

DELAWARE PUBLIC PURCHASING ASSOCIATION, INC
THIRD QUARTER MEETING

Minutes of Thursday, September 29, 2016

The Third Quarter meeting of the Delaware Public Purchasing Association (DPPA) for 2016 was hosted by PTAC (University of Delaware) and the City of Newark.

Present in attendance: Kimberly Cuffee, Sussanne Jara – Delaware State Police; Heather Herold – Town of Elsmere; Juanita Beauford, David Baldini – PTAC; Cenise Wright – City of Newark; Barry Wolfgang – City of Dover; Wendy Brown – DHSS; Terrell Copeland – Division of Management Services; Latonya “Toni” Frieson-Jones, Clifton Crawford, Ruth Kowalski – New Castle County; Tina Romano-Austin – City of Wilmington

Opening of the Meeting – Sussanne

Sussanne Jara, President, called the meeting to order.

Reading of the Minutes

Motion: Toni made a motion and the motion was seconded by Ruth to approve the minutes from the 2nd quarter meeting. Motion passed.

Committee Reports:

Treasurer’s Report – Heather Herold (Treasurer)

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

Strategic Planning – Sussanne Jara

No new news.

Chapter Liaison – Sussanne Jara

There was an Area 2 Chapter Call on June 16.

Capital (VA Group) had a 40th Anniversary which included a picnic. They also had a Fall Conference on September 16.

Maryland said they got 15 new members. They held a clothing drive, food drive and social event. They also put in for Chapter of the Year. Classes are being held from June to December. You can go on their website to see if there’s any classes that you’re interested in. They said the way they’re bringing in new membership is through free training.

DC (Metro area) had US Communities come in to do training. They are having prep classes for CPPO and CPPB. They are promoting their membership through a card game night.

CAPA had 2 classes – Adding Value to Procurement. They are holding a reverse trade show. They have started a newsletter.

The big VA Chapter had a webinar on Laws in Procurement and they are having a fall symposium.

There are PowerPoints on the NIGP website.

Anyone can listen in on the Area 2 conference calls.

Finance – Heather Herold

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 for DPPA meetings.

Awards & Scholarships – Peter Gregg/Ruth Kowalski

Membership – Peter Gregg/Barry Wolfgang

Sussanne has a list of people that have been members but not paid dues. She would like Pete and Barry to reach out to them.

Certificates for new members: John Wolos – New Castle County; John D’Amelio – City of Wilmington; Terrell Copeland – Division of Management Services

Education (Pro-D) – Ruth Kowalski

Sussanne stated that CAPA has a class on Construction & Facilities Procurement on Friday, October 7 in Chesterfield, VA. Cost is \$25 for CAPA members and \$30 for non-members. The registration deadline is 10/5. If interested, you can register on CAPA’s website.

PAPA is having another Reverse Trade Show on 10/6. Contact them if you want to attend.

Maryland is hosting a class on Developing & Managing Requests for Proposals on 10/3 – 5 in Baltimore. Non-members cost is \$890.

Public Relations – Peter Gregg

Sussanne stated that this will probably be our last donation to Orphanages of Africa.

Discussion about a different donation drive for the 4th Quarter. Juanita thought seniors or veteran’s organizations would be good. Everyone agreed the donation drive should be for the new veterans home in Middletown. Juanita will see what items are needed.

Historian – Kimberly Cuffee

Speaker: Max Walton – partner with Connolly Gallagher LLP Law Firm
Topic: What Every Public Official Should Know about FOIA and Public Records

New Business:

NIGP Forum

Barry, Kim and Sussanne attended the NIGP Forum. They each gave their opinion of the Forum.

Kim showed the banner that was presented to us for being the 2016 Small Chapter of the Year.

Sussanne stated that Alaska & Hawaii NIGP chapters are designated as their own area.

Next year's conference is in Salt Lake City, UT.

Kim and Sussanne pushed our conference at the Forum.

Old Business

2017 Area 2 Conference – DPPA Host

Area 2 Conference is in October in VA. If anyone wants to go let Sussanne know. Cliff will be attending. Conference is October 13 -14.

If 2 people want to go, the Chapter is in agreement to allow them to go without a vote. If more than 2 people want to go, it will go out for a vote to members.

Wendy indicated that she would co-chair the Conference but she needs help.

Pete and Barry will do Attendee Registrations.

Tina will do the Ditty Bags and Door Prizes.

Kim will do the booklet and badges.

Someone is needed to look for speakers for the Conference.

There was discussion about what speakers to use, when the Vendor Show should take place, and having 2 Hospitality nights (1 – Attendees and 1 – Vendors).

Sussanne stated that Mike Sabol has agreed to be the photographer again.

Kim suggested to do a separate pin for the conference. She has 2 versions to choose from.

We will start to have monthly conference meetings.

Everyone is in agreement to utilize Paypal again for the conference.

There was a discussion to raise the attendee registration fee by \$25.

Sussanne will put out dates to have a conference call about the Area 2 Conference.

The 4th Quarter holiday luncheon and meeting will be either Dec. 2 or Dec. 9. Sussanne will send an email to see what date works for everyone. She asked for everyone to think about a central location for the meeting. Decision was also made to do re-gifting for the holiday luncheon.

Sussanne announced that she will be retiring on December 30. Ruth would become the new President but if she declined the position and Kim declined also, then there will have to be an election. Sussanne stated she will still assist with the conference next year.

Sussanne asked Cliff and Wendy to work on getting a Speaker Chairperson.

Sussanne mentioned that PAPA has a lot of incentives for their members, which include educational vouchers, paying for Area 2 Conference expenses for the immediate past President and President Appointee, and yearly dues waived for board members. These are ways to encourage people to join.

Cliff stated that he would like to know what other states charge the vendors.

Motion to Adjourn:

Barry motioned and Juanita seconded a motion to adjourn the meeting. Motion passed. Meeting adjourned at 2:45pm.