

DELAWARE PUBLIC PURCHASING ASSOCIATION, INC
SECOND QUARTER MEETING

Minutes of Thursday, May 26, 2016

The Second Quarter meeting of the Delaware Public Purchasing Association (DPPA) for 2016 was hosted by the City of Dover.

Present in attendance: Kimberly Cuffee, Sussanne Jara – Delaware State Police; Lisa Tusick – Town of Bethany Beach; Heather Herold – Town of Elsmere; Juanita Beauford – PTAC; Cenise Wright – City of Newark; Peter Gregg, Barry Wolfgang – City of Dover; Wendy Brown – DHSS; Terrell Copeland – Division of Management Services

Opening of the Meeting – Sussanne

Sussanne Jara, President, called the meeting to order.

Reading of the Minutes

Motion: Heather made a motion and the motion was seconded by Barry to approve the minutes from the 1st quarter meeting. Motion passed.

Committee Reports:

Treasurer's Report – Heather Herold (Treasurer)

There is a correction to the Treasurer's Report. The date of the report should be changed to May 26, 2016.

Sussanne questioned if Amelio and Copeland who were showing on the Treasurer's Report as paying dues were new members. It was determined that they both are existing members of the DPPA.

Motion: Kim made and Pete seconded a motion to accept the treasurer's report with changes. Motion passed.

Strategic Planning – Sussanne Jara

Sussanne mentioned she would get into the by-law changes later.

Chapter Liaison – Sussanne Jara

Sussanne mentioned that she and Kim were on the February NIGP Area 2 Chapter leaders call. The NIGP sent a breakdown of what the call was about. Call showed they all have the same membership drive issues and what to do to get the members to come.

In our area, the CAPA is having their fall conference in September and there's one in October. They are in Virginia.

The MD Public Purchasing Association had offered free training in April to members and they are also offering free NIGP classes.

MD is hosting a national forum in August and they are looking for volunteers.

Metropolitan DC is offering free CPPB review courses. With Area 4, which has a large Louisiana chapter, the title for their March Procurement Month was "May the Purchase Force Be with You." This is something to think about with our conference and what it is going to involve.

Area 9, the Utah Chapter, is having the same concern with losing state agencies to NASPO. We are losing state people to NASPO as well. NIGP has not addressed this issue or offered a resolution.

Juanita mentioned that the State does a lot of training, and does a Vendor Day with the school districts. We have to figure out what the State is not doing to bring the people back to the DPPA. The State does not really have a platform for small businesses.

Juanita expressed an idea that if as a purchasing agent we knew what our buys were for a certain period of time (a year, for example), we would know exactly what kind of businesses we're looking for and we could tap the Suppliers Diversity directory, the PTAC directory and all other directories to identify some of those businesses to showcase at meetings. For example, if I were DHSS and I had a construction buy coming up I would want to know who in Delaware (focus on DE to try to keep the funds in the State) has businesses that I have not identified and maybe invite 8 – 10 companies to a meeting so that they can display their capabilities to the buyers.

Juanita mentioned her assumption is that the State is doing a lot of internal training.

Wendy agreed and also mentioned that the reason why the State employees are loyal to NASPO is because their boss is Vice President.

Wendy indicated that DHSS in particular is looking to do vendor fairs or vendor days, one with mainly IT companies and have them come in for subcontractors and those large companies can come and talk to them and the subcontractors can provide services to them.

Juanita indicated that her cooperative agreement states there is a requirement to help businesses get work at the federal, state, and local levels and large corporations with sub-contracted plans. She did not know if there is a state requirement for sub-contracted plans.

Wendy stated that she did not know if there is a requirement for the plans but there is a state requirement for formal bids that the contractor must inform the State about any sub-contractors. The sub-contractors are encouraged to be diverse.

Wendy indicated another idea not geared toward sub-contractors is to have a vendor day for one type of contractor – narrow it down - for temp. agencies for example, and any buyer who would like to come and talk to them first hand could do so.

Both of these events will be happening in the next few months.

Sussanne put a hold on discussing Committee Reports to have all in attendance introduce themselves for Terrell Copeland who was attending for the first time. Sussanne welcomed Terrell.

Chapter Liaison Continued – Sussanne Jara

Sussanne said that for NIGP all the financial forms have been submitted.

Kimberly mentioned the NIGP conference call is Thursday, June 16 and Sussanne stated that anyone can listen in on the NIGP conference calls.

Finance – Heather Herold

We are good with our fee to pay for our website.

Sussanne asked Heather if she needed anyone to sit in on Finance with her to do budgeting. Heather indicated she did not.

Program Chair - No Chairperson at this time

Sussanne asked if anyone would like to be Program Chair. They are responsible for trying to get speakers. No one offered to be Program Chair.

Awards & Scholarships – Peter Gregg

Pete indicated that no one has contacted him for awards or scholarships.

Sussanne said the awards and scholarships are not just for taking classes but if you want to go to a conference and do not have funds from your work to attend, the DPPA can award up to \$250 to assist with that. Pete indicated it can also be approved for training.

Membership –

Sussanne asked if anyone would like to be the Membership Chairperson. Sussanne would like the person in this position to find out how many people in DE are NIGP members and not members of the DPPA and to reach out to them and get them to support their local chapters.

Education (Pro-D) – Ruth Kowalski

Ruth is not in attendance and had not given anything.

Public Relations – Paul Giery – not in attendance

Sussanne stated that Paul informed her that he may no longer be a member because of his job. If anyone would like to be Public Relations please let Sussanne know. Pete indicated he could do Public Relations.

Wendy offered to do something with membership (send out emails to non-members) but she does not want to chair.

Historian – Kimberly Cuffee

Kimberly indicated that today is Red Nose Day, a day to raise money for people living in poverty. All members in attendance put on red noses and took a picture to put on the website. All who chose to wear the Red Nose got a Red Box rental for free.

Sussanne thanked Kim for doing this for a worthy cause.

Old Business:

By-Law Revisions

Sussanne expressed that she has tried to get the By-law revisions through and everyone is in agreement with them but having an issue with getting three-quarters of paid membership respond with a yes and members are not responding back. Her goal is by the 3rd quarter meeting to get this accomplished because we have to put them out so many days prior.

Pete asked if the absentee ballots were sent out. Sussanne stated that was supposed to be done by Cliff last year. Pete stated that previously the By-law revisions and absentee ballots were sent out and listed the old and revised By-laws and it had a place to vote.

Kimberly stated it is just minor changes to the By-laws.

Wendy suggested doing the voting at a high turnout meeting like the last one of the year and by email. Sussanne said even a high turnout meeting is not enough. The By-laws state we have to have three-quarters to make changes.

Wendy and Cenise offered to help make phone calls to members just asking them to vote and send it back.

Barry indicated our By-laws require us to have two-thirds of paid members vote, not three-quarters. Sussanne indicated that we still do not get that either.

New Business:

NIGP Small Chapter of the Year Submission

Sussanne indicated that Kim has done at least 95% of the work and because of her persistence it was submitted on time. Kim voiced that Pete, Barry and Sussanne helped as well. Sussanne indicated it is a lot of work.

They used last year winner's submission as a template. The winner will be named at the awards ceremony at the forum.

Kim reviewed what was submitted.

Kudos to Barry for graduating from Wilmington College with a degree in Business Management. His graduation picture will be included in the newsletter.

DPPA's student Anthony, Sussanne's son, also graduated with his Bachelor's in Business Management – Office Chain Supply. He'll be working for JB Hunt.

Kim expressed that our lapel pins inventory is low. She spoke with DCI and they can reproduce our lapel pins. Kim asked if there is anything that we should change or add before we order more. Members decided it is fine the way it is. The pins will be given out at our conference. Sussanne would like an email vote sent out so that we can have some to take to the forum to swap with other chapters.

Speaker – Bruce Krug

Topic: Dealing with Contract Vendors

Speaker – Mike Adams

Sussanne stated that speaker Mike Adams would not be coming. All donations received is going to students in Africa. He will send us a flash drive of students using our supplies. A picture was taken of the table with all the supplies.

Old Business

2017 Area 2 Conference – DPPA Host

Sussanne expressed that it came down to two hotels to have the conference. Thanks to Tina for researching. We will be going back to Dover Downs as it is centrally located, offers more (more places to eat, easy access to mall) and is a better fit.

Kim indicated the training rooms will be downstairs this time and will cordon off the area for vendor show.

The vendor sponsor reception will be upstairs as it is more private with music and can look over the track.

Pete indicated that 2017 will be the 300th anniversary of Dover. The Mayor of Dover has agreed to open the conference for us. He's happy we're doing this in Dover in the 300th year.

Kim stated this conference will be patterned like the last conference. Desserts will now be with the vendor show.

Kim asked if anyone liked or disliked anything about the way it was done the last time. Pete indicated he thought it went very smoothly.

Kim also asked if we want to still have the option of chicken, beef, or seafood for our big meal. The consensus was yes. We're providing meals except dinner.

Sussanne indicated that not sure if Dover Downs will be giving out \$5 tickets to gamble.

Kim indicated the secured dates are October 18, 19 and 20. We'll have 2 hot breakfasts, 1 main hot lunch, 1 sandwich lunch and there will be a continental breakfast on the last day, which will be a half- day.

Sussanne mentioned that at the time they spoke with Dover Downs, there were no other conferences going on at the same time as ours to piggyback off of for the food.

Sussanne stated that we now have to establish committees for the conference. Committees needed are:

- Conference Chair and/or Co-Chair – oversee flow of everything and all the other committees
- Vendor Registration – sending information to vendors, sponsorship requests
- Attendee Registration – getting letters out to all the other chapters, keeping track of registrations, meal selections, name cards. Would also need to work with Heather to get registration checks to her.
- Ditty Bags & Door Prizes - Tina from the City of Wilmington indicated that she wanted to do the ditty bags. This year we have combined the ditty bags and door prizes. Sussanne will reach out to Tina to make sure she is still interested in doing the ditty bags now that they have been combined with the door prizes.
- Speakers – need somebody to look at other past speakers and reach out to people and ask them to speak. We have a limited speaker budget. We'll pay the most to the main guest speaker. Kim asked Wendy about Ken (head of DE Economic Development Office) speaking. Wendy indicated she thought he would if given enough notice. Need to think of topics and find a dynamic speaker. Sussanne would like Bruce to be one of our speakers. Kim also mentioned if anyone knew a comedian that would be good. Sussanne mentioned for the main speaker we would pay for one night at hotel and \$500. Pete mentioned getting Frank Marks back to speak and pay for travel and hotel. He does a lot of different subjects. Need people to think about what committee they would like to be on.
- Conference Book and Name Tags

Juanita mentioned about developing a theme first before we identify speakers.

Sussanne wanted to us to think of a couple of topics to consider such as these that the NIGP was offering - Advancing Your Negotiation Skills, Management Strategies for the Public Sector, How to Buy Performance Results, Making the Contract Fit the Purchase, Preparing For and Surviving Internal Audits, and Promoting the Procurement Function.

Pete offered that the theme could be "From Barter to Bid."

Sussanne said we will need to meet outside of regular quarterly meetings for the conference. We can also have conference calls to check in and check progress.

Kim expressed we all should be looking for speakers and vendors. Reach out to your vendors. We need one big one to sponsor the social.

Wendy expressed it would be good to get vendors' information out earlier.

Kim said there is enough room for 30 vendors to fit comfortably plus tables in back for desserts.

Kim stated Office Basics was the last sponsor and it was about \$2000. They got a prime location in the vendor show and platinum sponsor designation.

Toni is doing vendor registration and she'll ask for a list of vendors from every agency.

All are in agreement to utilize PayPal for conference again.

Sussanne stated if you work the conference you don't have to pay for registration for the conference.

Pete asked that everyone give a lot of thought to the committees to volunteer for and speakers.

Kim mentioned about possibly having someone speak about FOIA Requests. Cenise offered to ask Newark's Director of Legislative Services if she would speak on FOIA Requests. Speakers are 45 minutes which includes speaker talking for about a half-hour and Q & A afterward.

On Wednesday will be 2 breakouts two times in the morning and two after lunch. So they'll be 6 speakers in one day.

The first day in the morning would be 4 speakers and 2 in the afternoon.

There can be a speaker for more than one spot.

On the second day, half the day will be for vendors. The first day will be all classes and the second day will be classes in the morning and the vendors.

Dover Downs reserved 50 rooms for the conference. We can increase if needed. They'll hold 50 until a certain date and what's not reserved will be opened up to the public. The room cost is \$135 plus 8% tax.

The 3rd Quarter meeting will be at the DE Biotechnology Institute (UD) in September. Look at having it on one of the Thursdays from the 2nd Thursday of the month through the 5th Thursday.

Cenise offered to ask Director of Legislative Services to do a brief FOIA presentation as well at the 3rd Quarter meeting.

2016 Area 2 Conference Drawing

Kim mentioned that her name was selected at the last meeting but she will not be attending the VA conference because it is right after the national forum that her employer is paying for. Kim mentioned she registered for just the conference which did not include the additional \$75 to attend the awards banquet. Kim wanted to ask the membership that since she is not using the \$650 to go to VA, would it be possible to use \$75 of that \$650 to attend the awards banquet. Barry stated that if we are not spending the \$650 that it would be enough to cover anyone who's going to the conference and wants to attend the awards banquet.

Kim asked that if someone else wanted to go to the national conference, can we apply that \$650 towards their expenses.

Sussanne stated it has been brought to the table to use \$650 for regional or national conference expenses. Wendy motioned and it was seconded by Lisa. Motion passes.

Sussanne voiced that if your name is drawn today you can use the funds towards the VA conference or the national conference.

Drawing was conducted and Heather Herold's name was selected.

Motion made by Juanita and seconded by Cenise to end the meeting at 2:30pm. Motion passed. Meeting adjourned.