

# GRAND CANYON CHAPTER – MEETING MINUTES FOR MAY 12, 2016

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Location: Coconino County, Human Resources, 420 N. San Francisco Street, Flagstaff, AZ 86001

**1. PLEDGE OF ALLEGIANCE**

**2. CALL TO ORDER: 1:00 PM (Tara Acton)**

**3. MEMBER ROLL CALL:**

**Via Telephone**

Allen “Tony” Burgett, Mohave County  
Annie Newton-Fruhwirth, Mohave County  
Kimberly Fiumara, City of Lake Havasu  
Michael Nentwig, MESC  
Terri Williams, Mohave County

**In-Person**

Di Ann Butkay, City of Flagstaff  
Christine Van Vleet, Mohave Community College  
Jason Leslie, Coconino County  
Michael Carter, MESC  
Mary XXX, Coconino Community College  
Tara Acton, Mohave County  
Valerie Barrett, Coconino Community College

**4. APPROVAL OF PREVIOUS MEETING MINUTES (February 2016)**

**5. CHAPTER PRESIDENT’S REPORT (Tara Acton)**

**Telephonic Meeting with Education Chair for Capitol Chapter:** Bill Munch was not on this telephone call, but stated that the Capital Chapter just wants to “share” information, but not “coordinate” chapter efforts together.

**Telephonic Meeting with NIGP Professional Development:** Showcased web-site, guidelines, etc.

**Scholarship Opportunities for Continuing Education:** For those seeking a degree and/or certification in procurement.

**Procurement Month – What did your agencies do to recognize the Month?**

“Buyer Day” was March 9, 2016.

**Coconino County** – did not do anything in recognition of procurement month.

**MESC** – did not do anything in recognition of procurement month.

**MCC** – did not do anything in recognition of procurement month.

**Mohave County** – Designated the entire month of March 2016 as “Procurement Month”; had the Board of Supervisors do a proclamation at their March 7, 2016 scheduled meeting; Procurement Director distributed a “Procurement Tip” each Friday during month of March 2016 as well as showcasing each Procurement Department staff member each week during this month by featuring their educational background, skill set, title and responsibilities, contributions and/or volunteer work within the community, etc. This last effort received much positive feedback and recognition of staff’s efforts from end-using departments.

**Forum is August 21 – 24, 2016:** Attendees discussed, but are not sure who will be designated to attend this year.

**6. CHAPTER VICE PRESIDENT’S REPORT (If Present) (Nancy Colbaugh):** Nancy not in attendance at this meeting – will share information later.

**Upcoming Area 9 Chapter Leader Call (June 9th):** Will update Chapter at next meeting.

**7. GCC COMMITTEE CHAIR REPORTS (If Present)**

**Treasurer’s Chapter Finances Report (Terri Williams):**

Paid \$168 in Chapter Dues.

Account Balance = \$4,297.05.

Tara added that she will be looking into the “auditing” of the Chapter’s books and will report back to membership on it.

Tara and Terri are looking into the Arizona Corporation Commission as notices have been sent to the wrong address for the Chapter. Membership voted that Chapter address should be changed to that of MESC for all future chapter needs as MESC staff will ensure received Chapter mailings are sent to the appropriate Chapter Officers and/or members as needed.

**Outreach Committee Report (Bill Munch):** Unavailable for this meeting. Tara stated that the Capital Chapter has its procurement classes listed should anyone be interested.

**Education/Certification/Awards Committee Report (Scott Richardson):** Unavailable for this meeting.

## 8. NEW BUSINESS

**Report on the Reverse Vendor Trade Show (Tony Burgett):** Nancy Colbaugh also attended from MESC. Tony reported that the venue was great – located at the Tempe Center for the Performing Arts. There were over 500 vendors. Stated it may have been better to have 2 chapter people in attendance together due to how well-attended the event is, with most counties and cities represented except for Pima County. However, Tony noted that not many of the 500 vendors in attendance were seeking business opportunities in Northern Arizona.

**Chapter Renewals Coming Soon:** Tara stated she will distribute the FY17 membership renewal communication with the renewal form out by June 2016.

## 9. CHAPTER ELECTIONS

**Select Election Officer (\_\_\_\_\_):** It was noted that Kim Aringdale usually performs this function, but Michael Carter volunteered to serve as Election Officer this time. Agreed that Chapter members will vote via “email”.

**Nominations: President, Vice President, Treasurer/Secretary:** Attendees nominated the following via motion, which was seconded and then collectively voted “yes” on:

President – Tara Acton

Vice President – Nancy Colbaugh

Treasurer / Secretary – Terri Williams

**Other vacancies?** None.

## 10. NEXT MEETING: Tentative Date: July 14, 2016

**Location:** Coconino Community College, Flagstaff, AZ.

## 11. ENTITY UPDATES: (open floor) Procurements done, protests, legal matters, contract management issues, etc.

### Lake Havasu City:

Volunteers doing trail improvements – considered construction which has a value under Title 34. Thus, their legal attorney mandated a bond be required.

Tri-City Procurement is now official – purchases to be done on behalf of Bullhead City, Kingman and Lake Havasu City. Not sure if there is an IGA supporting this or not.

### City of Flagstaff:

Nothing.

**MESC:**

Julia is retired now and Anita McLemore, C.P.M., is serving as Interim Executive Director through 12-31-16.

Architectural Services

Running tracks

Combined carpet, flooring and tile

Shade structures

Heavy duty trucks

Food safety management system

Door locking systems and doors

Tires

**Mohave Community College:**

Building renovation to be completed by end of May with new building starting in August 2016

Motorcycle basic training

Re-doing auto-rental and document management solicitations

**Coconino County:**

County Fair – Snow Play (to relieve congestion from ski events)

Re-doing all piping in fairgrounds

Graphic / Signage design for Fairgrounds and County Departments

**Coconino Community College:**

Seeking cafeteria food services vendor

Copiers

Banking services

Parking lot striping

**Mohave County:**

Annie retired as of July 8, 2016. Currently, County undergoing recruitment and interviews to select new Director.

Architects and Engineers for courthouse expansion

Water tank advertising services

HVAC upgrades through Unisource for Juvenile Detention Center

Animal shelter management services

Senior meals through Kingman Regional Medical Center

Medical Examiner

Public auction services

Food services for Davis Park (Bullhead City on Colorado River area)

**12. ADJOURNMENT**