

MINUTES

October 8, 2009 – 1pm - 3pm Camp Navajo, Bellemont, AZ.



In attendance: Denise Finn, Candace Schroeder, Kim Aringdale, Drake Mitchell, Valerie Barret

Call In: Mary Springer (Navajo), Mark Carter (Mohave Ed.), Travis Lingenfelter (Mohave County)

1. Denise called the meeting to order at 1:07 p.m.
2. One change for the September 2009 minutes from Denise, The meeting was called to order by Candace, not Denise.

Approval of September 2009 Minutes with change, – 1st Candace 2nd Drake

3. Chair Reports:

- Treasurer – No Report from Bobby. Denise will get a flash drive with all the finance information from Dawn and forward it to Bobby.
- Finance – No Report from Kim. Mary will email what she has to Kim so she can get started.
- Education- No report from Scott.
- Outreach Committee- Candace had update from Rick. No new members to recruit at this time.

4. Discussion of Goals:

- Vendor Fair- Begin planning a reverse vendor fair, target date April 16, 2010. Denise and Candace toured the facility and approved of the location at Camp Navajo. Drake Mitchell will check the availability of the building for April 16th. The time for the show will be 9a-2p and we will serve the vendors a subway luncheon.
 - Volunteer sub-committees
 - Facility Subcommittee – Drake
 - Food Subcommittee – Bobby and Val
 - Registration Subcommittee- Kim
 - Sponsorship/Donation/Handouts/Giveaway Subcommittee- Denise and Candace with help from Mary
 - Communications/Program /Sign Subcommittee- Mary, with help from Val on signs
 - Agency Recruitment Subcommittee-Travis, working with Drake and Mary
 - Other items of discussion for the reverse vendor fair
 - Exit survey or survey for suggestion on education for next year.
 - Include lunch with entrance fee

- \$100 early/ \$125 late Flat agency fee for up to 2 people, \$10 each additional person.
 - Event sponsorship opportunities
 - Az. State as a vendor
 - Offer tables to other NIGP chapters
 - Suggestions for marketing
 - Attach to bottom of agencies emails and PO's
 - Website
 - Chamber of Commerce
- Student membership- Denise presented new wording for the bylaws on student memberships. It was submitted for vote and approved. 1st- Drake, 2nd Candace. Bobby will update bylaws and send to Kim for posting on the website.
- GCC NIGP linked site completed, Denise sent out invites to join. If you did not receive one let her know.
- Chapter newsletter – no update at this time. Don't forget to send in story or ideas if you have them to Bill.
- Buyer and manager of the year- Nominations for Chapter buyer and manager of the year are being requested and can be forwarded to Kim Aringdale, voting will take place in March. Deadline is December.
- Small chapter of the Year application-Continue to improve on our deficiencies so we can resubmit application next year. Denise told us of a discussion with National that the time for submission of the applications needs to be extended. They are working on it.
- Scholarships- Additional money raised at the vendor fair could be used to send members to National. Volunteer time would be a factor in awarding scholarships.
- Host training seminars – November's webinar will be in Flagstaff only.
- Certification within membership- Is anyone interested in a study group. Candace, Annie and Terry are all preparing to test. Nancy and Mike are on hold. There are also practice test on the National NIGP website.
- Promote procurement profession – Denise will ask Travis to continue to send legislative updates to our members.

5. Chapter Forum/Open Discussion:
 - a. Travis, Procure AZ would like to have a training/meeting with the GCC NIGP members. To help introduce the new state procurement website. Their available dates are Oct 22 am, Oct 26 anytime, Oct 27 pm, Oct 28 anytime. It was suggest that CCC host. Val will check on availability of ITV room, so it can be shared with Prescott at Yavapai College.
 - b. The Capitol Chapter annual meeting is next week. Kim will be attending.
 - c. Mary -> Travis, Does Mohave have an open banking services bid? They are just getting started to go out to bid next year. Mike suggests she get a hold of Terry Williams at Mohave Ed for information on the co-op with State Treasures Bank.
 - d. Candace -> Travis, How is Water & Sewer bid with Tonto going? Travis replied that they have not awarded it yet but the background check looks good. Contact Annie Lawson at Mohave County for a copy of the due diligence that they performed.
6. Next Meeting – November, Coconino County, will include webinar “Partnering and Working with Senior Management”
7. Denise called for adjournment – 1st Denise, 2nd Travis; meeting adjourned at 2:05pm