

DELAWARE PUBLIC PURCHASING ASSOCIATION, INC
SECOND QUARTER MEETING

Minutes of Thursday, June 4, 2015

The Second Quarter meeting of the Delaware Public Purchasing Association (DPPA) for 2015 was hosted by New Castle County.

Present in attendance: Clifton Crawford, Ruth Kowalski, – New Castle County; Kimberly Cuffee, Sussanne Jara – Delaware State Police; Lisa Tusick – Town of Bethany Beach; Paul Giery – Dept. of Corrections

Opening of the Meeting – Clifton

Clifton Crawford, President, called the meeting to order.

Reading of the Minutes

Motion: Paul made and Sussanne seconded a motion to approve the minutes from the First Quarter meeting. Motion passed.

Committee Reports:

Strategic Planning – Clifton Crawford (Chairperson)

Most chapters are following our lead. We had a late start with gathering the information for Chapter of the Year. Cliff stated that he didn't know how detailed the information required. Paul volunteered to help start gathering the information. There are only a few small chapters. We look good with community service, newsletter, reverse trade show and the web site.

The Region II Conference is in DC this year. Rooms are \$177. Sussanne says we should take money from MARTS and add to budget to accommodate the higher costs of the conference. Parking is also an added fee. There was a lengthy discussion on fees for the Regional Conference. Sussanne stated that it is very expensive so we have to make special provisions.

Chapter Liaison – Clifton Crawford (Chairperson)

N/A

Treasurer's Report – Heather

Motion: Paul made and Kim seconded a motion to accept the treasurer's report.

Finance Chair

Sharon from Town of Rehoboth is now a member. She has asked for help with RFP's. Paul is paying for his membership today. Bring pens and lanyards to the next meeting for members to get if they were not able to attend

This was our first Mid-Atlantic Reverse Trade Show (MARTS). We put it together in 3 months. We booked a hotel close to 95 hoping to get MD and PA people to attend. Next time we can move it further down the state. The speakers gave attendees insight on how to do business with other states.

Program – Bruce (Chairperson)

N/A

Awards & Scholarship – Kim/Pete (Chair people)

Andria was the last person who is from the original group. DPPA got Andria a crystal award with the logo since she retired. Sussanne attended her retirement party and presented it to Andria.

Cliff said that we should do the same for all members. Sussanne said we should for active members only. We can give all retiring members a certificate. We need to define the meaning of the word active.

Membership – Pete/Barry (Chair people)

A recruitment opportunity was created and sent to Peter and Barry. Let's make may Membership Month and do a member drive. A membership packet was created.

There was a discussion on regular versus associate membership. Sussanne read over the differences from the current By-Laws.

Education – Ruth (Chairperson)

N/A

Public Relations – Paul (Chairperson)

N/A

Historian – Kim (Chairperson)

Andria Smith retired. Mike Sabol has taken over the photographer duties.

President's report:

Delaware State Museum and SPCA has given us thank you letters. June is adoption month for SPCA.

Discussion on MARTS:

There was a lot of positive feedback from the speakers. The NIGP speaker thought it was very different to have speakers from agencies versus having just speakers on specific topics. NIGP wants final tallies of those who attended. We had very few hiccups (problems with 2 lap tops). We got it done! . We had to pay one speaker from Maryland for hotel room and travel up to \$100 with receipts.

Cliff went over the agenda from the MARTS show. DCI as always stepped up to the plate. They made a new banner, table cover, mugs and the program booklet. Maryland and Pennsylvania was very impressed with the book. Kim and Sussanne did a wonderful job.

A vendor wants to sponsor our website. Another agency wants to advertise a job on our website. We need stipulations on what kind of job can be posted and what fees we could charge. This opportunity could bring in more money to offset increasing costs going towards regionals. Cliff stated it would be good to have money set aside for certification exam or a class for those who are trying to get certified. Kim and Sussanne talked of how we have to watch out on our accounts otherwise we may have to pay taxes on the money. NIGP doesn't want to see the monies just sitting there.

We are not doing a conference next year. We should go to VA's conference. Our area is fine with us not doing a conference next year. Cliff recommends that we have another MARTS show in the fall. Sussanne says after we find out when Virginia hosts their conference. Wendy Brown definitely stepped up as the chair. Discussion on whether or not to have another MARTS show will be tabled until the next meeting.

There was a discussion on the new Marriott being built in the Town of Bethany Beach. Lisa may have free access to the conference room in the hotel. Lisa will let her manager know that we plan on hosting our Regional Conference in the Town of Bethany Beach in 2017. Regional Conference could be hosted after Labor Day.

Unfinished Business/ Old Business

Small Chapter – Paul and Cliff

Newsletter and website – need to add Rehoboth

Website – we should start listing contracts or a list of contracts for our agencies. We could use the website to promote each agency. Agencies have questioned the benefit of paying for their members to be a part of DPPA. Contracts will highlight the individual agencies.

Newsletter – Andria will be the spotlight member. Are there any awards or acknowledgements to be listed?

New Business

DPPA will pay for 3 people to go a Regional Conference. You must be a paid member in good standing and present at the meeting to win. Jennifer Durham's name was chosen, but she is no longer working at the same agency. Cliff will check to see if she can go depending on her new agency. DC is hosting the Regional for this year.

Names pulled at this meeting:

Clifton Crawford

Paul Giery

Cliff will talk to his boss to see if New Castle County will pay for his trip to the National, then he will gift it to Lisa.

There was a discussion on having 6 drawings to go to the Regional for next year. We will do 3 drawings for each of the first 2 meetings next year.

Fund Drive – Cliff will take over for Jennifer 3rd quarter will be for the Camden SPCA. The 4th quarter will be for the Food Bank.

2017 Area II Conference Committees will be discussed at the next meeting.

Cliff will send out the vote for the By Laws again.

Cliff asked if anyone has an idea for a speaker for the next meeting. Kim has a name for a speaker for the Conference who specializes on FOIA requests.

Good and Welfare

Next Meeting – September 24th will be scheduled in Dover.

Meeting Adjourned