

GRAND CANYON CHAPTER – MEETING MINUTES FOR FEBRUARY 25, 2016

Location: Mohave Community College Building 2000, Room 2004, 1971 Jagerson Avenue, Kingman, AZ

1. Pledge of Allegiance
2. Call to Order (Chapter President) at 1:00 PM
3. Member Roll Call

AGENCY	MEMBER NAME	MEMBER TITLE	ATTENDANCE IN-PERSON OR BY TELEPHONE
NAU	Aaron Kaminski	Administrative Assistant	
Mohave County	Allen (Tony) Burgett	Procurement Officer	IN-PERSON
NAU	Angela Helmer	Assistant Director - Contracts & Insurance Claims	
Mohave County	Annie Newton-Fruhwirth	Procurement Director	IN-PERSON
NAU	Baily Williamson	Administrative Assistant	
Flagstaff Unified School Dist.	Becki Smith	Contract Specialist	
NAU	Becky McGaugh	Director - Contracting & Purchasing	
NAU	Benjamin Garcia	Administrative Assistant	
City of Flagstaff	Di Ann Butkay	Purchasing Buyer - Management Services	
NAU	Carol Luckey	Purchasing Manager	
Mohave Community College	Christine Van Vleet	Director of Procurement	IN-PERSON
Valentine School District	Craig A. Mckee	Business Manager	
Kingman Unified School Dist. #20	David L. Oder	Procurement Specialist	
Central Yavapai Fire District	Erik Joseph Trujillo	Warehouse Operations Manager	
NAU	Glenn Birkett	Senior Buyer	
Coconino County	Jason Leslie	Buyer	VIA TELEPHONE
NAU	Jessica Annette Ott	Senior Buyer	
Navajo County	Joyce A. Alexander	Accounts Specialist	
City of Lake Havasu	Kimberly Fiumara	Finance	VIA TELEPHONE
Flagstaff Unified School Dist.	Kimberly Aringdale	Director of Materials and Contract Management	
Page Unified School Dist #8	Lana Berry	Title?	
NAU	Lani Parrett	Buyer	
MESC	Mark DiBlasi	Contracts Manager	IN-PERSON
Navajo County	Mary Springer	Deputy Finance Director - Operations	
NAU	Maureen Lintel	Buyer	
MESC	Michael Carter	Contract Specialist I	IN-PERSON
MESC	Michael Nentwig	Contract Specialist I	
Coconino County	Michael Savoy	Buyer	
NAU	Michael Watkins	Contracts Administrator	
MESC	Nancy Colbaugh	Contract Specialist I	IN-PERSON
City of Flagstaff	Patrick Brown	Senior Procurement Specialist	
Yavapai College	Phyllis Lewellen	Purchasing Director	
City of Flagstaff	Rick Compau	Purchasing Director	
Coconino Community College	Robert Sedillo	Director of Purchasing and Auxiliary Services	
Coconino County	Scott Richardson	Purchasing Manager	
Camp Navajo	Stephen Mancuso	Buyer II	
Mohave County	Tara Louise Acton	Procurement Officer Senior	IN-PERSON
Mohave County	Terri H. Williams	Procurement Officer	IN-PERSON
Coconino Community College	Valerie Barret	Buyer	
Valley Schools	William L (Bill) Munch	Executive Director of Procurement Compliance, Outreach & Education	VIA TELEPHONE

4. Approval of Previous Meeting Minutes for December 2015 – approved.
5. Chapter President's Report (Tara Acton)

Leadership Development Symposium Attendance: Great training, same as last year's training. Open to doing a Chapter Training. What I came away with was that we, as a chapter, should be doing annual financial audits. Will discuss with NIGP leaders and the Copper and Capital Chapters to see what they do. Will update membership at next meeting so it can be discussed.

GRAND CANYON CHAPTER – MEETING MINUTES FOR FEBRUARY 25, 2016

Location: Mohave Community College Building 2000, Room 2004, 1971 Jagerson Avenue, Kingman, AZ

Page 2

Scholarship Opportunities for 2016 Forum: For those under 40 years old. Chapter can do a letter of recommendation for those who are interested. Tara Acton will forward the scholarship information to chapter members after the meeting, so that those interested may apply.

AZ-NIGP 5th Annual Reverse Trade Show: This is the Capital Chapter's Reverse Vendor Show. Tony Burgett (Mohave County) will be attending. Mark Dibasi, Michael Carter, and Nancy Colbaugh (MESC) are contemplating attending, if so, it will be one or two of them. Show is scheduled for April 4th from 1:00 to 5:00 pm at the Tempe Performing Arts Center. If any Chapter members are interested in attending, please contact Tara Acton.

March is Procurement Month: A reminder to Chapter members that the month of March is Procurement Month. What are Chapter entities doing to showcase procurement if anything?

Mohave County (Annie Newton-Fruhworth): A Proclamation before the Board of Supervisors; coordinating end-user trainings as needed; and emailing "Procurement Tips" to end-user departments for better procurement understanding.

MESC (Mark Dibasi): Handed out booklets entitled "Doing Business with Public Entities in Arizona". If Chapter members want more booklets, let Mark Dibasi know and he can order more (no cost).

Valley Schools (Bill Munch): March 9th is "Professional Buyer Day" for the Copper Chapter coordinated in City Mesa, Tempe, School Districts, and Tucson. Will ask all Capital and Copper member agencies to participate. Holding a career seminar on March 10th in Tempe. This is a full-day seminar with credits that will apply.

6. Chapter Vice President's Report (Nancy Colbaugh):

Leaders-in-the-Loop – area 9 Chapter Leaders Call - Area 9 Chapter Report from the Leaders-in-the-Loop include the states of Colorado, Utah, Nevada, Arizona and New Mexico). This is a round table call to share ideas on what they do, reporting deadlines, and feedback from other chapters. Two main ideas shared included:

New Mexico – Discussed doing a chapter swap wherein a chapter in Kentucky would pay for a New Mexico chapter to come to them and discuss/train on how they retain people, recruit for qualified people, etc.

Colorado – Proposing that if a chapter's member serves on a committee, they should earn points. Same would apply for chapter members who attend seminars, recruit, attend reverse trade shows, etc.

Nancy Colbaugh suggested that maybe the Grand Canyon Chapter plan for a 2017 Procurement Month Event in March and invite Northern AZ-based vendors, including out of Maricopa. Additionally, she advised that there are eight (8) new classes scheduled that our membership can access. Seven (7) of these are 1-day classes. And, during this call, the Capital Chapter stated they were agreeable to assisting our Chapter via Thelma Reyes, who works for the Central Arizona Project. She would help coordinate matters between the two chapters.

GRAND CANYON CHAPTER – MEETING MINUTES FOR FEBRUARY 25, 2016

Location: Mohave Community College Building 2000, Room 2004, 1971 Jagerson Avenue, Kingman, AZ

Page 3

7. GCC Committee Chair Reports (*If present*)

Treasurer's Chapter Finances Report (Terri Williams) – Current Chapter account balance is \$5,577.73 as of January 29, 2016. As of this date, we have fourteen (14) members who have not paid after receiving Tara Acton's letter of notice regarding payment of chapter dues; and twenty-seven (27) members who are current. Additionally, we have filed the following required reports:

NIGP Chapter Financial Report (02-24-16)
NIGP Group Exemption (02-24-16)
NIGP Chapter Seminar Agreement (01-25-16)
NIGP Chapter Member Data (01-25-16)
IRS 990-N (02-24-16)

Note: Tara Acton to verify our Chapter need not file the Arizona Corporation Commission Report, which becomes applicable if Chapter's income exceeds \$50,000 per year.

Outreach Committee Report (Bill Munch) – On March 16, 2016, there will be an Introduction to Procurement class which is very good. Go to AZNIGP.org to see class listing.

Education/Certification/Awards Committee Report (Scott Richardson) – No report.

8. New Business

Chapter Officer Nominations will be taken at the May 2016 meeting – Tara Acton advised that Chapter members should begin thinking about people they would like to nominate and/or if they would consider running for Chapter offices so we may discuss at the next meeting.

9. Next Meeting:

Tentative Date – May 12, 2016
Location - Coconino

10. Entity Updates

Mohave County: Annie Fruhwirth announced her retirement as of July 8th. Advised County will be posting nationally sometime in March. Will let us know so position can be posted on Chapter's website.

MESC: Mark Dibasi announced their Director is retiring in May and they, too, will be doing a national recruitment.

Discussed having Chapter's address revised to the MESC Kingman address for receipt of Chapter notices, etc. to avoid things getting lost in the shuffle.

GRAND CANYON CHAPTER – MEETING MINUTES FOR FEBRUARY 25, 2016

Location: Mohave Community College Building 2000, Room 2004, 1971 Jagerson Avenue, Kingman, AZ

Page 4

Mohave County:

- Bullhead City Judicial Photo Voltake (Solar) project;
- GPS System for County vehicles
- Medical Examiner
- Animal Shelter Management Services
- Design Build for Kingman Courthouse expansion
- HVAC upgrades
- RAT Chips (recycled asphalt aggregate)
- Cattle guards
- WIOA Out-of-School Youth Services
- Senior Center parking lot

MESC:

- Online source for instructional education materials
- Copier contract – AOT (Xerox)
- Tennis courts
- Shades Structures – had protests. Felt best to start all over. Contract in place, but will re-solicit.
- Running tracks
- Medium Duty Truck – to include utility bodies
- Tire (service, install, re-treads)
- Firefighter turn-outs
- Telecommunications
- Flooring (all types) – will be a multi-award

MCC:

- New construction on track
- New insurance broker
- E-campus – new books contract replacing that of Barnes and Noble
- Document management cancelled because IT Director left – will have to re-issue at later time

11. Adjournment