

# MINUTES

## FLORIDA ASSOCIATION OF PUBLIC PURCHASING OFFICERS

### BOARD OF DIRECTORS MEETING LAISHLEY ARK MARINA OCTOBER 22, 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.
Appointment/Awards Entity Chair	*Cheryl Olson, CPPO, C.P.M., CPM
Banquet Committee	Denise Lipscomb
	Tammy Hodgkins
By-Laws	*Wendy Geltch, CPPO, C.P.M.
Credit Card	*Nora Laudermilk, CPPB, FCCN
Education/Pro-D Chair	Chris Rewis, CPPB, FCCM
Scholarships	Jane Dalrymple, CPPB
CER Tuition Reimbursement	Michele Rawlins, CPPB, FCCM
Facilities	Jane Dalrymple, 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
First Timers	*Bobbie Marsala, CPPO, CPPB, C.P.M., FCPM, FCPA
	*Wendy Geltch, CPPO, C.P.M.
Historian	*Cheri Alexander, C.P.M., CPPB
Hospitality Chair	Deb Adams
Meeting Coordinator	*Johnny Richardson, CPPO, CFCM
Nominating Committee Chair	*Cheri Alexander, C.P.M., CPPB
NCPPC Rep (4/09-4/12)	*Denise Schneider, CPPO, CPPB, C.P.M.
Past President	Chris Rewis, CPPB, FCCM
Photography	*Cheri Alexander, C.P.M., CPPB
Presidential Advisor	*Cheryl Olson, CPPO, C.P.M., CPM
Presidential Advisor	*Rhonda Scott, CPPO
Presidential Advisor	Craig Rowley, Exec. Dir.
Printing Coordinator	*Johnny Richardson, CPPO, CFCM
Program Chair	Craig Rowley, Exec. Dir.
Public Relations/Marketing	Tammy Hodgkins, CPPB, FCPA
Special Event	Denise Lipscomb

State DMS Procurement  
Survey/Research Chair

UPPCC Rep CPPO  
UPPCC Rep CPPB  
VIP Coordinator

David Bennett, CPPO, CPPB, PMP  
\*Bobbye Marsala, CPPO, CPPB, C.P.M,  
FCPM, FCPA  
\*Wendy Geltch, CPPO, C.P.M.  
Sally Long, CPPB  
\*Wendy Geltch, CPPO, C.P.M.

**\* VOTING MEMBERS**

**CALL TO ORDER:** President Pace called meeting to order at 9:01 a.m. She welcomed all Board and Committee members and asked those present to identify themselves. President Pace stated that there is a committee vacancy. Mr. Mike Rath has resigned from his positions of Sergeant at Arms and A/V committee member. President Pace stated that Mr. Tom Sims from Volusia County Public Schools has offered to fill the position of Sergeant at Arms. A vacancy still exists to serve on the A/V Committee for the Annual Conference. President Pace reminded attendees that only current officers and past presidents are eligible to vote.

**OFFICER AND COMMITTEE REPORTS:**

**TREASURER'S REPORT** - Mr. Raiford presented the Treasurer's Report and noted that the 5/3 Bank CD account reflects the same balance as the previous report, because he did not receive a reconciliation sheet until recently. He stated that the next Treasurer's Report will reflect the current balance. Mr. Raiford stated that the current balance is \$79,057.83. Mr. Raiford noted that the Money Market account rarely sends statements due to lack of activity. Mr. Raiford stated that the term of the CD is three years. President Pace questioned if additional monies from the Money Market should be moved into a shorter term CD. Mr. Richardson suggested reviewing the By-Laws. President Pace stated that her proposed budget was based on the historical \$10,000 starting budget. President Pace tabled the discussion until later.

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

Mr. Raiford stated that the 2008 Form 990 Tax Return has been filed. Mr. Raiford explained he and Mr. Rowley are working on the depreciation schedule. Mr. Rowley discussed returning to a regular depreciation schedule as opposed to the accelerated depreciation schedule currently being utilized.

**SECRETARY'S REPORT** – Ms. Woodell presented the meeting minutes from June 26, 2009 Board Meeting.

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

**EXECUTIVE DIRECTOR'S REPORT** – Mr. Rowley began his report with membership statistics, stating that current membership is 18% compared to this time last year. He stated that it is a flexible number and he has received another 3% membership renewal from Citizens Property Insurance which is not reflected in his report. Mr. Rowley suggested sending a bulk mail piece to those identified as not having renewed yet as a reminder. He further suggested a follow to that up three weeks later with an individual email as a reminder and after that to follow up with a hard copy renewal reminder, such as an

invoice. He cautioned that at some point those non-paid invoices would have to be retired which adds a layer of effort. Mrs. Geltch suggested reaching out via telephone to the Chief Purchasing Official to discuss the membership renewal. Mrs. Geltch and Ms. Scott expressed opposition to sending anything out in hard copy but instead focusing on email or personal phone calls. Mrs. Marsala and Ms. Alexander stated that they felt a personal phone call is the best means of contact. Mr. Rowley recommended activation a feature on the website that will block access for unpaid members to the members only portion of the FAPPO website. He stated that in the past this had not been done and unpaid members still had access and may not have known their membership was unpaid. The Board directed Mr. Rowley to activate that feature immediately. Ms. Geltch inquired as to the previous Board discussion on agency membership vs. individual memberships. Ms. Schneider stated that the discussion previously was to bring it back up for consideration. Mr. Bennett inquired as to historical data on the last time membership was this low. Mr. Rowley stated that the membership numbers in his report are to-date numbers and not year-end numbers. Mr. Bennett stated that he felt membership is correlated to those that attend the annual conference and our projections should be reflecting that. President Pace stated that she did account for membership reduction within her proposed budget. Mr. Richardson added that we anticipated this would be a tough year. Ms. Geltch discussed considering lowering the dues for next year to help increase the membership numbers. Ms. Alexander stated that she felt the dues should remain as they are, adding that the dollar amount is probably not the issue as much as it is budgets being reduced. Ms. Laudermilk stated that she felt the dues need to remain the same. Mr. Rowley cautioned that it may increase the membership numbers but also decrease revenues. He further cautioned that he feels we have not yet reached the bottom as far as public sector budget reductions. Mr. Rowley stated that from a vendor perspective, the level of interest to work with government agencies has increased. He felt that we will easily hit the 150 exhibitor projection for the 2010 Trade Show. He acknowledged the correlation between member attendance at the Trade Show and exhibitor participation in the event and expressed the importance of members attending the Trade Show. Mr. Bennett inquired about what is being done to increase foot traffic at the Trade Show. President Pace stated that that the first 176 members to register for the Conference will receive a \$125.00 subsidy, additionally Holly Raphaelson is performing outreach to non-member entities. She further stated that a campaign will be conducted to invite IT, Public Works and Utilities associations to attend the Trade Show. President Pace requested volunteers to reach out to agencies who have not yet renewed their FAPPO membership.

Mr. Rowley stated that the Membership Directory is ready for release. He encouraged FAPPO to revisit the issue of selling advertising in the directory as a revenue source. Ms. Geltch verbalized her support for that suggestion. Mr. Raiford agreed with Mr. Rowley's suggestion. Ms. Geltch stated that her local chapter membership directory is loaded with vendor advertisements. Mr. Raiford cautioned that at the recent NIGP Forum, attorneys cautioned that the vendors should be listed as a participant or sponsor rather than submitting information for a true advertisement, or FAPPO would need to state that monies as income. Mr. Rowley stated that he had been in communication with the Financial Director of NIGP about that issue. He state he did feel our current practice is an issue. Mr. Rowley also suggested the Board consider accepting advertising on the website as well. Ms. Rewis opened up discussion about the possibility of selling the membership directory at the Trade Show. President Pace commented that she has received several requests from vendors to purchasing our membership directory. Mr. Rowley expressed concerned that he did not want the value to be determined by the vendors. He further stated he is reluctant to sell the membership directory outright, instead recommended providing that only to exhibitors. Mr. Klatt suggested the directory would be of more value to vendors if commodities were added by agency which would allow them to target those agencies that use their good/service. Mr. Richardson stated that due to the economic times and lack of revenue that we foresee, it may be the time to reconsider our approach with vendors.

**A motion was made by Mr. Richardson to suspend sales of the membership directory and authorize Mr. Rowley to research the advertising on FAPPO media, seconded by Mr. Raiford and passed unanimously.**

Mr. Rowley stated that the exhibitor prospectus has been mailed to 683 clean, valid addresses. He acknowledged that the printed return address is incorrect, but corrected labels have been printed and affixed. He further stated that pre-coded exhibitor registration forms have been distributed to those agencies that have requested them. He stated that to date we have 6 exhibitors and 1 platinum sponsor. Mr. Rowley stated that the Rosen provided a link for online hotel reservations which he felt was unacceptable. He felt it was the worst online registration portal he has ever seen. He recommends that until the Rosen fixes it, we do not promote that registration option, instead promote calling the 800 number. Ms. Woodell inquired as to the deadline for exhibitors to submit their registration to participate in the trade show. Mr. Rowley stated that FAPPO will accept registrations up until the actual trade show. President Pace reiterated the conference rates for both members and non-members.

Mr. Rowley discussed collaboration with NIGP to provide outreach for the Annual Conference. Mr. Rowley expressed concern that the GSA Expo will be direct competition for the FAPPO Conference. He stated their training in conjunction with their Expo is free and they typically have 10,000 attendees. He further stated that this is something we need to be aware of in future years. Mr. Richardson stated that Steve McFarland from GSA will be making two presentations at the FAPPO Annual Conference. Discussion continued about cross marketing opportunities. Mr. Rowley stated that it is typically up to the associations to research any scheduling conflicts that may exist. He also clarified that the GSA Expo will be held on a different day than the FAPPO Trade Show. Mr. Rowley stated that the site visits for the Annual Conference are scheduled for early January 2010.

Meeting adjourned for a break at 10:24a.m.

Meeting resumed at 10:42a.m.

## **COMMITTEE REPORTS:**

- **ADVERTISING –**
- **AWARDS (AEP):**
- **APPOINTMENTS/AWARDS (FAPPO):**
- **CREDIT CARD:**
- **EDUCATION:**
- **FALL WORKSHOP PROGRAM:**
- **FAPPO BUCKS:**
- **FINANCE:**
- **HISTORIAN:**
- **MEETING COORDINATOR:**
- **MEMBERSHIP DIRECTORY:**
- **NOMINATING COMMITTEE:**
- **NCPPC:**
- **OUTREACH:**
- **PARLIAMENTARIAN:**

Meeting adjourned for lunch at 12:00p.m.

Meeting resumed at 1:03p.m.

- **PRESIDENTIAL ADVISORS:** Nothing to report
- **PUBLIC RELATIONS/MARKETING:** Covered under Mr. Rowley's report.
- **STATE PROC/DMS REP:** Mr. Bennett has nothing to report. Ms. Alexander inquired if the State would be providing contract updates at the Fall Workshop. Mr. Bennett stated he believes contract updates will be covered during the presentation.
- **STRATEGIC PLANNING COORDINATOR:** Nothing to report.
- **SURVEY/RESEARCH CHAIR:** Ms. Marsala discussed the results from Survey Monkey from the recent current trends in government procurement survey. She provided a summary of the results to the Board, which will eventually be posted on the website for members to view. She stated that 141 agencies responded to the survey. Discussion continued on taking information from the survey results to determine session offerings at the annual conference. President Pace will check with SurveyMonkey to learn how to share the survey responses with the membership.
- **UPPCC REP:** Mrs. Geltch stated that the Committee will be meeting in the next few weeks to review questions. Mrs. Geltch handed out a synopsis of the exam statistics and discussed the review process that takes place after the exam period has passed. Ms. Woodell stated that the week of the UPPCC exam will conflict with the FAPPO Annual Conference. Mr. Richardson stated that he will consider the exam dates when planning his conference. Mrs. Geltch will provide exam updates for an upcoming newsletter.
- **ANNUAL CONFERENCE**
- **AUDIO/VISUAL:** President Pace stated that we are in need of a committee member since Mr. Rath will no longer be able to serve.
- **BANQUET:** Ms. Hodgkins stated that the menu is set for the banquet. There will be a cash bar as well as a band. The special event will be Sunday, May 2<sup>nd</sup>. The theme will be country western for both the banquet and special event. Ms. Alexander stated that she will re-use some of the decorations in the hospitality suite.
- **FIRST TIMERS:** Ms. Marsala stated that she will be ready and inquired if flash drives were still available for giveaways. President Pace stated that we have plenty left.
- **FOOD SERVICES:** President Pace stated that the food committee is struggling to work within the food budget, and is striving to ensure that we aren't eating only chicken and salad.
- **GOLF TOURNAMENT:** President Pace stated that Mr. Barnes sent her the contract and she feels it is not a good idea to schedule with Shingle Creek. She stated they wanted a \$500.00 non-refundable deposit and 128 minimum golfers to have the course exclusively. Ms. Scott suggested checking with Dubsdred on their rates. Mr. Rowley stated that the main problem is with the guarantees that are required. Ms. Schneider stated that Shingle Creek is one of the better courses in the area aside from Disney, which will be an increased cost. Discussion ensued on which day to hold the golf tournament.
- **HOSPITALITY:** Ms. Alexander reviewed the proposed hours for the hospitality suite for Sunday, Monday and Tuesday. President Pace stated that the information on the hospitality suite will be included in the collateral piece, not in the newsletter.
- **PRINTING COORDINATOR:** President Pace stated that Mr. Rowley received a price less than half from last year to print the brochures.
- **PHOTOGRAPHY:** Ms. Rewis stated that they will purchase two digital frames to display pictures throughout the conference, which will be raffled off at the end of the conference.

- **PROGRAM:** Mr. Richardson stated that he has three sessions currently to fill. He reviewed several of the session offerings that are currently on the schedule. Several suggestions were brought forth for additional sessions. President Pace stated that no NIGP courses will be offered during the conference. She further stated that no classes will be scheduled two months prior to the conference.
- **TRADE SHOW:** Mr. Rowley stated that he is not receiving good response from the trade show decorator. He believes the contract is valid through 2011 with this decorator. President Pace asked to have a copy of the current contract sent to her. Ms. Alexander will provide the information she has to President Pace. Mr. Rowley stated the importance of distributing the exhibitor applications as we are competing with the GSA Expo this year.
- **VIP COORDINATOR:** Mrs. Geltch stated that she will do as President Pace wishes. President Pace stated that we would have four additional attendees this year. She further stated that budget was increased to \$1,200.00 for the VIP event. President Pace stated that if a VIP brings a guest, the guest will be responsible for the cost of their meal. Ms. Alexander requested that the registration form include a box to check for those that will be participating in the Dining for Norma event. President Pace stated that she would like the location for the VIP dinner to be within walking distance of the hotel.

### **OLD BUSINESS**

Ms. Alexander stated that the Dining for Norma event is scheduled for Monday night. Ms. Alexander discussed the information that has been placed in the newsletter regarding this event. She stated diners will have a choice of one of three entrees including dessert. President Pace stated that Mr. Rowley will have the registration form updated to include a box to check for those interested in participating in this event.

### **NEW BUSINESS**

President Pace expressed that the budget approval timeline may want to be reviewed. She stated that she is five months into her presidential term and the budget is now coming forward for final approval. President Pace advised that the by-laws state the budget approval will occur at the October board meeting. Discussion ensued about a vote by email proxy to approve the budget at an earlier date. Mr. Rowley elaborated that expenses are occurring well in advance of the budget approval. Mr. Klatt stated that the bylaws state that the President will submit a balanced budget at the fall meeting based on income and fees. President Pace submitted her preliminary budget for consideration and subsequent approval.

**A motion was made by Mr. Raiford to approve the preliminary budget as presented, seconded by Mrs. Geltch and passed unanimously.**

President Pace began the discussion of the registration form for the annual conference and subsidy. She stated that the subsidy is valid for the first 176 registrants at an amount set at \$125.00. There will be a limit of two subsidies allowed per agency. Mr. Rowley stated that to date one registration has been received. President Pace opened up discussion about managing the subsidies. President Pace stated that if the subsidy is used toward a hotel stay, the individual is still responsible for the hotel taxes. Mr. Rowley will modify the registration form to allow for FAPPO Bucks and subsidy usage toward the conference. He further stated that FAPPO Bucks equated to 60 additional attendees in 2009. President Pace clarified that officers are not eligible for FAPPO Bucks.

President Pace requested that when completing the credit card log to include the proper account code, submit them to her for review and approval. She will then forward to Mr. Rowley and Mr. Richardson. Mr. Rowley explained through the current process all logs ultimately reside with him. He then reconciles to the master statement and Quickbooks and the next level of review is by the Treasurer.

Discussion ensued as to the appropriateness of credit card use as it relates to meals. President Pace asked that all credit card logs be scanned and submitted directly to her for review along with all itemized receipts. President Pace stated that the Travel Policy needs to be revised. Ms. Laudermilk will provide the policy to President Pace for revision.

President Pace stated that the Fall Conference will be held at the Charlotte Harbor Event Center. The Conference starts promptly at 8:00a.m.

President Pace opened up discussion about the possible transfer of money from the money market account into a short term CD. She stated that the Finance Director that that was a good idea and recommended keeping \$100,000.00 in the money market and moving the rest into a short term CD. Mr. Richardson stated that our current CD rate is 3% on a 3-year CD.

**A motion was made by Mrs. Geltch to leave a balance of \$100,000.00 in the money market account and transfer the balance to a 6 month CD, seconded by Mr. Richardson and passed unanimously.**

The meeting was adjourned at 3:36p.m.

Respectfully submitted,

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