



FLORIDA ASSOCIATION OF PUBLIC PROCUREMENT OFFICIALS

BOARD OF DIRECTORS MEETING AGENDA

Friday, July 30, 2021, 10:00 a.m.

To attend via Zoom, click on the link below:

<https://zoom.us/j/97339255266?pwd=SnVRYThDNk8wOXFtOE5FaGZZcjA0Zz09>

Meeting ID: 973 3925 5266, Passcode: 255741

Schedule:

Executive Board (Officers and Executive Director)	8:30am	9:30am
Board Meeting	10:00am	12:30pm
Adjourn for Lunch	12:30pm	1:30pm
Reconvene Board Meeting	1:30pm	3:30pm

Board of Directors:

Eligible voting members (as shown below) are the current Officers, and Past Presidents who are Regular Members, in good standing. Non-eligible members shall refrain from voting on any items presented for a vote.

Officers:

President:	David Santiago, NIGP-CPP, CPPB
Vice President:	Mark Shuman, CPPO, CPPB
Treasurer:	Denise Finn, NIGP-CPP, CPPO, C.P.M., CPPB
Secretary:	Tammy Spearman, CPPO, CPPB

Executive Director

Craig Rowley, C.P.M.

Immediate Past President

Jaime Locklear, MPA, CPPO, CPPB

Past Presidents

Cheri Alexander, C.P.M., CPPB
Joe Benjamin, CPPO, CPPB
Fatima Calkins, CPPO, CPPB, FCCM
Carrie Mathes, MPA, CFCM, NIGP-CPP, CPPO, C.P.M., CPPB, APP
Mark Raiford, CPPB, FCPM, FCPA
Cheryl Olson, MBA, CPPO, C.P.M., CPM
Kelly Loll, C.P.M.
Rhonda Ulmer, CPPO, C.P.M.

MEETING AGENDA

1. Call Meeting to Order - President
2. Treasurer's Report – 4th Quarter 2020-2021
3. Board Meeting Minutes – May 18, 2021 Board Meeting

4. Executive Director Report
5. Old Business
 - a. ByLaws Discussion RE: Retired Memberships – David Santiago/Kristy Rodriguez
6. New Business
 - a. Membership Report – Jaime Locklear
 - b. UPPCC – Requirement for CH hours – David Santiago/Craig Rowley
 - c. UPPCC Standard Setting Volunteer Opportunity – David Santiago
 - d. CPPB/CPPO Rep Nominations – David Santiago/Cheryl Olson
 - e. Preliminary 2021-22 Budget Discussion – David Santiago/Craig Rowley
 - f. FAPPO Bucks/MPCs for 2021-22 – David Santiago
7. Committee / Appointee Reports
 - a. Appointments:
 - i. AEP Sr. Rep – Mark Raiford, CPPB, FCPM, FCPA
 - ii. AEP Jr. Rep – Barbara Grilli, CPPO, CPPB, C.P.M.
 - iii. NCPPC Rep – Kristine Rodriguez, MBA, CPPO, CPPB, FCCM
 - iv. NIGP Certification Commission – David Billingsley, CPSM, C.P.M.
 - v. UPPCC (CPPB) – David Boswell, CPPO, CPPB, SPSM
 - vi. UPPCC (CPPO) – Barbara Grilli, CPPO, CPPB, C.P.M., FCCM
 - b. Committees:
 - i. Appointments – Cheryl Olson
 - ii. Awards – Keith Glatz, CPPO, CPPB
 - iii. Blog Liaison – Zulay Millan, CPPO, CPPB, FCCM
 - iv. Bylaws – Kristy Rodriguez, MBA, CPPO, CPPB, FCCM
 - v. Fall Workshop – Kirk Zimmerman, CPPB
 - vi. FAPPO Bucks/MPC Chair – Celeste Gibbons-Peoples, CPPB
 - vii. Finance – Kris Collora, NIGP-CPP, CPPB
 - viii. Historian – Joe Benjamin, CPPO, CPPB
 - ix. Legislative Update – Wanda Roop, MBA, CPPO
 - x. Membership/Outreach Chair – Jaime Locklear, MPA, CPPB, CPPO
 - xi. Parliamentarian – Rhonda Ulmer, CPPO, C.P.M.
 - xii. Professional Development – Kim Albritton, NIGP-CPP
 - xiii. Procedural Oversight – Sabrina Kimball, NIGP-CPP, CPPB
 - xiv. Social Media – Carrie Mathes, MPA, CFCM, NIGP-CPP, CPPO, C.P.M., CPPB, APP
 - xv. Survey/Research – Lisa Osha, MBA, CPPB
 - xvi. Website – Randi Whitcomb, NIGP-CPP, CPPB
 - c. Task Forces (Individual Assignments) (Currently Unassigned)
 - i. Conference
 1. FAPPO Bucks/MPC – Celeste Gibbons-Peoples, CPPB
 2. Trade Show - Vacant
 3. Banquet - Vacant
 4. Networking Event - Vacant
 5. Social Responsibility – Diane Wetherington, CPPB
 6. First Timers – Joe Benjamin, CPPO, CPPB
 7. Photography - Vacant
 8. VIP Coordinator – Cheri Alexander, C.P.M., CPPB
 9. Sergeant-at-Arms – Vlad Opreanu, CPPB



FAPPO QUARTERLY TREASURER'S REPORT
REPORT PERIOD April 1, 2021 through June 30, 2021

1. CHECKING ACCOUNT: Wells Fargo

INCOME: \$44,613.61

EXPENSES: \$34,287.19

COMMENTS: This data is for 4 th Quarter ending 06/30/2021.

As of July 8 , 2021 there are no outstanding checks.

OUTSTANDING CHECKS STATUS:

<u>CHECK#</u>	<u>DATE</u>	<u>AMOUNT</u>	<u>PAYABLE TO</u>
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2. MONEY MARKET ACCOUNT: Wells Fargo

DEPOSITS/INTEREST: \$3.25

WITHDRAWALS: \$0.00

COMMENTS:

3. PORTFOLIO SUMMARY AS OF 06/30/2021

CHECKING	\$146,060.70
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MONEY MARKET	\$130,181.38
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TOTAL	\$276,242.08
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4. MISC. COMMENTS:

This data is 4th Quarter ending 06/30/2021.

SUBMITTED BY:

Mark Shumann CPPO, CPPB

FAPPO 2020-2021 TREASURER

Attachments: Budget vs. Actuals, Balance Sheet, Profit & Loss, Trial Balance

FL Association of Public Procurement Officials

Budget vs. Actuals: FAPPO 2020-2021 Budget - FY21 P&L

April - June, 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
400 Income		24,900.00	-24,900.00	
401 Annual Conference Registration	16,596.00		16,596.00	
402 Membership Dues	19,110.00	26,785.00	-7,675.00	71.35 %
403 Interest/Investment		0.00	0.00	
4031 Money Market Interest		0.00	0.00	
Total 403 Interest/Investment		0.00	0.00	
408 Trade Show Income	3,300.00	0.00	3,300.00	
413 Sponsorships	10,000.00	0.00	10,000.00	
Total 400 Income	49,006.00	51,685.00	-2,679.00	94.82 %
Total Income	\$49,006.00	\$51,685.00	\$ -2,679.00	94.82 %
GROSS PROFIT	\$49,006.00	\$51,685.00	\$ -2,679.00	94.82 %
Expenses				
500 Annual/Spring Conference Exp				
512 Plaques & Awards		0.00	0.00	
Total 500 Annual/Spring Conference Exp		0.00	0.00	
600 Trade Show				
601 Decorator/ Booth		12,000.00	-12,000.00	
Total 600 Trade Show		12,000.00	-12,000.00	
700 Printing Expenses				
713 Membership Directory		0.00	0.00	
Total 700 Printing Expenses		0.00	0.00	
800 Other Program Expenses				
803 Scholarship/Tuition		0.00	0.00	
804 Website Maintenance	225.00	0.00	225.00	
Total 800 Other Program Expenses	225.00	0.00	225.00	
8014 FAPPO Bucks/Hotel MPC	4,386.00	0.00	4,386.00	
900 Business Expenses				
901 Credit Card Fees		945.00	-945.00	
902 Bonding/Insurance	1,290.00	511.38	778.62	252.26 %
904 Corporation Fees/Dues/Taxes	225.00	0.00	225.00	
905 Accounting Fees		0.00	0.00	
907 Executive Board Meetings		0.00	0.00	
910 Miscellaneous Business		150.00	-150.00	
912 Operating/Office Supplies		41.35	-41.35	
913 Postage and Delivery		66.00	-66.00	
918 Bank Fees - Checking		39.00	-39.00	
921 Travel		0.00	0.00	
926 Marketing		0.00	0.00	
930 Association Management Fee		11,925.00	-11,925.00	
931 Management Company Expenses		0.00	0.00	

FL Association of Public Procurement Officials

Budget vs. Actuals: FAPPO 2020-2021 Budget - FY21 P&L

April - June, 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 900 Business Expenses	1,515.00	13,677.73	-12,162.73	11.08 %
Total Expenses	\$6,126.00	\$25,677.73	\$ -19,551.73	23.86 %
NET OPERATING INCOME	\$42,880.00	\$26,007.27	\$16,872.73	164.88 %
NET INCOME	\$42,880.00	\$26,007.27	\$16,872.73	164.88 %

FL Association of Public Procurement Officials

Balance Sheet As of June 30, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
101 Checking-Wells Fargo	177,770.78
105 Money Market-Wells Fargo	130,179.20
109 Fifth Third Bank	0.00
Total Bank Accounts	\$307,949.98
Accounts Receivable	0.00
1200 Accounts Receivable	0.00
Total Accounts Receivable	\$0.00
Other Current Assets	
1499 Undeposited Funds	0.00
199 Other Current Assets	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$307,949.98
Fixed Assets	
110 Capital Equipment	
1101 Capital Equipment After 7/1/06	1,477.52
1102 Capital Equipment Prior 7/1/06	12,988.75
110a Accumulated Depreciation	-14,466.27
Total 110 Capital Equipment	0.00
Total Fixed Assets	\$0.00
Other Assets	
120 Software	6,160.50
120a Accumulated Amortization	-5,990.38
Total 120 Software	170.12
Total Other Assets	\$170.12
TOTAL ASSETS	\$308,120.10

FL Association of Public Procurement Officials

Balance Sheet As of June 30, 2021

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
200 Accounts Payable	0.00
Total Accounts Payable	\$0.00
Credit Cards	
210 Wells Fargo Credit Card	0.00
1011 David Santiago	0.00
1107 Mark Shuman	0.00
1641 Jaime Locklear	5,612.50
2802 Michelle Gomez	0.00
4201 Spearman, Tammy	0.00
5040 Fatima F Calkins	0.00
6020 Diane Wetherington.2	0.00
6565 Joe Benjamin.2	0.00
6573 Denise Finn	0.00
6581 Teresa Smith	0.00
6702 Brooke Green	0.00
7137 Tammy Spearman	0.00
8280 Ivette Rosario	0.00
8298 Anthony McGee	0.00
8306 Tammy G Spearman	0.00
8576 Laurie Victory	0.00
8584 Diane Reed	0.00
8592 Theresa Webb	0.00
8600 Brenda Leo	0.00
9128 Diane Wetherington	0.00
9136 Carrie Woodell	0.00
9144 John Schmidt	0.00
9169 Joe Benjamin	0.00
9177 Wendy Geltch	0.00
9185 Christine Rewis	0.00
9193 Zulay Millan	0.00
Total 210 Wells Fargo Credit Card	5,612.50
Total Credit Cards	\$5,612.50
Other Current Liabilities	
203 Norma Showley Memorial	11,865.81
Total Other Current Liabilities	\$11,865.81
Total Current Liabilities	\$17,478.31
Total Liabilities	\$17,478.31

FL Association of Public Procurement Officials

Balance Sheet As of June 30, 2021

	TOTAL
Equity	
300 Opening Bal Equity	258,537.60
301 Retained Earnings	23,653.50
Net Income	8,450.69
Total Equity	\$290,641.79
TOTAL LIABILITIES AND EQUITY	\$308,120.10

FL Association of Public Procurement Officials

Profit and Loss April - June, 2021

	TOTAL	
	APR - JUN, 2021	APR - JUN, 2020 (PF)
Income		
400 Income		
401 Annual Conference Registration	16,596.00	-15,055.0
402 Membership Dues	19,110.00	26,905.0
403 Interest/Investment		15.1
4031 Money Market Interest		15.1
Total 403 Interest/Investment		36.2
405 Misc Income		-92,200.0
408 Trade Show Income	3,300.00	-11,500.0
413 Sponsorships	10,000.00	-91,798.5
Total 400 Income	49,006.00	-91,798.5
Total Income	\$49,006.00	\$ -91,798.5
GROSS PROFIT	\$49,006.00	\$ -91,798.5
Expenses		
500 Annual/Spring Conference Exp		60.2
503 Banquet		2,784.9
512 Plaques & Awards		91.2
521 Miscellaneous Expenses		2,936.4
Total 500 Annual/Spring Conference Exp		
800 Other Program Expenses		766.9
804 Website Maintenance	225.00	766.9
Total 800 Other Program Expenses	225.00	766.9
8014 FAPPO Bucks/Hotel MPC	4,386.00	-300.0
900 Business Expenses		795.8
901 Credit Card Fees		511.3
902 Bonding/Insurance	1,290.00	
904 Corporation Fees/Dues/Taxes	225.00	150.0
910 Miscellaneous Business		140.7
912 Operating/Office Supplies		235.4
913 Postage and Delivery		39.0
918 Bank Fees - Checking		23,853.0
930 Association Management Fee		25,725.3
Total 900 Business Expenses	1,515.00	25,725.3
Total Expenses	\$6,126.00	\$29,128.6
NET OPERATING INCOME	\$42,880.00	\$ -120,927.2
Other Expenses		2,054.0
928 Amortization Expense		2,054.0
Total Other Expenses	\$0.00	\$2,054.0
NET OTHER INCOME	\$0.00	\$ -2,054.0
NET INCOME	\$42,880.00	\$ -122,981.2

FL Association of Public Procurement Officials

Trial Balance
As of June 30, 2021

	DEBIT	CREDIT
101 Checking-Wells Fargo	177,770.78	
105 Money Market-Wells Fargo	130,179.20	
109 Fifth Third Bank	0.00	
1200 Accounts Receivable	0.00	
1499 Undeposited Funds	0.00	
199 Other Current Assets	0.00	
1101 Capital Equipment:Capital Equipment After 7/1/06	1,477.52	
1102 Capital Equipment:Capital Equipment Prior 7/1/06	12,988.75	
110a Capital Equipment:Accumulated Depreciation		14,466.27
120 Software	6,160.50	
120a Software:Accumulated Amortization		5,990.38
200 Accounts Payable		0.00
210 Wells Fargo Credit Card		0.00
1011 Wells Fargo Credit Card:David Santiago		0.00
1107 Wells Fargo Credit Card:Mark Shuman		0.00
1641 Wells Fargo Credit Card:Jaime Locklear		5,612.50
2802 Wells Fargo Credit Card:Michelle Gomez		0.00
4201 Wells Fargo Credit Card:Spearman, Tammy		0.00
5040 Wells Fargo Credit Card:Fatima F Calkins		0.00
6020 Wells Fargo Credit Card:Diane Wetherington.2		0.00
6565 Wells Fargo Credit Card:Joe Benjamin.2		0.00
6573 Wells Fargo Credit Card:Denise Finn		0.00
6581 Wells Fargo Credit Card:Teresa Smith		0.00
6702 Wells Fargo Credit Card:Brooke Green		0.00
7137 Wells Fargo Credit Card:Tammy Spearman		0.00
8280 Wells Fargo Credit Card:Ivette Rosario		0.00
8298 Wells Fargo Credit Card:Anthony McGee		0.00
8306 Wells Fargo Credit Card:Tammy G Spearman		0.00
8576 Wells Fargo Credit Card:Laurie Victory		0.00
8584 Wells Fargo Credit Card:Diane Reed		0.00
8592 Wells Fargo Credit Card:Theresa Webb		0.00
8600 Wells Fargo Credit Card:Brenda Leo		0.00
9128 Wells Fargo Credit Card:Diane Wetherington		0.00
9136 Wells Fargo Credit Card:Carrie Woodell		0.00
9144 Wells Fargo Credit Card:John Schmidt		0.00
9169 Wells Fargo Credit Card:Joe Benjamin		0.00
9177 Wells Fargo Credit Card:Wendy Geltch		0.00
9185 Wells Fargo Credit Card:Christine Rewis		0.00
9193 Wells Fargo Credit Card:Zulay Millan		0.00
203 Norma Showley Memorial		11,865.81
300 Opening Bal Equity		258,537.60
301 Retained Earnings		23,653.50
401 Income:Annual Conference Registration		19,607.00
402 Income:Membership Dues		42,970.00

FL Association of Public Procurement Officials

Trial Balance

As of June 30, 2021

	DEBIT	CREDIT
403 Income:Interest/Investment		5.40
4031 Income:Interest/Investment:Money Market Interest		15.65
405 Income:Misc Income		127.78
407 Income:Fall Workshop Registration		1,522.00
408 Income:Trade Show Income		1,650.00
413 Income:Sponsorships		11,000.00
601 Trade Show:Decorator/ Booth	5,612.50	
707 Printing Expenses:Miscellaneous Printing/Newsletter software	112.50	
804 Other Program Expenses:Website Maintenance	12,467.41	
8014 FAPPO Bucks/Hotel MPC	4,386.00	
901 Business Expenses:Credit Card Fees	2,205.40	
902 Business Expenses:Bonding/Insurance	2,368.00	
904 Business Expenses:Corporation Fees/Dues/Taxes	1,461.25	
905 Business Expenses:Accounting Fees	2,065.00	
910 Business Expenses:Miscellaneous Business	1,676.00	
912 Business Expenses:Operating/Office Supplies	55.54	
913 Business Expenses:Postage and Delivery	135.04	
918 Business Expenses:Bank Fees - Checking	123.00	
930 Business Expenses:Association Management Fee	35,779.50	
Unapplied Cash Bill Payment Expense	0.00	
TOTAL	\$397,023.89	\$397,023.89



FAPPO BOARD OF DIRECTORS MEETING MINUTES

Zoom Virtual Board Meeting, May 18, 2021

In Attendance:

Officers:

President	* Jaime T. Locklear, MPA, CPPO, CPPB.
Vice President	* David Santiago, CPPB
Treasurer	* Mark Shuman, CPPO, CPPB
Secretary	* Denise K. Finn, NIGP-CPP, CPPO, C.P.M., CPPB

Executive Director: Craig Rowley, C.P.M.

Past Presidents and Committee Members:

Past President, AEP Sr. Rep	*Mark Raiford, CPPB, FCPM, FCPA
Past President, Parliamentarian Chair	*Rhonda Ulmer, C.P.M., CPPO
Finance	Anthony McGee
AEP Jr. Rep and UPPCC	Barbara Grilli. CPPO, CPPB, C.P.M.
NCPPC Rep and Bylaws	Kristie Rodriguez
Education Programming	Brooke Green
UPPCC (CPPO)	David Boswell, CPPO, CPPB, SPSM (not present)
Awards	*Keith Glatz, CPPO, CPPB
Professional Development	Kim Albritton
	*Cheryl Olson (not present)
NIGP-CPP Rep	David Billingsley (not present)
Survey/Research	Tammy Spearman
Procedural Oversight	Sabrina Kimball (not present)
Pro D	Kim Albritton
	*Fatima Calkins
Legislative Updates	Juliet Misconi (not present)
Social Media	*Carrie Mathes, MPA, CFCM, NIGP-CPP, CPPO, C.P.M., CPPB, A.P.P.
Membership	*Mary Pace
Past President	*Cheri Alexander

*** Eligible voting members**

Meeting call to order by Jaime T. Locklear, President at 9:03 a.m.

Meeting Recording available upon request from Secretary

Old BusinessReports and updates**Craig Rowley's report:**

- Executive Director report by Craig Rowley Provided year over year ending fund balances compared to budget.
 - July of 2020 Real Business Solutions (RBS) came to Board reduction in contract amount; end of pandemic is in sight and conference in 2022 will be a home run. Would like to return to full service and marketing as of June 2021, requesting return to pre-pandemic beginning July of 2021.
 - Received another Platinum Sponsor for the event.
 - Mark Raiford made a motion to return to full association management services including fees and accept waiving of increase; David Santiago seconded. Mark Raiford went on the record to compliment and thank RBS on how they worked with the FAPPO family. Jaime stated that if RBS will ramp up on June 1st and requested that FAPPO return to the previous payment to RBS beginning on June 1st rather than July 1st. Mark Raiford agreed and updated his motion to include June 1st as the date to return to full Association Management Services as outlined in the original contract effective June 1st. David Santiago seconded the update. No discuss. Motion carried by Board vote. Craig Rowley thanked the Board

David Santiago report:

- The 2022 conference will mirror the 2020 conference beginning on Sunday May 21st and ending on May 25, 2022. Contract with Rosen is attached for review. Mark Raiford asked about page 13 of 17 as dates seem to be different. Craig Rowley advised that RBS begins on Friday to set up for the conference beginning on Sunday. Mark Raiford moved to approve; Carrie Mathes seconded. No discussion, motion carried.
- Craig Rowley requested a motion to approve the exhibitor rates so he can begin advertising. He recommended an increase of \$200.00 from \$900 early bird and \$1100 regular moving to \$1100 and \$1300 and provide a discount of \$200.00 for this year's supporters. Rhonda Ulmer moved, and Cheri Alexander seconded. No discussion. Motion carried
- A face-to-face fall workshop in St. Augustine. David Santiago shared dates and locations for tentative BOD meetings.
 - Friday, July 30, 2021, City of Orange City
 - Thursday, November 4, 2021, St. Augustine
 - Friday, February 4, 2022, TBD
 - Sunday, May 22, 2022, Rosen Centre, Orlando

Cheri Alexander questioned if May 22 is too close to Memorial Day because of people are planning family vacations. Jaime Locklear advised that this is the weekend before and hopefully will not cause a problem. Carrie Mathes said prior year problem was with Mother's Day and children are still in school. Craig Rowley advised this is the same pattern (week before Memorial Day) approved last year. David Santiago is pursuing the date for the fall workshop and will return with a budget. Craig Rowley advised that hotels are filling up quickly.

Mary Pace Report:

Membership update – we have several honorary applications for Board approval. Cheri Alexander moved to approve, and Carrie Mathes seconded. Mark wants to confirm that the list of retirees was vetted. Marion advised that they were. Marion is ending her relationship with FAPPO because of her new job. Theresa Webb applied a few months ago but did not meet requirements. Marion urged the board to review the by-laws in reference to retired members. NIGP instructors are allowed to be retired members. Cheri asked Rhonda if she would be reviewing the bylaws. Jaime advised that will be discussed later in the meeting. Motion carried.

- Membership numbers were 1024 in the beginning of 2021, and we are ending with 999, including 821 renewals and 151 new members showing a loss of 2.5%. Agencies beginning 165 ending 163 with two new agencies and three returning.

Mark Shuman:

Treasurer report was presented. Third quarter from January 1, 2021, through March 31, 2021, is \$135,734.28, in the checking account and \$130,179.20 in the money market account for a total of \$265,913.48.

Denise Finn:

January 2021 Board meeting minutes were attached and reviewed with no changes and no comments; motion to approve by Mark Shuman, second by Mark Raiford; No discussion and motion carries.

Randi Whitcomb:**Website update**

- Demo on Thursday; moving from one platform to another – need to move membership database over. Everything moving forward. Need to update membership information. Jaime wants an internal meeting before launch call with Kyle to confirm everyone is on the same page.

New Business

Officer Nomination – received one nomination from Tammy Spearman for the secretary position; no vote will be required, and Tammy will be sworn in.

- **Virtual conference update**
 - Ninety registered; good number for first virtual conference
 - Information is available on website
 - Seven sponsors and eight exhibitors registered
- **Bylaws updates**
 - Jaime requested that the Board agree to have the bylaws reviewed and clarified
 - Carrie agreed with request
 - Kristie will start the process of reviewing historical documents and changes; look at Board agendas and minutes and discuss with Joe Benjamin and other past members who may have been directly involved in the changes. Jaime advised a draft could be

sent out to the Board for approval if available. Review could be done by the Board, but the bylaw changes will need to be approved by the membership.

- Mark Raiford advised that the Bylaws was a governing document and take out operational items from the Policies and Procedures.
- Also use Newsletter to keep members informed on what areas are being reviewed.

Tony McGee:

Final Financial Report is attached to agenda.

Tony McGee conducted an independent review of selected FAPPO transactions completed between July 1, 2019, and June 30, 2020, to ascertain accuracy and compliance with Bylaws and other control processes. FAPPO has continued to follow policies and procedures and maintains records to substantiate purchases.

Committee Reports

- AEP update – Mark Raiford – Deadline has come and gone. Two hundred application were received. Two less than the previous year. Evaluation committee is meeting in person for the first time in over a year. Barb Grilli agreed with Mark.
- NCPPC Kristy Rodriguez – Denise is interim chair; first week on the Council two entities removed themselves. Kristy volunteered to be on a task force to review define the purpose, mission, vision of the Council; will be meeting in June.
- NIGP-CPP representative - David Billingsley – no report
- UPPCC CPPB update – David Boswell – did not attend and no report
- UPPCC Certification representing FAPPO. Barbara Grille's role has morphed into an advisor position for the Board of Examiners (BOE) for CPPO and CPPB representing FAPPO. May testing window has or is about to close. Added academic resources and marketing committee. Reworked BOE to include these committees. October 2021 exams will reflect latest changes from the Job Analysis Task report.
- Education Programing – Brooke Green – Education program went well; webinars were well received. She recommends we continue to offer those.
- Website – Randi Whitcomb – already covered in old business
- Pro D – Kim Albritton – No report, but she is getting requests for reimbursements
- Membership/Outreach – already covered.
- Survey/Research - Put together survey for post conference. Find out what membership wants. Jaime did not receive the new link from Tammy. Each component has a separate ranking. Tammy will send out a direct e-mail to attendees.
- Bylaws – Kristy Rodriguez – no additional information but she will work on items previously mentions
- Procedural Oversight – Sabrina Kimball – nothing to report
- Social Media – Carrie Mathes – Worked with David Santiago to push out information on conference. Send her any additional information that the Board would like to put out there.
- Blog Liaison – Zulay Millan – no report
- Historian – Joe Benjamin – no report (he was on earlier)
- Appointments – Cheryl Olson - all appointments have been filled.
- Legislative Updates – Juliet Misconi – Several Bills are in the lineup; she will provide updates on bills as they are approved by Mark Raiford discussed how the new bills are taking away local

preference for Public Works Construction; new verbiage would include all funds and not just that from state funding. House Bill 53 passed and is on its way to the Governor. Keith advised he had heard that it was any state funding, and it also referenced a wastewater report that will be required every five years.

- Awards – Keith Glatz – Issued 18 awards and 3 best practices.
- Parliamentarian – Rhonda Ulmer –no report

Meeting adjourned at 11:30 a.m.

REAL BUSINESS SOLUTIONS

Florida Association of Public Procurement Officials

July 18, 2021

Dear Board of Directors,

The pandemic/health, budget/agency limitations, and personal choice may negatively impact attendance going forward.

UPPCC has notified us that additional information is required specific to program content before they will approve it for CH credit.

FALL WORKSHOP:

The Fall Workshop is scheduled at the Renaissance World Golf Village Resort, St. Augustine on November 5, 2021.

ANNUAL CONFERENCE:

The Annual Conference is scheduled at the Rosen Centre Hotel May 22-25, 2022. David Santiago and I will conduct a site tour on July 29.

Due to size limitations, we will have slightly less exhibit space. I have contacted our decorator, AGS Expo to determine the final number of booths,

FINANCIAL:

The financials have been forwarded to the accountant for reconciliation for 2020-2021.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Craig Rowley", with a long, sweeping horizontal line extending to the right.

Craig Rowley, C.P.M.
Executive Director

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REAL BUSINESS SOLUTIONS
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FLORIDA ASSOCIATION OF
PUBLIC PROCUREMENT OFFICIALS

**BOARD OF DIRECTORS MEETING
MEMBERSHIP COMMITTEE REPORT (July 2021)**

Current Membership Statistics:

Current Memberships through 06/30/2022:	516
Renewals:	420
New Members:	62
Retired:	17

Memberships in Renewal Grace Period:	550
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Membership Statistics Comparison to 20/21:

Memberships in July 2020:	525
Renewals:	473
New Members:	52

Current memberships are fairly consistent with status in prior years at this time.

Membership renewal/applications will be taken through July 31st and notification has been sent out to membership to remind them of the importance of renewing. Membership will be shut down for the month of August to allow for finalization of data and development of the new FAPPO website, which is scheduled to launch September 1st.



Dual CPPO/CPPB Standard Setting Volunteers Needed

A new passing standard is set each time the CPPO & CPPB exams are updated as a result of the new Job Analysis project. Yes, there is a scientific process involved with choosing an appropriate score for passing the certification examinations.

This passing standard is set by a **panel of subject matter experts** guided by testing experts and remains the standard of performance required on the certification exams until the next exam update process.

Why Volunteer?

1. You receive **contact hours** for your volunteer time that's applied to **recertification**.
2. It's a great way to **support the independent standards** of the public procurement profession.
3. An **opportunity to network** with other highly skilled professionals in the field.

UPPCC is **actively recruiting volunteers** for two standard setting panels; one for the CPPO exam and another for the CPPB exam. The panel will participate in meetings and conduct work virtually during November 2021. This is approximately a one week commitment.

Please fill out the [Volunteer Interest Form](#) for consideration.

Also, check out other UPPCC volunteer opportunities at <https://uppcc.org/Volunteer>.

About the UPPCC

The Universal Public Procurement Certification Council (UPPCC) is an independent entity formed to govern and administer the Certified Public Procurement Officer (CPPO) and Certified Professional Public Buyer (CPPB) certification programs. The CPPO and CPPB programs are highly regarded and respected among procurement professionals and employers involved in the public sector. To date, the UPPCC has certified well over 13,000 professionals globally, primarily within the US and Canada.

FL Association of Public Procurement Officials

Budget Overview: FAPPO 2021-2022 Budget - FY22 P&L

July 2021 - June 2022

	Total
Income	
400 Income	
401 Annual Conference Registration	\$65,000.00
402 Membership Dues	\$55,995.00
403 Interest/Investment	\$41.13
4031 Money Market Interest	\$1.07
4032 Investment Fund Interest	\$50.00
Total 403 Interest/Investment	\$92.20
407 Fall Workshop Registration	\$10,320.00
408 Trade Show Income	\$66,236.00
413 Sponsorships	\$45,000.00
Total 400 Income	\$242,643.20
Total Income	\$242,643.20
Gross Profit	\$242,643.20
Expenses	
500 Annual/Spring Conference Exp	
501 Audio Visual	\$6,000.00
502 Badges	\$1,642.00
503 Banquet	\$17,000.00
509 Hotel Expense	\$1,679.00
510 First Time Attendees	\$1,081.40
512 Plaques & Awards	\$3,256.00
515 Speakers	\$15,000.00
516 Miscellaneous Program Expenses	\$125.00
517 Special Event	\$6,000.00
520 Miscellaneous Printing/Program	\$2,701.00
521 Miscellaneous Expenses	\$1,153.00
522 Conference Meals	\$57,500.00
523 VIP Dinner	\$5,430.00
Total 500 Annual/Spring Conference Exp	\$118,567.40
600 Trade Show	
601 Decorator/ Booth	\$17,492.00
602 Door Prizes	\$448.50
604 Facility/Equipment Rental	\$4,000.00
606 Refreshments/Breakfast	
6063 Tradeshow Lunch	\$35,000.00
Total 606 Refreshments/Breakfast	\$35,000.00
Total 600 Trade Show	\$56,940.50

700 Printing Expenses	
708 Membership Pamphlet	\$850.00
713 Membership Directory	\$645.00
Total 700 Printing Expenses	\$1,495.00
800 Other Program Expenses	
801 Fall Workshop	\$2,000.00
8011 Speaker	\$2,500.00
8012 Food	\$8,500.00
Total 801 Fall Workshop	\$13,000.00
803 Scholarship/Tuition	
8032 Tuition Reimbursement	\$7,500.00
8033 Scholarship	\$8,490.00
Total 803 Scholarship/Tuition	\$15,990.00
804 Website Maintenance	\$11,400.00
Total 800 Other Program Expenses	\$40,390.00
900 Business Expenses	
901 Credit Card Fees	\$8,951.00
902 Bonding/Insurance	\$2,925.00
904 Corporation Fees/Dues/Taxes	\$106.00
905 Accounting Fees	\$1,187.00
907 Executive Board Meetings	\$6,000.00
910 Miscellaneous Business	\$1,100.00
912 Operating/Office Supplies	\$1,461.00
913 Postage and Delivery	\$861.00
914 Promotional	\$820.00
916 Public Relations	\$125.00
918 Bank Fees - Checking	\$302.00
920 Storage Historical Records	\$221.00
921 Travel	
9211 Hotel Exp	\$1,400.00
9212 Per Diem	\$700.00
9213 Air Fare/Travel	\$2,100.00
Total 921 Travel	\$4,200.00
922 Donations	\$1,000.00
926 Marketing	\$1,150.00
930 Association Management Fee	\$95,795.40
931 Management Company Expenses	\$5,429.00
Total 900 Business Expenses	\$131,633.40
Total Expenses	\$349,026.30
Net Operating Income	-\$106,383.10
Net Income	-\$106,383.10

Busy Legislative Session Wraps Up!

Filed By: Juliet Misconi, MPA, NIGP-CPP, CPPO, CPPB

FAPPO Legislative Chair

The Governor has signed and approved seven bills that the Legislative Committee was tracking, and two more are pending action (waiting on presentation to Governor or waiting on his approval or veto). At the time of this writing (July 2), the following bills have been approved:

- HB 35 - Legal Notices – This is a BIG ONE! It is effective January 1, 2022, and I encourage everyone to read the actual adopted bill and fully understand the ramifications. Our summary on the website may be outdated, as this bill had many amendments. In short, The bill:
 - Modifies the criteria that a newspaper must satisfy to publish legal notices.
 - Gives governmental agencies the option to publish legal notices on the website of a qualified newspaper and on the FPA's repository website under specified conditions.
 - Authorizes a newspaper publishing legal notices online to charge for such publication up to the amount it would charge to publish the notices in its print edition.
 - Requires the FPA to seek to ensure that minority populations throughout the state have equitable access to legal notices posted on the FPA's repository website and requires the FPA to publish a report containing specified information.
- SB 694 - Displacement of Private Waste Companies - The bill requires a local

government that displaces a solid waste collection service to provide a three-year notice period and pay the displaced company an amount equal to the company's preceding 18 months' gross receipts at the end of the notice period.

- SB 378 - Payment for Construction Services - Enhances the statutory interest rate for public and private parties that fail to make required payments for certain construction labor, services, and material. The bill increases, by one percent per month, the remedial interest rate applied to payments wrongfully withheld for construction services for public and private construction projects. For public sector construction projects, the bill increases the interest rate from one percent to two percent per month.
- HB 7017 - Foreign Influence - Requires state agencies or political subdivisions to disclose certain gifts or grants from foreign sources.
- HB 1079 – Agency Contracts for Commodities and Contractual Services - Contains several provisions for evaluation, management and oversight of competitively procured STATE contracts; Provides that agency must issue request for quote to certain approved vendors when it issues request for quote for commodities or contractual services; provides responsibilities of contract manager; authorizes contract administrator to also serve as contract manager in certain circumstances.
- HB 1055 – Public Records/Trade Secrets - Providing an exemption from public records requirements for a trade secret held by an agency; providing that an agency employee is not liable for the release of certain records; providing for future legislative review and repeal of the exemption; providing a statement of public necessity, etc.

- HB 53 - Public Works Projects - Revises prohibition relating to solicitation for construction services paid for with state appropriated funds; prohibits state or political subdivision that contracts for public works project from taking specified action against certain persons that are engaged in public works project or have submitted bid for such project; requires OEDR to include an analysis of certain expenditures in its annual assessment; requires counties, municipalities, & special districts that provide wastewater services & stormwater management to develop needs analysis.
- SB 1194 – Transportation - Authorizing governing bodies of municipalities and counties to abandon and convey their interests in certain roads and rights-of-way dedicated in a recorded residential subdivision plat to community development districts under specified conditions; providing that certain governmental entities may not prohibit certain vendors from responding to competitive solicitations of certain contractual services; revising provisions authorizing vehicles and equipment to show or display flashing lights; prohibiting the Department of Transportation and contractors and subcontractors of the department from purchasing specified substances from a borrow pit unless specified conditions are satisfied, etc.

The most recent summary from the Committee is posted for members on our website and includes the final list of bills, and a summation of the impact.