

DELAWARE PUBLIC PURCHASING ASSOCIATION, INC  
THIRD QUARTER MEETING

Minutes of Thursday, September 26, 2014

The Third Quarter meeting of the Delaware Public Purchasing Association (DPPA) for 2014 was hosted by the Town of Bethany Beach.

Present in attendance: Clifton Crawford, Latonya "Toni" Frieson-Jones – New Castle County; Kimberly Cuffee, Sussanne Jara – Delaware State Police; Bruce Krug – GSS/OMB; Heather Herold – Town of Elsmere; Mike Sabol – Retired; Lisa Tusick – Town of Bethany Beach; Juanita Beauford – PTAC; Erika Martine-Dubquette – Dept. of Corrections.

**Opening of the Meeting – Clifton**

Clifton Crawford, President, called the meeting to order at 10:15 a.m.

**Reading of the Minutes**

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

**Treasurer's Report – Heather**

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

There was discussion over \$34.25 on the treasurer's report. The amount was a reimbursement for refreshments from a previous meeting. Juanita asked about renewing the annual membership. Kim stated that we will send out the new application when the address is changed on the form. The return address has been Delaware State Police for quite a few terms.

**Program – Bruce (Chairperson)**

Bruce was asked not to have any speakers come and speak at this meeting or our fourth quarter meeting. He will try to schedule Michele Morin for our February meeting.

**Chapter Liaison – Clifton (Chairperson)**

Cliff was unable to attend the Region II Conference Call. Sussanne was able to attend. There is a newsletter on the NIGP website regarding the Forum. There has been nothing but good reviews regarding the Forum. The Region Reps will now be called Ambassadors. There will be 2 Ambassadors for every Region. Ohio is now a new chapter. Region II is losing NJ, but gaining VA. Region II will now be called Area 2. VA hosts 2 conferences every year. Delaware is set to host the Regional in 2016. Lisa stated that the Town of Bethany will have a new hotel in 2017. George and Maureen are looking for feedback about Virginia coming into the Region. Ambassadors are supposed to visit every chapter every year. Leadership Symposium scheduled 1/29 – 31 for \$299. Chapter award specifications are being redesigned. MD

has held 18 educational classes. They are hosting a reverse trade show 11/20. DC has a website [www.NIGPMWC.org](http://www.NIGPMWC.org). South Jersey held a fishing trip.

Cliff stated that it was announced at the Forum that VA was coming into Region II. VA has 2 conferences a year and they do not want to rotate. Sussanne suggests that the presidents talk to the VA people before changes come into effect next year. George Nader suggested Delaware do a Reverse Trade Show to make up for negative effect of monies with VA coming on board.

There was a lot of discussion about hosts NIGP classes. Cliff stated that hosting the CPPB/ CPPO review would be best.

#### **Awards & Scholarships – Kim (Chair people)**

N/A

#### **Membership – Pete/Barry (Chair people)**

Cliff spoke with Pete about new members. A letter was drafted and advertised in the paper. There were inquiries. There used to be more members from OMB but they are under NASPO now. Cliff asked Bruce to send the letter to their new members. Bruce stated that the members wanted to see what deliverables DPPA has to offer. NASPO is planning to build a university similar to NIGP. NASPO is looking to standardize procurement across the nation. They want to share contracts to make things the same. Cliff would like to make some changes to DPPA where we could have a round table discussion to help with our various agencies. Bruce asked that we share new contracts at our quarterly meetings as a networking opportunity to share with NASPO.

Juanita asked if it would be an issue if vendors who service small communities be at a disadvantage competing with big national businesses.

There was discussion on having member access only sections on the website. Bruce stated that if we have sections from our various municipalities, then it will become a networking hub. Mike stated that NASPO and NIGP are doing essentially the same thing. He stated that he remembers having membership in both organizations. Cliff asked Bruce about the upcoming Vendor Days and how DPPA can get involved.

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

N/A

#### **Public Relations – Paul (Chairperson)**

N/A

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

We are putting the thank you letter from the SPCA on the website. We are also looking to do a food bank collection.

Cliff read over chapters nominated for Small Chapter of the Year. Cliff is making a strategic plan and will be sent out to the membership. He is also asking for information so we can file for Chapter of the Year.

**Historian – Kim (Chairperson)**

N/A

**Old Business**

DPPA will do a donation for SPCA every year. Sussanne stated that we can also do a donation for the school.

1<sup>st</sup> Quarter: SPCA

2<sup>nd</sup> Quarter: Schools

3<sup>rd</sup> Quarter: Food Bank

4<sup>th</sup> Quarter: Toys for Tots

There was also discussion on doing a cell phone donation.

Sussanne will research the process to make changes to By-Laws. There were several items discussed for possible changes in the By Laws.

**New Business**

President's report:

At the 4<sup>th</sup> Quarter meeting, we will be collecting for the Food Bank of Delaware.

Maryland is hosting a Reverse Trade Show on 11/20/14

Cliff would like to form a committee to discuss hosting a Reverse Trade Show

The Forum was in Philadelphia. There were some bad remarks on the Break out Sessions and the meals.

Bruce stated that there are new qualifications for to be considered a Small Business.

Motion: Bruce made and Lisa seconded a motion to make the website live after the Third Quarter Meeting. Motion passed.

Sussanne volunteered to monitor the website. Paul has someone who would pay to post a link for their business on our website. This will be discussed at the next meeting.

**Good and Welfare**

Thank You to Kim for all of the Hard Work on the Website

Next Meeting – December 5th hosted by the City of Wilmington

Meeting Adjourned