

MINUTES

FLORIDA ASSOCIATION OF PUBLIC PURCHASING OFFICERS

BOARD OF DIRECTORS MEETING ORLANDO PEABODY HOTEL APRIL 5, 2009

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

Banquet Committee Chair
Food Services Committee Chair
Food Services Committee
First Timer's Committee Chair
Hospitality Committee Chair
Printing Coordinator
Program Chair
Special Events Committee Chair
Trade Show Committee Chair
Trade Show Committee
Advertising/Sponsorship Chair
AV Committee Chair
Awards, NPI

Awards, NPI (2007-09)
Awards, Entity Co-Chair
Awards, Entity Co-Chair
Awards, Resolutions Chair
By-Laws Committee Chair
Education Committee
 Pro-D Chair

 College Ed. Coordinator
Finance Committee Chair
Historian
Legislative Affairs Committee Chair
Nominating Committee Chair
Parliamentarian
Sergeant-at-Arms
State DMS Procurement

Bobbi Palmer, CPPB
Tammy Hodgkins, CPPB, FCPA
Denise Lipscomb
*Bobbie Marsala, CPPO, CPPB
Diane Reed, CPPB, FCCM, FCCN, FCPA
Craig Rowley, Exec. Dir.
*Marian H. Pace, CPPO, CPPB
Bobbi Palmer, CPPB
Linda Smith, CPPB, FCPA
Baron Greenwade
Craig Rowley, Exec. Dir.
Mark Lovell, CPPO, CPPB, PMP
*Bobbie Marsala, C.P.M., CPPB, CPPO,
FCPM, FCPA
*Barbara Kuhl, CPPO, C.P.M.
Keith Glatz, CPPO, FCPM, FCPA
*Cheryl Olson, C.P.M., CPM
David Nash, CPPO
*Wendy Geltch, C.P.M., CPPO

Carrie Woodell, CFCM, CPPB, C.P.M.,
A.P.P., FCCN
Chris Rewis, CPPB, FCCM
John Klatt, C.P.M., CPPO, FCPM
*Wendy Geltch, C.P.M., CPPO
*Kirk Buffington, CPPO, C.P.M.
*Marian H. Pace, CPPO, CPPB
*Warren Geltch, C.P.M., CPPO, CPCM
Mike Rath, CPPO, CPPB
David Bennett, CPPO, CPPB, PMP

*** VOTING MEMBERS**

CALL TO ORDER: President Schneider called meeting to order at 9:12 a.m. She welcomed all Board and Committee members and introductions were made around the table.

OFFICER AND COMMITTEE REPORTS:

VICE PRESIDENT'S REPORT – Ms. Pace began discussion on the 2009 Annual Conference Schedule; the program is set and ready to go.

TREASURER'S REPORT - Mr. Richardson presented the budget report.

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

SECRETARY'S REPORT – Mr. Raiford noted that a sign-in sheet was being passed around.

READING OF FEBRUARY 9, 2009 MINUTES - A motion was made by Ms. Pace to accept the minutes as presented, seconded by Ms. Geltch and passed unanimously.

ANNUAL CONFERENCE:

- **FIRST TIMERS:** Ms. Marsala reported 30 registered first timers, the presentation is ready and all officers are required to be present.
- **FOOD SERVICES:** Ms. Hodgkins reported that the menus were set, continental breakfasts will include hot items, and chicken entrees have been limited as much as possible.
- **GOLF TOURNAMENT:** Ms. Schneider reported for Mr. Weaver that the event was cancelled.
- **HOSPITALITY:** Ms. Reed reported everything is ready to go.
- **PRINTING COORDINATOR/EXECUTIVE DIRECTOR/MEMBERSHIP:** Mr. Rowley reviewed the Executive Director report. Discussion was held regarding trade show industry trends, and that while the industry is down, FAPPO's event is remarkably up. Mr. Rowley also noted that due to economic times, we should not rush into the 2011 Conference contract; Ms. Geltch congratulated Mr. Rowley on a job well done. Discussion was made regarding CPPB review (FAPPO vs. local NIGP chapters); Mr. Buffington echoed Mr. Rowley's comments regarding the 2011 Conference contract.
- **PROGRAM:** Ms. Pace needs volunteers to present speaker certificates.
- **SPECIAL EVENT:** Ms. Schneider reported that the event will be on the second floor (Coconuts) by the pool; there will be dancers, dancing and a cash bar.
- **TRADE SHOW:** Ms. Smith reported 209 vendors registered to date, with 3 platinum and 26 gold sponsors; she noted that paying by credit card helped tremendously, and Ms. Schneider also noted that the FAPPO Bucks program helped, too; there will be a crossword puzzle game for the raffle, and a jelly bean count for the vendors for a free booth registration.
- **VIP:** Ms. Schneider reported that the event is at Red Rock Grill, and gift baskets were distributed to all VIPs.

COMMITTEE REPORTS:

- **ADVERTISING** – Mr. Rowley thanked the Board and Committees for great work; Ms. Pace announced the start of a Vendor Advisory Committee, with Ion Wave and HD Waterworks as vendor participants.
- **AV (Audio Video):** Mr. Lovell thanked Ms. Schneider for bringing extra equipment from her entity.
- **AWARDS (AEP):** Ms. Marsala reported that Cheryl Shanaberger will be her replacement; online submission has worked great this year.
- **AWARDS (FAPPO):** Mr. Glatz has the awards that will be presented later today.
- **AWARDS (and RESOLUTIONS):** Ms. Schneider thanked Mr. Nash for printing the certificates; he noted that he has them as well as awards and plaques.
- **BY-LAWS:** Mrs. Geltch reported the one change that was discussed previously that will go before the membership.
- **CREDIT CARD:** Ms. Schneider reported for Ms. Laudermilk that the Pro-D card was used extensively and for good cause.
- **EDUCATION:** Ms. Woodell reported that 8 classes have been scheduled; registration slowed down last month; she noted to get the word out that scholarships are available; and, to date, 7 college reimbursements and 2 scholarships have been utilized.
- **FALL WORKSHOP PROGRAM:** Ms. Pace noted that there will be a program in Punta Gorda with live video streaming for those who cannot travel (discussion regarding discounted rate for those who watch from desktop); tentative schedule includes Board meeting plus two days; she noted that June's Board meeting will include participation via gotoweb.com; FEMA will present at the Fall Workshop, as well as Mr. Buffington (Case Law); dates to be determined later.
- **FINANCE:** Mr. Klatt reported that he performed a budget trend analysis: Pro-D revenues were dropping, annual conference revenue has declined, and less attendance and travel was forecasted due to agencies' budget constraints. Mr. Raiford stated that FAPPO should be able to help the membership in financial terms to add to their ability to attend training events and the annual conference; he also asked what FAPPO could do to increase participation at the conference. Mr. Rowley suggested opening up Annual Conference participation to other-than-FAPPO members and charge a higher rate. Mr. Buffington echoed Mr. Raiford's sentiments to give back to the membership. Ms. Schneider suggested bumping up the FAPPO Bucks budget and eligibility. Ms. Geltch began a discussion regarding Officers' use of FAPPO Bucks; Ms. Schneider suggested a By-Laws change to pick up Officers' registration fees; it was noted that the By-laws address the President's ability to offer hotel rooms to the Officers gratis. Mr. Geltch noted that the report was well done, and suggested a by-laws change for Officers to be exempt from registration fees based on the amount of work that they do during the conference.
- **HISTORIAN:** Ms. Geltch distributed the Historical Review Report.
- **LEGISLATIVE AFFAIRS:** Mr. Buffington discussed bills coming up in state legislature that were relevant to local government.
- **MEMBERSHIP DIRECTORY:** Mr. Rowley reported that the directory is available on the website (members only).
- **NOMINATING COMMITTEE:** Ms. Pace reported one nomination so far --- Ms. Woodell!
- **PARLIAMENTARIAN:** Mr. Geltch reported that all is well.
- **PHOTOGRAPHY:** Ms. Rewis reported that digital frames with conference photos are up and running, and that more pictures would be added/updated as the conference goes on. The digital frames will be auctioned off.

- **SERGEANT-AT-ARMS:** Mr. Rath said everyone better behave!
- **STRATEGIC PLANNING COORDINATOR:** Mr. Geltch will provide an update during the Conference.
- **VOLUNTEERING COORDINATOR/AGENCY OUTREACH:** Mr. Rath reported for Ms. Thompson that having her name and contact information on the website is helping very much.
- **WEBSITE:** Mr. Gant reported all is well.

OLD BUSINESS - Done.

NEW BUSINESS

UPDATE OF SCHOLARSHIP APPLICATION: Ms. Woodell reported that the application has been updated.

MEMBERSHIP CERTIFICATION UPDATE: Ms. Woodell is reviewing the certification updates and report.

NEXT YEAR'S CONFERENCE DUES: Craig Rowley suggested that the Board consider opening the Conference to non-FAPPO members who otherwise would meet the membership criteria. This could increase Conference and Trade Show attendance. Non-member attendance could be from Florida or from out of state. Most similar associations allow for non-members to attend at an increased rate. FAPPO would have to ensure that the rate covers the actual cost associated with Conference attendance, and should be at least higher than the combined cost of the Conference and membership.

Ms. Pace commented that CAPPO was impressed with our conference and the program that is presented to the membership. She added that if we open our conference and market to surrounding states or other regional associations, there could be a possibility of people wanting to combine vacations in Florida with our conference. Ms. Pace stated that we need to support the possibility of allowing non-FAPPO public purchasing folks to attend the conference at a higher fee structure. There were no objections or dissenting discussion from the floor.

She also noted: CAPPO copied our FAPPO Bucks idea, membership rates will stay the same, a conference survey will be available online, gotomeeting.com will be used for Board meetings, a chairperson will be appointed for the FAPPO Bucks program.

EXECUTIVE DIRECTOR CONTRACT RENEWAL: Ms. Schneider began discussion of a bonus in accordance with Mr. Rowley's contract. As his scope of work has increased, a bonus of \$7,500 should be granted.

A motion was made by Mr. Geltch to grant a one-time bonus of \$7,500 to the Executive Director. The motion was seconded by Ms. Pace and discussion followed.

Mr. Nash asked for an itemized report of Mr. Rowley's deliverables pursuant to the agreement. Mr. Klatt clarified that the bonus is an incentive clause and should be reviewed in accordance with the contract terms, with Mr. Rowley providing an incentive report. The Board should review and decide within 10 days of the contract expiration date and award the incentive based on the deliverables.

Ms. Pace withdrew her second of the motion and the motion failed.

The meeting was adjourned at 10:35 AM.

Respectfully submitted,

Mark D. Raiford, CPPB, FCPM, FCPA
Secretary