



DELAWARE PUBLIC PURCHASING ASSOCIATION, INC  
FOURTH QUARTER MEETING

Minutes of Thursday, December 5, 2014

The Fourth Quarter meeting of the Delaware Public Purchasing Association (DPPA) for 2014 was hosted by the City of Wilmington.

Present in attendance: Clifton Crawford, Latonya "Toni" Frieson-Jones, Ruth Kowalski, Tonney Gardner – New Castle County; Kimberly Cuffee, Sussanne Jara – Delaware State Police; Heather Herold – Town of Elsmere; Mike Sabol – Retired; Juanita Beauford – PTAK; Erika Martine-Dubquette – Dept. of Corrections, Wendy Brown, Annette Opalczynski, Elisha Gresham – DHSS; Tina Romano-Austin, Phil Ceresini – City of Wilmington; .Barry Wolfgang – City of Dover

Guests: Jean Sabol, Jennifer Durham

**Opening of the Meeting – Clifton**

Clifton Crawford, President, called the meeting to order.  
Introductions

**Reading of the Minutes**

Juanita Beauford stated that PTAK needs to be changed to PTAC

Motion: Mike made and Kim seconded a motion to approve the minutes from the Third Quarter meeting. Motion passed.

**Treasurer's Report – Heather**

Motion: Ruth made a motion and Sussanne seconded to approve the Treasurer's Report. Motion passed.

**Chapter Liaison – Clifton (Chairperson)**

Virginia is still coming into our Region/ Area effective July 1st. Kim and Cliff have contacted NIGP about the issues. There will be a conference call with NIGP and VA. There are still issues being discussed with Virginia hosting its own conferences twice a year.

**Unfinished Business –**

Vote on the BY Laws are being done by ballots.  
The Food Drive has been very successful. The truck will pick up the items so we will get photo ops.  
The Newsletter was a big hit with NIGP. If anyone has any items, please send them to Kim. Sussanne would like to include birthdays and work anniversaries. There was discussion of a Dear Ruthie section.

The new Website Webmaster is Sussanne. Kim will help provide support to Sussanne.

Reverse Trade Show, May 8<sup>th</sup> 8am – 3pm:

Looking for a team to start working on items. NCC will take care of registration. Kim and Sussanne will do the Ad Book and Name Tags. We need to recruit vendors. Cliff is asking all members to bring in at least 10 vendors and agencies. We would like to include: schools, cities, local govts, colleges, and universities. There was a lot of discussion over the various rates to charge agencies and vendors for registration.

? Chris Coons as a Guest Speaker?

2016 Regional Conference:

We need to hold the conference earlier in the year due to the Forum being held in DC, which is very close. Another suggestion was to have VA due their conference the same year when the Forum is too close to us.

Discussions:

Change the locations of all meetings to Dover and Middletown to make things more accessible for all members.

#### **Education – Ruth (Chairperson)**

Cliff wants to work on hosting a class, preferably CPPB/ CPPO class.

#### **Strategic Planning- Clifton (Chairperson)**

Cliff will send out the plan for the year. Cliff would like for us to put in for Small Chapter of the Year, Buyer of the Year, and Manager of the Year.

#### **Historian – Kim (Chairperson)**

Kim brought in photos of when DPPA became an official chapter. She also found items of how we got our pin design as well.

#### **New Business**

Membership applications are online. For membership dues, we encourage people not to use the PayPal option. Using the PayPal option will help out when we have the Reverse Trade Show and Conferences.

Motion: Toni made and Mike seconded a motion to purchase a camera. Motion passed.

#### **Good and Welfare**

Next Meeting – ~~Thursday, May 21, 2015~~ – Hosted by New Castle County Government;

Meeting Adjourned

Tuesday 2/10/15