# Tampa Bay Area Chapter
National Institute of Governmental Purchasing, Inc.
Board Meeting Minutes

Date: Tuesday, February 12, 2019  
Time: 1:30 – 4:00 PM  
Place: Tampa Airport Warehouse

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Discussion/Action Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Call to Order: 1:34</td>
<td>Attendees: Tara Bohnsack, Stephanie Bunford, Dave Fechter, Michelle Gomez, James Hanney, Mina Kaeding, Ashley Linden, Stephanie Swinson</td>
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| 2. Review/approval of minutes from the Board meetings on 1/15/19 | Discussion: None  
**Motion:** Tara  
**Second:** James  
**Vote:** All in Favor |
Income – luncheon $71.91, membership dues $2,233.02.  
Request to increase the budget for website to $182.  
**Motion:** Tara  
**Second:** Mina  
**Vote:** All in Favor |
| 4. Approval of Disbursements | No discussions |
| 5. Committee Reports |  
**a) Professional Development:** Stephanie Swinson, Chair  
- February and April NIGP Seminars – Feb 22 - 10 people registered. Email sent to request volunteer for event. No one has registered for the April and October classes. Ashley will send an eblast out to remind members about the classes in Feb, April and June  
  
**b) Membership:** Michelle Gomez, Chair  
- Update – 219 active members. Ashley will send an eblast for renewals through Chapter Manager. Michelle will development March 1st reminder email.  
  
**c) Programs:** Mina Kaeding, Chair  
- March Luncheon (speaker/menu) – The luncheon announcement has been sent out. Diaper bank information was on flyer. Meatloaf and veggie lasagna will be served. The cut off to register is 20th Mina will work on the giveaways for bringing in diapers. Joe will be speaking at the luncheon. Mina is still working on the speaker for June luncheon. Tara will be presenting the t-shirts to new certification members.  
  
**d) Communications:** Ashley Linden, Chair  
- Lunch on Us email went out. Feb 20th is the deadline to respond to Ashley. She is keeping track of the responses. The RTS
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<th>Event</th>
<th>Details</th>
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<td><strong>6. Old Business</strong></td>
<td>Scholarship Application Form Update – We changed the trade show point allowance last meeting. We updated the Reverse Trade Show points along with the supplier registration points for each event. The updated scholarship application will be added to the chapter website and an eblast will need to go out letting the members know the points have changed.</td>
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| **7. New Business** | a. Chapter Forms are due March 1, 2019 – Treasurer's responsibility forms. James will take care of this.  
 | | b. Scholarship Applications/Budget - $1334.08 FAPPO, $3,077 NIGP Seminars, $37,707.73 NIGP Forum, $3,106.57 Procurement Related Conference Scholarships, 19 members rolling over points.  
 | | Recommended to move budget from FAPPO by $2,000 to Forum as we budgeted a little low.  
 | | **Motion:** Mina  
 | | **Second:** Stephanie S  
 | | **Vote:** All in Favor  
 | | Scholarship Budget approved  
 | | **Motion:** Mina  
 | | **Second:** James  
 | | **Vote:** All in Favor  
 | | c. Forum Registration – James will be sending out the scholarship approval emails next week so he can start booking the hotel and Forum. We will be booking the Hyatt. NTE for Forum airfare is $350.  
 | | d. Reverse Trade Show including Sales Incentive Points and Flyer – Right now we have a points system based on the type of registration. Mina recommended that we award the incentive based on the total dollars instead of the points. The board agreed on this recommendation. Tara will update the form and Ashley will send an eblast out.  
 | | e. Trade Show - Site Visits and Logo contest – Florida State Fairgrounds. Looked at 2 spaces at the Fairgrounds. Waiting on food prices to come back from the Fairgrounds. As soon as we get the food cost back we will make a decision.  
 | | f. MOY/BOY Scholarship Applications – No MOY application. Received 2 BOY applications. Karen Dewar and Damaris |
Cordova submitted applications. Stephanie will email out score sheets.

g. Increase Forum budget by $1500 to increase for Michael Mitchell first timer scholarship.
Motion: Mina
Second: James
Vote: All in Favor

h. Golf Event – Board members will be assigned to help. Tara will start working on the volunteer eblast very shortly.

i. March 26th Meeting Location – Change to Teleconference

8. Disbursements:

<table>
<thead>
<tr>
<th>Check No.</th>
<th>Payable To:</th>
<th>For</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Debit</td>
<td>Quickbooks</td>
<td>Recurring Monthly Fee</td>
<td>$35.00</td>
</tr>
<tr>
<td>Debit</td>
<td>Fl. Dept. of State Division of Corporations</td>
<td>Corporate Registration Renewal</td>
<td>$61.25</td>
</tr>
<tr>
<td>Debit</td>
<td>Daria Dixon, D. Cordova, M. Gomez, T. Bohnsack and S. Bunford</td>
<td>Bowling Event Refund</td>
<td>$42.78</td>
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<tr>
<td>Debit</td>
<td>Go Daddy</td>
<td>Website Domain Renewal</td>
<td>$181.43</td>
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<tr>
<td></td>
<td>For Information Only</td>
<td>Stripe Fees</td>
<td>$84.40</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TOTAL</td>
<td>$404.86</td>
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9. Adjourn Time: 3:30
Motion: Stephanie B.
Second: David
Vote: All in Favor

President, Dave Pechter  Date  Secretary, Rhonda Simmons  Date