

DELAWARE PUBLIC PURCHASING ASSOCIATION, INC  
THIRD QUARTER MEETING

Minutes of Thursday, October 8, 2015

The Third Quarter meeting of the Delaware Public Purchasing Association (DPPA) for 2015 was hosted by City of Dover.

Present in attendance: Clifton Crawford, Ruth Kowalski, – New Castle County; Kimberly Cuffee, Sussanne Jara – Delaware State Police; Lisa Tusick – Town of Bethany Beach; Heather Herold – Town of Elsmere; Juanita Beauford – PTAC; Peter Gregg – City of Dover; Wendy Brown - DHSS

**Opening of the Meeting – Clifton**

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

**Reading of the Minutes**

Error in minutes: Ruth was not at the Second Quarter meeting. Peter is the last original member of DPPA. He started attending DPPA by the second meeting.

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

**Committee Reports:**

**Strategic Planning – Clifton Crawford (Chairperson)**

Not finalized

**Chapter Liaison – Clifton Crawford (Chairperson)**

Cliff was not able to attend the conference call, but received information from Sussanne and Kim. The main issue in our Region is the agencies don't want to do a reverse trade show every year. Sussanne stated that today is PAPPAs Reverse Trade Show.

There will be a NIGP course given by Doylestown on the 16<sup>th</sup>. Kim stated that the DC Chapter has the classes for the Regional listed on their website. The VA Chapter has reached their 1200<sup>th</sup> member this month. The VA chapter will do Chapter webinars. If your chapter is good at membership drives, community events, or other items, VA wants you to do a 30 minute webinar. It will be free for our Region. Cliff says he thinks we do the best conferences. Kim wonders if we should we share our info. The VA webinar series will start in 2016. Peter suggests we send it out the membership to see who is interested in doing a 30 minute video.

There will be a Leadership Symposium from 2/4 through 6. We will wait until elections to see who wants to go. Kim will send out the agenda from the Region II Conference Call. NIGP will be doing chapter visits.

### **Treasurer's Report – Heather Herold (Treasurer)**

Motion: Peter made and Sussanne seconded a motion to accept the treasurer's report.  
Motion passed.

### **Program – Bruce (Chairperson)**

N/A

### **Awards & Scholarship – Kim/Pete (Chair People)**

First Vice President is the chair of this committee. Cliff asked if we should pay for classes. Peter stated that is already covered in the By Laws. Scholarship info can be added to the membership packet.

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

Kim made an advertisement packet aimed at raising the membership numbers. Cliff stated that we each need to have at least one person join. Sussanne stated that we really need to retain our members. Sussanne stated that we need to go back to having speakers (not vendors). Cliff wanted to invite US Communities to speak to our group, but we are not sure if other agencies can use their contracts. There was discussion on piggybacking contracts. Kim also stated that we should keep US Communities in mind when we need a sponsor for our conferences.

E Market Place has launched but is not advertised internally as much as externally. Peter had an issue advertising real estate on the website. There was one price in the bids section and a different price in the real estate section while using the same exact ad.

Juanita stated a change in the way categories are listed. Small Business encompasses: woman owned, Minority owned, Vet owned, and disable owned. Small business is how the Feds wants the number reported.

DPPA Membership requirements: in DE you do not need the title of purchaser or buyer to be a member. Kim said we plagiarized this from the By Laws. Peter says we need to make the wording clearer. There is a discussion on the By Laws wording regarding membership. Possible change in wording: in the majority of time doing Purchasing work. Sussanne will look over the By Laws regarding the possible changes.

Cliff brought up an idea of having a month dedicated to getting new members. Peter says we can dedicate a whole year. We can focus on one county at a time for each quarter. Cliff asked Peter to do the cover letter for that idea.

Recorder Issue – Secretary was not in attendance.  
No other notes were given.