NIGP

GRAND CANYON CHAPTER

Meeting Minutes 05/08/08

Present Members: Ann Marie Fisher, John Swanson, Kimberly Aringdale, Mary Springer, Scott Richardson, Victoria Jackson, Myrtle Pizell, William Brannen

Teleconference Members: Carol Luckey, Craig McKee, Dawn Foster, Denise Finn, Mark DiBlasi, Merrill Menta, Nancy Colbaugh, Pamela De Young, Travis Lingenfelter

Guests in Attendance: Jeanine Carruthers (Navajo County Public Works), Sharon Anthony (Apache County), Ryan Patterson (Apache County), Dan Gibson (City of Showlow)

Approval of April Meeting Minutes – motion by John Swanson – second by Kim Aringdale.

Discussion regarding separation of duties for Secretary/Treasurer – position will remain combined and Chapter members will assist during times when necessary. Cris Parisot has volunteered to take meeting minutes whenever requested.

Vicki Jackson will assist with Elections.

Dawn Foster reported $937.22 is the current balance. Scott Richardson will be depositing a check from the NIGP Seminar in Kingman for approximately $1021.67.

For upcoming fiscal year the Chapter needs to continue to have the travel/training/budget discussion so that we can coordinate training when funds are available.

Travis Lingenfelter can commit to a 2-3 day training class in the next fiscal year.

The NIGP certification process for instructors is approximately a 2 year process. There are two student teaching assignments that must be completed.

Vicki Jackson mentioned that Scott Case is doing a free webinar on May 22nd regarding Eco-purchasing. The City of Flagstaff may be able to host this webinar in their computer lab. It is a two hour webinar. Contact Vickie Jackson for details.

National Members receive many benefits. One benefit is the reduced cost of training classes. The NIGP website also has message boards that are a good resource. They also have the technical library (look up technical specs for bids).

Training sessions during chapter meetings should be between 15-20 minutes – maximum of 30 minutes. Topics may be divided between two meetings if necessary. Bill Brannen is tentatively scheduled to do
a 30 minutes Life Cycle Costing Session in June. Craig McKee will be sending ideas for sessions to Scott Richardson. Public Surplus cooperative through Mohave is another potential topic.

Vendor Show – NAU/Yavapai College are working together and have scheduled a conference call. The NAU field house should be available. Carol and Denise will come up with a recommendation for location, dates and cost. The cost for tables and linens would be quoted separately by the catering services at NAU. Electricity for the tables the vendors set up would also be quoted separately. Grand Canyon chapter would like to have our own booth at the show – operating on the ‘reverse vendor show’ premise.

Silent Auction – Cris Parisot showed artwork from a local artist. The artist may be willing to allow us to place a painting in the auction without paying for it up front. We can probably put this on the Grand Canyon website – with a photo and bio of the artist.

Ann Marie Fisher attended training in California. Conference provided very useful information on green purchasing and sustainability. Check out www.green.ca.gov as a resource. Additionally the City of Flagstaff is working on their sustainability policy and would be willing to share what they have completed so far. If anyone is interested, please contact Ann Marie.

John Swanson asked for ideas from the group regarding vendor registration online. Coconino County currently allows vendors to register online. If anyone is interested in the list of Commodity Codes etc, please contact Scott Richardson.

Travis Lingenfelter shared that Mohave is the lead agency in a contract with Public Surplus. As the lead agency, they do not pay to auction items and they receive a percentage of the commission that is paid to public surplus (from the bidders/buyers) back. Travis is generously donating the check they received to the Grand Canyon Chapter. This donation will be on-going. If anyone would like details on how to participate in this contract please contact Travis. THANK YOU TRAVIS & MOHAVE COUNTY!!!

Action Items:

Denise Finn – Please email Ballot Form to Scott Richardson and Vicki Jackson

Scott Richardson – Please check into possibility of ‘guest teacher’ if we would still get credit for the class being NIGP certified?

Scott Richardson – Please send out Commodity Codes to John Swanson.

Ann Marie Fisher – Please check with Barbara regarding potential October meeting conflict.


ALL MEMBERS – Please send training session ideas to Scott Richardson. If there is a topic you are interested in, we can do round table discussions etc.
ALL MEMBERS – Please check NIGP website - look over training classes and membership will need to
decided what topics we are interested in having training classes.

Craig Mckee – Potential topic for training session – AEP

Carol Luckey,/Denise Finn – Vendor Show – Please make recommendations for location, date and
potential costs. Please report potential costs need to be reported to Mary Springer for the upcoming
budget.

Cris Parisot – Please speak with artist regarding Online Auction of artwork. Obtain photo and biography
and discuss potential to sell work without the chapter purchasing it first.

Cris Parisot – Please follow up with guests in attendance at today’s meeting. Inform them of next
meeting time, location etc. Carpool?

Rick Compau – Please send out an updated member list to all members. Please send an updated
registration form to Kim Aringdale for the website (the one we have has 2007).

Mary Springer – Please send debarment statement to Kim Aringdale to be posted on NIGP website.