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

Date: Tuesday, October 1, 2019
Time: 10:00 AM - Noon
Place: Teleconference

1. Call to Order at: 10:00 am

Attendees: Dave Fechter, James Hanney, Rhonda Simmons, Tara Camp, Ashley Linden, Stephanie Swinson, Stephanie Bunford, Stacy Gundry, Michelle Gomez, and Zsuzsi McGovern.

2. Review/approval of minutes from the Board meeting on 9/6/19: Discussion: NONE

Motion: Tara Camp  Second: Rhonda Simmons  Vote: ALL

3. Review Treasurer’s Report:
9/6/19 - 9/27/19 expenses:

- MISC Expenses
  ➢ $157.50 Recertification Reimbursement – Mina Kaeding, Hillsborough County Public Schools (acct #70010)
  ➢ $40.00 Quickbooks Monthly Fee (acct #65184)
  ➢ $2,307.56 September Chapter lunch and Reimbursement for candy and speaker gift card to Mina Kaeding, Hillsborough County Public Schools (acct #68350)
  ➢ $375.00 for Reimbursement 2019 Airport Purchasing Group Conference, Amy Flack, HCAA (acct #70015)
  ➢ $15,920.28 Hotel Rooms for 2019 NIGP Forum, including scholarship reimbursement to Joe Benjamin, City of Tampa for 1 night hotel (acct #70016)
  ➢ $258.14 Stripe Fees (Pass-thru)

9/6/19 – 9/27/19 Income:
  ➢ $10,935.27 Trade Show (acct #43415)
  ➢ $130.00 50/50 (acct #43425)
  ➢ $222.04 Luncheon Payments (acct #43430)
  ➢ $33.68 Chapter Membership Dues (acct #47230)
  ➢ $218.49 Reimbursement from City of Plant City for Rhonda Simmons extra hotel night (acct #42000)

4. Approval of Disbursements

5. Committee Reports:

- Professional Development – Stephanie Swinson, Chair
  - October NIGP seminar update – as of Monday (9/30) we have 16 registered and have met requirement; will coordinate with someone to do snacks
  - Survey of members 2020 – ready to be sent out
  - Intro to Procurement, hosted by Pasco County – Pending for January 29th-31st (minimum of 6 registrants); waiting for presenter to be confirmed
  - The City of St. Pete 3-day class Contract Administration in Public Procurement: February 26th – 28th (minimum of 6 registrants); class has been confirmed.

- Membership – Michelle Gomez, Chair
  - 236 members as of today
  - Getting about 1 membership a week
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- Programs: Mina Kaeding, Chair
  - December quarterly lunch — Everything is set; Ken Hayslette will reschedule for a meeting in 2020; there will be no speaker in December; Angelus House will do about 10 minute presentation about the charity as our 2020 charity

- Communications: Ashley Linden, Chair
  - Fall Trade Show — have been sending weekly eBlasts and will continue to send; will send eBlast for agency registrations; have added logos of sponsors to website if we’ve gotten the artwork. Will check with Amy to see if she has received any additional artwork.
  - October NIGP Seminar – Since we’ve hit the minimum will send one more eBlast for this class
  - Social Media – will post again about Trade Show
  - September Newsletter – sent out for review today

6. Old Business:
   - Trade Show Site Visit Meeting Recap –
     - Met with food vendor, fairgrounds representative and SCS representative
     - Facility is handling more of the action items than the Convention Center did
     - SCS (JC) will revise the floor plan for approximately 85 booths to make better use of the space
     - Will partition off part of the room so it doesn't look so sparse
     - Tara is getting some large plants to help decorate the space (15-20) and will get about 8 small plants for tables (can raffle off), would like to get some foil to wrap the containers in (approximately $40.00 out of supplies budget)

7. New Business:
   - Items due by 10/31/19 – Quarterly Sales Tax Reporting is complete
   - Trade Show
     - 80 vendors in 68 booths and 75 agency registrants as of now
     - Badges – have not been able to get a sponsor for this, Mina has provided Sabrina with a few other contacts; if we can’t get a sponsor we should purchase the sticker badges
     - Early bird registration – will extend one week
     - If you can, come Thursday to help set up and be there early Friday am (6:00 am – 6:30 am)
     - Board members to assist committees: Attendee Registration (Michelle Gomez); Supplier Registration (Rhonda Simmons); Decorations (Ashley Linden); Print/Programs/Photography (Stephanie Bunford); Door Prizes (Stephanie Swinson); Raffle Baskets (James Hanney/Tara Camp); and Catering (Dave Fechter/Mina Kaeding)
     - Need Aquafina for water (8oz bottles) and will need to get ice and coolers
   - Member Survey including gift card proposal: Tara
   - Innovative Ideas Survey and Professional Development Survey
   - $15 gift card as incentive to respond; suggest 2 gift cards given for each survey
   - All survey questions will be required

8. Next Board Meeting – TIA Conference Room Lobby B (airport) – November 5, 2019 at 10:00 AM – Noon followed by 2020 Strategic Planning Meeting

9. Adjourn Time – 10:52 am

Motion: Rhonda Simmons  Second: James Hanney  Vote: ALL
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<tr>
<td>1967</td>
<td>Ivette Rosario</td>
<td>Airfare Reimbursement for 2019 NIGP Forum</td>
<td>$288.96</td>
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<td>1968</td>
<td>Karen Main</td>
<td>Airfare Reimbursement for 2019 NIGP Forum</td>
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<td>Debit</td>
<td>Bayshore Trophies &amp; Awards</td>
<td>Award for Jay Jackus for 25 Years of Golf Tournament</td>
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<td>Refund</td>
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<td>Supplier requested refund so it could re-register as a sponsor</td>
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<td>2019 Forum Hotel Scholarship Reimbursement (One Night)</td>
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<td>1972</td>
<td>Mina Kaeding</td>
<td>$8.68 Candy for tables and $28.95 gift card for speaker (includes activation) at for September 6, 2019 Luncheon</td>
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<td>$25.00 Logo Contest Prize Money</td>
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<td>Stripe Fees</td>
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<td>TOTAL</td>
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President, Dave Fechter

Date: 11/5/20

Dave Fechter on behalf of Secretary, Rhonda Simmons

Date: 11/5/20