

NIGP
GRAND CANYON CHAPTER
Meeting Minutes

DATE: January 10, 2008
HOSTING AGENCY: City of Prescott

ATTENDEES:

Scott Richardson – Coconino Co.
Shirley Greco - City of Flagstaff
Rick Compau – City of Flagstaff
Hollie Burton – City of Flagstaff
Pam DeYoung – Yavapai College
John Swanson – Navajo County

Dawn Foster – City of Prescott
Becky McGaugh - NAU
Carol Luckey - NAU
Denise Finn – Yavapai College
Cris Parisot – Navajo County
Mary Springer – Navajo County

TELECONFERENCE ATTENDEES

Craig McKee and Mark Diblasi of Mohave Educational

Note: As always, if I missed anyone in attendance, please email me at
dawn.foster@cityofprescott.net

February Meeting will be held on February 14th at 1:00 – Hosted by the City of Flagstaff. Lunch provided beginning at 12:30.

- 1) The meeting was called to order by Scott Richardson.
- 2) December minutes were approved.
- 3) Committee Reports and Discussions:
 - a. Mary Springer reported on the Corporation Commission matter. The report was due in October and she is working on getting it submitted.
 - b. Rick Compau inquired of Craig McKee the status of the outreach plan. Rick and Mark will meet prior to the next Chapter meeting to discuss the plan.
 - c. Shirley Greco announced that she had 990 forms and needs assistance with completing the tax return.
 - d. Pam DeYoung announced that she has not heard from Ann Marie Fisher regarding updates on the Educational Committee.
- 4) An e-mail was sent on January 9, 2008 by Scott Richardson announcing the Contract Administration class to be held in Kingman.
- 5) Discussion took place regarding the National Forum in Charlotte which takes place late July 2008. Early bird discounts are available on hotel reservations if booked prior to April 1, 2008.
- 6) Scott Richardson spoke with Bill at FUSD regarding web page development. Since representatives from FUSD were not in attendance, Scott suggested contacting them via e-mail to get an update as to the status of the project.
- 7) Discussion took place regarding a Chapter vendor show. A tentative date of March 2009 at Yavapai College was discussed as an option since March is Purchasing month. Scott

NIGP
GRAND CANYON CHAPTER
Meeting Minutes

Richardson asked Becky McGaugh to get a list out to members indicating help that will be needed for the event.

- 8) Scott Richardson announced that he would like the membership to be developing fund raising ideas.
- 9) Awards for Buyer/Manager of the year to be awarded at the national forum were discussed. It was announced that attendance is not required to be awarded.
- 10) Discussion took place regarding March being purchasing month. Various members in attendance presented some ideas for activities.
- 11) What's next?
 - a. Scott Richardson announced that the County has their IT Statagic Plan in process.
 - b. Denise Finn at Yavapai College announced that the College has a new ERP sytem in place.
 - c. Rick Compau announced that the City of Flagstaff is putting out a ballot item that would increase the purchasing threshold from \$15,000 to \$50,000 if passed.
 - d. Craig McKee at Mohave asked if anyone had experience in drafting an RSOQ for consulting services. Hollie Burton indicated that she had gone through that process in 2007 and would share her documents.
 - e. Craig McKee announced that Mohave Educational wants to increase their attendance at Chapter meetings.
 - f. Mary Springer asked if anyone had a 457 plan contract.
 - g. Mary Springer inquired about vehicle contracts – specifically state contracts versus bidding. Discussion took place.

Mary Springer made a motion that the meeting adjourn at 2:41 p.m. Shirley Greco seconded the motion.