

DELAWARE PUBLIC PURCHASING ASSOCIATION, INC
FIRST QUARTER MEETING

Minutes of Tuesday, February 10, 2015

The First Quarter meeting of the Delaware Public Purchasing Association (DPPA) for 2015 was hosted by the Delaware State Police.

Present in attendance: Clifton Crawford, Ruth Kowalski, – New Castle County; Kimberly Cuffee – Delaware State Police; Heather Herold – Town of Elsmere; Juanita Beauford – PTAC; Paul Giery, Jennifer Durham, Doreen Brushard – Dept. of Corrections, Wendy Brown – DHSS; Pete Gregg, Barry Wolfgang – City of Dover; Cenise Wright – City of Newark

Opening of the Meeting – Clifton Crawford

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

Reading of the Minutes

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

Treasurer's Report – Heather Herold (Treasurer)

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

Program – Bruce Krug (Chairperson)

N/A

Chapter Liaison – Clifton Crawford (Chairperson)

Virginia is still coming into our Region/ Area effective July 1st. We will have a conference call with them. NIGP is down playing the issue with such a large state. Kim spoke to the reps from VA and they were excited about joining us. VA is split into 2 areas, with one being bigger than the other. The smaller one seemed to be more receptive coming to our Regional Conferences. We need to play it with kid gloves.

PA called concerned about our Reverse Trade Show. They asked Cliff questions about our strategy for the Show. They even stated that we have the best conferences.

Awards & Scholarship – Ruth Kowalski/Pete Gregg (Chairperson)

Pete stated that the first Vice President has to be a chair of the committee.

Membership – Pete Gregg/Barry Wolfgang (Chairperson)

Pete sent an article to News Journal, Delaware State News, and Dover Post. He only saw our ad posted in the DE State News. He will continue to post in all of the news publications. Kim wants to put the newspaper articles into archives. Cliff reached out to Bruce's list of agencies on the Delaware State Site. This could potentially lead to more members.

Education – Ruth Kowalski (Chairperson)

N/A

Public Relations – Paul Giery (Chairperson)

N/A

Strategic Planning- Clifton Crawford (Chairperson)

N/A

Historian – Kim Cuffee (Chairperson)

Sussanne and Kim are working on the website. Please submit anything note worthy such as milestones and accomplishments.

President's report:

Jennifer Durham volunteered to chair some fun drives or a social event, such as a bowling party
Membership Dues are due
We still need more members. In the future, help will be need for helps Trade Shows and to host classes
Paul talked about consolidating email lists of vendor and sending out our newsletter.
Cliff talked about creating a membership letter to send to other agencies

Unfinished Business/ Old Business

Leadership Symposium:

This is the second year it has been held. Reps from many of the chapters attended. . Small chapters are eligible to have their reps' expenses paid in full. Kim will send a write up of the symposium to the Executive Board. The President stated that Ruth would be the next officer to go.

By Laws:

The vote on the By Laws didn't pass. There were not enough people who voted.

Small Chapter of the Year/ Manager of the Year:

Executive Committee will look into items for Small Chapter of the Year such as Reverse Trade Show, Membership, Website, and Newsletter.

Newsletter/ Website: Kim is doing a wonderful job. Please submit your bio if you want to be showcased. If you want to see anything on the web or newsletter, simply submit the info to Kim and Sussanne. There are discussions on having a Member Spotlight, Purchasing 101 Section, RFP instruction, and legal advice section.

We are hosting the Mid Atlantic Reverse Trade Show (MARTS) 5/8/15 9-3pm at the Christiana Hilton. The info is on the website along with the registration form. We have info for the Ad book and advertising on the website. There is a link if the vendor wants to pay by PayPal. We will have a pen printed as a promotional item. We only need 80 agencies to break even.

New Business

DPPA will pay for 3 people to go a Regional convention. You must be a paid member in good standing and present at the meeting to win. Jennifer Durham's name was chosen. DC is hosting the Regional for this year.

Speakers for the next event: give ideas to Bruce.

Good and Welfare

Next Meeting – May 21th hosted by New Castle County.

Meeting Adjourned