

DELAWARE PUBLIC PURCHASING ASSOCIATION, INC
FOURTH QUARTER MEETING

Minutes of Friday, December 9, 2016

The Fourth Quarter meeting of the Delaware Public Purchasing Association (DPPA) for 2016 was hosted by Delaware State Police.

Present in attendance: Kimberly Cuffee, Sussanne Jara – Delaware State Police; Heather Herold – Town of Elsmere; David Baldini – PTAC; Cenise Wright – City of Newark; Barry Wolfgang, Peter Gregg – City of Dover; Wendy Brown – DHSS; Latonya “Toni” Frieson-Jones, Clifton Crawford, Ruth Kowalski, Frank Penta – New Castle County; Mike Sabol – Retired; John Gregg – Honorary Member

Opening of the Meeting – Sussanne

Sussanne Jara, President, called the meeting to order.

Everyone introduced themselves to Frank Penta (new member).

Reading of the Minutes

Motion: Toni made a motion and the motion was seconded by Ruth to approve the minutes from the 3rd quarter meeting. Motion passed.

Treasurer’s Report – Heather Herold (Treasurer)

Motion: Toni made and Cliff seconded a motion to accept the treasurer’s report. Motion passed.

Committee Reports:

Strategic Planning – Sussanne Jara

No new news.

Chapter Liaison – Sussanne Jara

Maureen, the NIGP Area 2 representative, would like to come visit us. It’s a requirement. Sussanne told her to contact Ruth after the first of the year.

Finance – Heather Herold

Reminder about the CD’s maturity dates. Sussanne told Heather to have a discussion with Kim about the maturity dates.

Program Chair - No Chairperson at this time

Awards & Scholarships – Peter Gregg/Ruth Kowalski

Pete wanted everyone to keep in mind that the scholarships can be used to attend conferences and classes.

Membership – Peter Gregg/Barry Wolfgang

Sussanne asked that they look at the NIGP list of Delaware people and reach out to them to get those who are not DPPA members to attend DPPA meetings.

Cliff also mentioned about reaching out to the different agencies who attended the Reverse Trade Show and try to get them to attend as well.

Education (Pro-D) – Ruth Kowalski

No new news.

Public Relations – Peter Gregg/Heather Herold

Heather spoke about the abused dogs who were rescued and that's why she suggested our donation for this year be to the SPCA for the rescued dogs.

Historian – Kimberly Cuffee

Kim stated that she has the photo album and it has been updated with photos of all of our recent events.

Old Business

2017 Area 2 Conference – DPPA Host

Wendy is trying to come up with speakers for the program. Cliff and Wendy visited Dover Downs and are happy with the set-up. Cliff did a lot of work on the registration forms and the next step is to do outreach.

Cliff spoke to John from Office Basics and he's willing to sponsor the Happy Hour again. They will increase their sponsorship to \$5000 this time and they want 3 tables. Kim has set up everything on the website. The registration forms are there for the vendors and the candidates. Toni will do an email blast to all our vendors. There is also a tentative schedule. The magician has been put on hold. Looking into karaoke and drum line as well. There will be a Meet and Greet the night everyone checks in.

Kim talked about the Vendor Show being more tailored toward Delaware people so the ones who only wanted to come to the conference for one day can come that Thursday and get a lot of information. Kim did a flyer that she will send to everyone. She also has a list of attendees from a class the Bruce Krug taught. She will send it to them to get them to attend the conference.

Cenise indicated that Max Walton, the FOIA speaker, is willing to speak at the conference but if we could get him the date as soon as possible so he can get it on his schedule. She will send his contact information to Wendy.

Cliff stated if anyone has a recommendation for a speaker to contact Wendy.

Someone reached out to Sussanne at the National Conference by the name of Walt Stazinkski but she has no information on how much he charges. He's from Michigan. Sussanne will put the information in a packet for Wendy.

Toni asked if Tony Ellis was contacted. Cliff indicated that he's on the list to be contacted.

Cliff stated that conference meetings may start in the spring.

Wendy had a suggestion for a theme for the conference – "Sharing Solutions." She went through the list that Kim gave her and she thought it would be appropriate considering the speakers we will have for the conference.

Kim stated that an officer from the DE State Police will speak about Active Shooter at the conference.

There was also discussion about having someone speak about vendor diversity and inclusion.

Updates

Sussanne mentioned that Lisa has been having some health issues and asked that everyone keep her in your prayers. Cenise will send Lisa a get well card.

Kim stated that some of the new membership pins were ordered (200). We also received our conference pins to put on the name tags for the conference.

New Business

Changing of President

Sussanne stated that since she is retiring Ruth has agreed to be President until elections at the end of 2017. Kim moves up to 1st Vice President. Sussanne appointed Cliff to 2nd VP for the duration of the term.

No one was opposed to the new appointees.

Sussanne gave Heather her retirement application.

Sussanne made John Gregg an honorary DPPA member. Everyone was in agreement to making John an honorary member.

Kim was presented with the Presidential Award. It's given to someone who has been outstanding in his/her service to DPPA. Pictures were taken of Kim being presented with the award.

Sussanne thanked everyone for bringing in items to donate to the SPCA.

Ruth presented Sussanne with a Certificate of Recognition for her service as President for 2 terms. Pictures were taken.

Toni motioned and Kim seconded a motion to donate \$100 to the Brandywine SPCA. Motion was passed.

Meeting was adjourned at 3pm.