

NIGP GRAND CANYON CHAPTER

Meeting Minutes

DATE: September 11, 2008

HOSTING AGENCY: Coconino County

ATTENDEES:

P	Ann Marie Fisher	City of Flagstaff		Michael Savoy	Coconino County
	Annie Newton-Lawson	Mohave County		Myrtle Gizell	Navajo County
	Becki Roberts	Flagstaff Unified	T	Nancy Colbaugh	MESC
T	Becky McGaugh	NAU	P	Pamela Lynn	Mohave County
	Benjamin Locklear	North County CHC		Patrick Brown	City of Flagstaff
T	Carol Luckey	NAU	T	Renee Alanis	Yavapai College
	Cindy Williams	Flagstaff Unified	P	Rick Compau	City of Flagstaff
T	Craig McKee	MESC		Robert Sedillo	Coconino CC
	Cris Parisot	Navajo County		Sara Yellowhair	Window Rock USD
	Dawn Foster	City of Prescott	P	Scott Richardson	Coconino County
T	Denise Finn	Yavapai College	P	Shirley Greco	City of Flagstaff
	Gina Myers	Camp Navajo		Terri Williams	Mohave County
	James Menlove	Navajo County	P	Tom Peeler	MESC
	John Swanson	Navajo County	P	Travis Lingenfelter	Mohave County
P	Kimberly Aringdale	Flagstaff Unified	P	Valerie Barret	Coconino CC
	LeAnn Kenworthy	Page USD		Victoria Jackson	City of Flagstaff
	Lyle Block	Lake Havasu City		Wayne Hertzog	Bullhead City
P	Mark DiBlasi	MESC		William Brannen	Flagstaff Unified
P	Mary Springer	Navajo County		Mark Kinsey	MESC
	Merrill Menta	Coconino County	P	Bill Brennan	Flagstaff USD
T	Pam Risoletti	Yavapai College			

P=Present, T=Teleconference

Note: If I missed anyone in attendance, please email me at denise.finn@yc.edu; it was quite challenging to hear on the phone

- ✓ October meeting is cancelled because of Regional meeting
- ✓ November Meeting is at Yavapai Community College (either brown bag, restaurant, or collection to order pizza)
- ✓ December Meeting is at FUSD

- 1) Meeting Called to Order
- 2) Roll Call (please let me know if I missed you as it was difficult to hear on the phone)
- 3) August 2008 Meeting Minutes Approved
- 4) Rick Introduced Shannon Schroeder as a new member

NIGP
GRAND CANYON CHAPTER
Meeting Minutes

5) Reports from Committee Chairs

- Treasure's report – no report as Dawn was not in attendance
- Finance Committee – Budgeted \$50.00 for special awards – actual cost \$88.19
- Education Committee – Ann Marie is stepping down as chair; Scott Richardson will be new chair. Denise will send him information from last survey on classes; he will review information and conduct additional research to work on classes
- Outreach/Membership Committee - Currently have 38 members. Stated that it is getting more difficult to grow membership due to limited public agencies. All members will try to speak to people in public agencies in their areas about joining. Collected \$900.00 in checks for membership dues as of last meeting and were sent to Dawn, Denise deposited in account. Five memberships have not yet been renewed; Ben Locklear will not be renewing membership

6) Previous/Continued Items of Business

- Legal Aspects of Purchasing 3 day seminar update – Instructor not available in November; class being rescheduled to December 1 through 3
- Membership vote on vendor show and on color of shirts
 - 17 votes on the vendor show 16 votes for reverse and 1 for regular
 - 18 votes for shirt colors
 - Red 7 votes
 - Blue 5 votes
 - White 5 votes
 - Gold 1 vote

7) Current Items of Business

- NIGP Small Chapter of the Year for 2009
 - Marcheta stated that the Grand Canyon Chapter would be a great candidate for the small chapter of the year award for 2009.
 - Special Committee Volunteers – Denise, Cris and Mary (assistance from all)
 - Tasks to Complete to Apply – Denise will print application for next meeting; Denise and Travis will do additional research on the requirements. Application is for January through December of the year, and must be postmarked by April 30.
 - Report by Special Committee will be presented at the November meeting

8) New Items of Business for Next Meeting

- NIGP Chapter Pins – Kim got quotes on Chapter Pins
 - 50 for \$164.66
 - 100 for \$199.09
 - 250 for \$298.95
 - With a \$67.50 dye charge
- Travis requested input from membership – membership talked about marketing opportunity at National, adding pins to new membership packet etc. Kim will get an additional quote for 150

NIGP
GRAND CANYON CHAPTER
Meeting Minutes

9) Open Forum/Discussion

- Link on website for “green section” include green purchasing organizations, etc.
- Link of website for members only to show bid documents, available bids, recent transactions, cooperative contracts, other agencies websites etc.
- Suggestion to have Grand Canyon Chapter Cooperative agreements (like SAVE)
- Add additional items to calendar
- E-mail all website requests to Kim for posting
- Has anyone checked the National list for members in our area that have not joined the Chapter? Membership will look into this.

10) Next Meeting

- No October Meeting
- November Meeting at Yavapai College (either brown bag lunch, meet at a local restaurant before meeting, or order pizza)

11) Meeting Adjourned – Motion by Rick and seconded by Mary

ACTION ITEMS

TASK	ASSIGN	DUE	STATUS	RESP.
Plan for reverse vendor show	08/08		OPEN	ALL MEMBERS
Draft invitations & agenda for vendor show	06/12/08		OPEN	BECKY M.
Provide copy of Reverse Vendor Trade Show Checklist	09/11/08		OPEN	DENISE F.
Gather information for Small Chapter of the Year Award	09/11/08		OPEN	Travis and Denise
Order new shirts / how many	???		OPEN	???
Review National Membership list for local members	09/11/08		OPEN	Rick
Order Chapter Pins	???		OPEN	Kim