict of interest. Mr. Raiford stated that even with a hired firm, historically the Board has been very conservative. He further stated that the Board be cognizant that recommendations may prove to be riskier than we are used to. President Pace agreed with Mr. Wetherington and Mr. Geltch to keep a conservative approach, keep out of risky situations and stay with short term investments. Mr. Richardson and Mrs. Geltch both agreed with President Pace. Mr. Raiford asked for discussion on what to do with the \$233,000.00 in the money market account. President Pace directed him to move that money into an interest bearing utility (checking or savings) account.

Mr. Raiford announced he was collecting payment requests from committee members. He also stated that he recently increased the overall pcard limit from \$15,000.00 to \$25,000.00, but we still had some large expenditures that exceeded that amount.

**SECRETARY'S REPORT** – Ms. Woodell presented the meeting minutes from February 22, 2010 Board Meeting.

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

## COMMITTEE REPORTS:

- **AWARDS:** Mrs. Olson and Mr. Glatz stated that they received great award submissions and the Board may need to increase the budget for awards due to expenses
- **BY-LAWS:** Mrs. Geltch reviewed the proposed changes. Mr. Geltch inquired whether representation on national boards needs to be in the by-laws. President Pace explained the reason it is being included.

**A motion was made by Mr. Geltch to accept the by-law changes as presented, seconded by Mr. Wetherington and passed unanimously.**

- **EDUCATION:** Ms. Rewis stated that four (4) classes will be scheduled in the upcoming year. Mr. Lovell advised that Cyndee Sams is no longer with the State, but there is a new person coming on board. Ms. Rewis discussed a revised scholarship program and application process.
- **FAPPO BUCKS:** Ms. Schneider reviewed the 2010 FAPPO Bucks program and stated that allocations went over due to speaker and awards budget.
- **HISTORIAN:** Mrs. Geltch asked for any additional information, trade show numbers, head counts to be submitted to her for inclusion in the spreadsheet.
- **NOMINATING COMMITTEE:** Mr. Richardson stated that he has received one application to date, for Cheryl Shanaberger.
- **NCPPC:** Ms. Alexander stated that a meeting is scheduled in Salon 2 from 3:00 – 5:00p.m. and that a quorum is expected.
- **OUTREACH:** Ms. Raphaelson stated that smaller entities are being sought out and should help with membership numbers for the upcoming year.
- **UPPCC REP:** Mrs. Geltch reviewed handouts and stated that the next meeting is scheduled at NIGP Forum.
- **WEBSITE:** Mr. Richardson was reminded to prepare changes now for website updates in June.
- **ANNUAL CONFERENCE**
- **AUDIO/VISUAL:** Mr. Lovell reported that resources are covered for the conference.
- **BANQUET:** Ms. Hodgkins stated that the banquet and special event will be held in Ballroom B.
- **FIRST TIMERS:** Mrs. Marsala updated members and stated that we have 35 first timers. She reminded the Officers to be in the room at 7:30a.m.
- **FOOD SERVICES:** Pam Thompson stated that the special needs people need to let us know where they are so we can accommodate them.
- **GOLF TOURNAMENT:** President Pace stated that the golf tournament was going on as we were meeting and that awards will be given out at the trade show luncheon.
- **HOSPITALITY:** Ms. Alexander stated that room 241 is the hospitality suite and provided the hours of operation. She also stated that delegates are not to bring drinks from the hospitality suite to the cash bar.
- **PHOTOGRAPHY:** Ms. Rewis stated that the digital frames and set up and ready to go.
- **PROGRAM:** Mr. Richardson stated that there has been no cancellations so far and the speakers are ready to go.
- **VIP COORDINATOR:** Mrs. Geltch stated that the VIPs will meet at 6:45p.m. on Monday night in the hotel lobby.

## **OLD BUSINESS**

**Executive Director's Incentive Terms for 2009/2010:** President Pace opened up discussion regarding incentive pay for the Executive Director.

**A motion was made by Mrs. Schneider to pay Mr. Rowley \$20,000.00 in incentive pay, seconded by Ms. Alexander.**

Mr. Wetherington stated that there needs to be more objective criteria. President Pace provided additional information to non-quantifiable efforts.

**Vote results: Yea – 8                      Nea – 2                      Motion passed.**

## **NEW BUSINESS**

**Honorary memberships:**

**A motion was made by Mrs. Schneider to accept Nora Laudermilk and Walter Pryor as honorary members, seconded by Mrs. Geltch. Motion passed unanimously.**

**Out of State Past President memberships:** Mrs. Schneider opened up discussion. Mr. Raiford disagreed with the concept based on out of state vs. Florida. Mr. Geltch stated it would give an "elite" status. Mr. Wetherington stated he would favor an out of state type designation or registration for conference. Mr. Richardson and Mrs. Marsala agreed with Mr. Wetherington. Ms. Scott discussed VIP registration. Mrs. Geltch suggested having Past Presidents work and present. Mrs. Olson suggested the current President keep tabs on out of state Past Presidents.

Meeting adjourned at 11:20a.m.

Respectfully submitted,

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