Dear Chapter Members and Colleagues,

Wow! So many pages of the calendar have turned and we suddenly realize we are almost at the mid-point of another Chapter year. To date, the Board and I would like to think that we have had a pretty full schedule of events. Let’s see...an essay contest, a day at the races, Manager, Buyer and Chapter of the year events, Reverse Trade Show, our annual golfing event, a couple of Chapter lunches, a class and a few giveaways...did I leave anything out?

How are the scholarship points coming? Are you racking them up, volunteering, selling to vendors and attending lunches? Have you hit your target goal or are you behind the eight ball? It’s great when everyone can fill out their scholarship request form with enough points accumulated to attend their chosen professional development class, FAPPO, National Forum conference or any other event covered in the Chapter’s scholarship program.

Perhaps the more important questions to ask are: Are you a member who seeks to not only earn scholarship points but also seeks to promote our Chapter’s attributes to our supplier community? Are you beating the bushes for vendors, selling booths and/or sponsorships? Asking vendors to be sponsors at one or all of our various events? Do you encourage vendors to attend events like the Reverse Trade Show and our annual golf event? If you can answer yes to these questions, then you are more than a volunteer, you are a Chapter leader.

You understand that you don't have to hold a board or chair position in order to be a leader. Each and every Chapter member can be a Chapter leader.

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Everyone wants a piece of the pie…or in our case a share of the scholarships awarded. We want our chapter work to be fulfilling and *rewarding*. We want the opportunity to take classes, to earn re-certification points attend FAPPO. We understand that it’s by attending classes, Forum and lunches that we learn and better ourselves professionally. Leaders enhance and grow their Chapter, and then take advantage of everything the Chapter can give back…classes, webinars, Forum…etc. Leaders believe that knowledge has to be improved, challenged, and increased constantly, or it vanishes. Leaders understand the value of education and make and take every opportunity to participate. Leaders understand that learning is not a spectator sport.

We, your Chapter needs go getters not side line sitters to continue to do what we do. We all need to volunteer, to pitch in…be it putting up decorations, checking in vendors or collecting door prizes. We need go getters who look at every bid, quote or RFP to find suppliers we interact with to attend, sponsor or make donations to our events. And when you have filled your scholarship quota of points, as a leader you encourage other members to contact vendors, seek sponsorships or volunteer. It takes everyone doing all parts to make the pieces of the puzzle come together. One hand cannot clap on its own, but it needs the other hand to make a clap.

To the members who have worked to make our first few fundraising events fun and profitable I say thank you. Thank you for the success we have had so far. However, so far will only get us well…so far. The income from the various Chapter fundraising events offsets the cost or subsidizes lunches, classes and opportunities to attend FAPPO or Nationals. In 2013 we want to offer more classes, more education, and more opportunities. We want to send a record number of members to the National Forum in Orlando. We can only do these things by selling our Chapter events. We have one more fund raising event coming in October. We need to search high and low, make our rolodex spin and contact every vendor you can to attend, buy sponsorships or make donations. Let’s see if we can send the treasurer to the bank with armed guards! And in doing so provide more educational opportunities for more people. Long story short…we can’t fund much if we don’t raise much.

*Mina Kaeding, CPPO, CPPB, Ph.D.*

*Chapter President*
Why would anyone want to take courses in public purchasing, pay for them out of their own pocket, spend hours of free time studying, and then sit for a 4 hour exam? This is a question I asked myself when I began my career as a buyer in Public Procurement in 1996. Having worked in the private sector for 20 years, the thought of taking classes, studying and test taking was not appealing. Besides, when I approached my Director regarding certification, I received very little encouragement. So why do I proudly list the initials “CPPO, CPPB” after my name? Because, to me, it was important.

Achieving my CPPB in 1999 and then 5 years later, my CPPO, have been my most treasured accomplishments of my professional career, and a source of personal satisfaction and pride. Certifications are proof of purchasing professionalism; certifications are earned, not given to you. Certification is not to be taken lightly; one does not want to perform any acts that would jeopardize losing it. The value you receive as a Certified Professional Public Buyer or a Certified Public Purchasing Officer is hard to measure. Certified individuals are held to a higher standard, ethically and professionally. Evidence of this can be seen as many public entities now give preference or even require new hires to be certified.

I was the first person in my agency to obtain the CPPB and the first to obtain the CPPO certifications, and as I mentioned, with little encouragement. Now, 16 years, I am the director of my entity. When one of my staff comes to me for guidance on obtaining certification, I am more than willing to speak to the merits of the program. I encourage my staff with our limited financial resources to take the first steps towards sitting for the CPPB test. I encourage participation in our Tampa Bay Area Chapter of NIGP. Participation in the chapter earns those coveted scholarship points that can be used towards certification prep classes.

Our entity has come a long way in the past few years with respect towards certification. Recently, when a new job description was written for a Purchasing Manager position, a preference is now given for those individuals holding the CPPB or CPPO distinction.

I did not set out to choose Public Procurement as my profession, but I am happy that I did. For me, it is a very rewarding profession, knowing that what we do impacts so many. Obtaining my certifications proves my desire to excel in the profession. I am proud and honored to have the CPPB and CPPO initials after my name.

Linda Balcombe, CPPO, CPPB
Director, Purchasing, Pinellas County Schools
Change is on the Horizon!

Recently I came across some old Administrative Professional Updates while doing some ‘spring’ cleaning. These updates, although small in length - generally eight pages long- are full of valuable tips and suggestions. And even though the information provided in these articles may seem like common knowledge, we often tend to forget or lose site of the basics as a result of hectic schedules, additional responsibilities and demands of the job.

As luck would have it, the article that caught my attention was 4 Tips for Staying Strong – When Your Organization is Facing Change. It just so happens that our District is in the process of making a change. We will be moving away from TERMS, our current financial system, and branching out into a new ERP – Enterprise Resource Planning – system.

The article begins by saying: “The only thing constant is change.” Having been a part of public procurement for many years has shown me that this phrase should be considered a motto; Rules, regulations, Statutes, Board policy – it’s continually changing. The four tips that were provided for staying strong during times of change are as follows:

1: Accept it.
2: Look around
3: Initiate communication
4: Assess your skills and strengths

Although all four are important, I believe the first and the second go hand-in-hand. Accepting change should be more than just acknowledging that a change is on the horizon. For me, really accepting a change is about looking ahead, knowing that you are moving in the right direction and actively working towards meeting those changes. Things rarely stay the same and the processes that worked just three, two or even a year ago may not work now. So being the type of person or entity that strives to find new ways to improve and do things more efficiently demonstrates the ability to accept change and use it to better the organization.

Look for changes that may be on the horizon. Don’t wait until it is upon you and you are forced to make a change. If you anticipate what changes might be occurring, you can begin to take steps to put those changes in place. This will help alleviate the pressure of needing necessary action immediately. The transition for staff and vendor may have less hiccups this way.

(Continued Next Page)
Possibly the most important tip is initiating communication during times of change. Sharing information and keeping those affected by the changes well informed will help them better understand and accept those changes. They will understand the motivation behind moving in a different direction and it allows them to feel included in the process rather than being forced to accept the changes that are given to them.

Assessing your skills and strengths allows an individual to know what they have to contribute to the upcoming changes. Where will they fit in? How can they help make the changes more seamless for themselves and those around them? Often times, we don’t realize how much we really know and how much we have to offer.

Change is constant as anyone in public procurement can tell you. Most procurement professionals struggle to do more with less every day. They generate savings and revenue, while providing their end-users quality products and services. Knowing, understanding, and accepting changes on the horizon will keep an organization strong and gives public procurement the opportunity to assist in achieving success.

Amy Flack
Buyer, District School Board of Pasco County
Our 8th Annual Reverse Trade Show held at the University Area Community Center (UACC) on April 27, 2012 was a great success. The UACC offers plenty of parking, an open and spacious entry for registration, plenty of exhibit hall space, an elevated area for the luncheon and a spacious classroom setting for our workshop.

Participation by our vendors and entities exceeded our expectations with 165 vendors in attendance and 22 government agency booths set up with 62 registered participants to meet and greet with our vendors.

Lunch was catered by the Lakeview Café’ and everyone was complementary of the fresh food. The Lake View Café is a Culinary Academy located at Land O’ Lakes High School in Pasco County. Lunch included wraps, chips, cookies, fruit, tea and water prepared by the high schools students the day of the trade show.

A workshop was held at 1:00 PM on “How to do Business with Government” in the center’s Community Room. The workshop was very well attended by our vendor community. We had one volunteer from a School District, County BOCC, Sheriff’s Office, County and City on the panel for the workshop.

We sold a total of 12 sponsorship advertisements for our Membership Directory which was given out to all attendees along with the tote bags that were donated by Task Source, Inc. The generosity of the vendors was incredible as they donated such prizes as gift certificates, Tampa Bay Rays tickets, Tampa Yankee tickets, leather portfolios, radio control tractor, atomic clock, and golf balls.

I would like to extend a special thanks to all the hard working volunteers, committee chairs and workshop speakers for their outstanding support at this event. In return we pass along to our membership points to get scholarship awards to be used for Forum, FAPPO or other NIGP seminars for professional development and recertification points. What a great time we all had as we networked with our peers and our suppliers!

Stephanie Bunford
Buyer, District School Board of Pasco County
Reverse Trade Show Chairperson
It wasn’t the Preakness or the Kentucky Derby, but it was part of the Triple Crown” of horse racing. Or at least for the Tampa Bay Chapter of NIGP it was. On March 24th our Chapter held its first fund raising event for 2012 at the Tampa Bay Downs. While the event may have been small in nature compared to other Chapter fundraising events, the fun, food and winnings made it a day to remember and one many vendors and Chapter members asked to have repeated again.

The event started off with our volunteer group making sure we got to our private room, where food, fun and spirits were being served. The Downs gave everyone a crash course in how to read the racing booklet and a quick version of how to bet based on the various betting combinations. Obviously some paid more attention than others!! Then it was off to the races….

The seventh race was named ”The Tampa Bay Chapter Trophy Race” and was won by Regining Livia, who in turn filled a few pockets with a little cha ching. Not everybody was as lucky, a few of us went home a little lighter in the wallet, some with mere pocket change, while others went home with winnings to brag about. Some even managed to win 3 or 4 times during the day, obviously the ones who paid attention to the quick version of horse betting! Probably the same ones who always set in the front of the class too!

The vendor community was very giving and supportive for this first time event, bringing family and friends as well as door prizes to give away. Even the winner of the 50/50 drawing (do you really think we would have a fund raiser and not have a 50/50 event?) gave their winning share back to the Chapter….thank you Bucks Plumbing! The vendors, Chapter members, food, and door prizes only added to the enjoyment of the event itself, making it a great day and one hopefully that will be repeated in years to come.

A big thank you to our volunteer staff, our vendors and to those who pushed the event and scored big scholarship points!

Mina Kaeding, CPPO, CPPB, Ph.D.
Chapter President
Linda Balcombe Recognized by PCSB

05/08/12 10:30 AM
Regular School Board Meeting
School Administration Building
301 Fourth Street SW
Largo, FL 33770

SCHEDULED
RECOGNITION (ID # 3442)

May 8, 2012

TO: MEMBERS OF THE SCHOOL BOARD OF PINELLAS COUNTY
FROM: JOHN A. STEWART, Ed.D., SUPERINTENDENT
SUBJECT: Recognition of Linda Balcombe, Director of Purchasing, Named the 2012 Manager of the Year by the Tampa Bay Chapter of the National Institute of Governmental Purchasing (NIGP) as Presented by Fred Matz

The Tampa Bay Chapter of the National Institute of Governmental Purchasing (NIGP) has named Linda Balcombe, Director of Purchasing, as 2012 Manager of the Year. She was also awarded second place in an essay contest for her paper on Professional Certification which will be published in their June newsletter.

Linda holds two professional certifications: CPPB (Certified Professional Public Buyer) and CPPO (Certified Public Procurement Officer). These certifications are internationally recognized and are governed and administered by the Universal Public Procurement Certification Council.

Linda has formerly held the office of President for the Chapter and has participated in numerous National NIGP Conventions throughout the country. She will serve as a representative of the Tampa Bay Chapter at the National Convention this August in Seattle, Washington.

She was appointed as the Director of Purchasing in January of 2011, and has held the positions of Manager, Supervisor, and Buyer II for this department over the last 13 years.

We applaud Linda for her dedication to her profession and our district.
The Chapter’s 18th Annual Buyer/Seller Golf Tournament was held on Friday, May 13th, for the second consecutive year at Seven Springs Golf & Country Club in New Port Richey. A total of 82 golfers pre-registered for the event and attendance was similar to last year’s turnout.

Our third place team consisted of the group representing Zep Mfg. and Tampa Crane & Body; Eric Layton, Jeff Linklater, Brian Glover and Lori James who finished with a 15 under par 57. The 2nd place finishers representing the School District of Pasco County was comprised of founding member & former chapter & national president Ken Trufant, Chip Wichmanowski, Jim Davis and Pasco edition of the Tampa Bay Times scribe Bill Stevens who came in with a 16 under par 56. For the second consecutive year, the winning team included Andreas McConnie, Chris Williams, Ronnie Sims and Kevin Johnson of McConnie Fence finishing with 21 under par 51, the group is a three time winner as they also won the 2009 event.

Individual event winners included Ron Tucker of Graybar Electric, closest to the pin and Todd O’Donnell of Wharton Smith longest drive. The putting contest was won by the chapter as no one sank the putt and we retained the prize money! We would like to thank Tampa Spring Co. for donating the prize for the two contests.

Chapter members who participated in the event included; Past President Ken Trufant, Danny Young (along with son Derek) and yours truly.

We would like to recognize this years hole sponsor’s and thank them for their support and include; Wharton-Smith, Inc. Construction Group, Tampa Spring Co., McConnie Fence, Tampa Machinery Auction, AMEC-BCI Engineers & Scientists, HD Waterworks Supply, LTD, Everglades Farm Equipment, Inc., Dallas 1 Corporation, CPH Engineers, Inc and Goff Wireless. I would also like to acknowledge Goff’s generous contribution of $350 over and above the cost to play and sponsor a hole.

I would also like to thank the volunteers who assisted in making this one of our best tournament’s and they include; Chuck Ankney, Cathy Bartolotti, Anthony McGee and Cathy Morgan.

Next year’s event is scheduled for Friday, the 17th of May 2013!

**Jay Jackus, CPPO, CPPB, Purchasing Administrator, City of Tarpon Springs**
PROFESSIONAL DEVELOPMENT NEWS

Upcoming Classes for 2012 - Selections Based on Your Survey Responses!
ALL REGISTRATION FEES REFLECT A 60% SUBSIDY FROM YOUR CHAPTER

Ethics - A Survival Kit for Public Procurement
One Day—$100 Includes Breakfast and Lunch!
Location Change! PSTA June 22, 2012

CPPB Preparation
Two Days –August 2-3, 2012

Marketing 101 For the Procurement Professional
One Day - October 5, 2012

Details: http://www.nigp-tampabay.org/ProfessionalDevelopment.asp
or call Corey Murphy at 813-253-7102

IT’S YOUR NEWS LETTER

THANK YOU FOR YOUR CONTRIBUTION............
Thanks to all who contributed
...without you these pages would be blank...

Congratulations to Hillsborough County BOCC on their 45th Anniversary as members of NIGP!!!
### Tampa Bay Area Chapter NIGP, Inc

**www.nigp-tampabay.org**

NOTE: THE NEWSLETTER IS POSTED ON THE WEBSITE

### PUBLICATIONS

Email the news from your corner of the world to: barbara.grilli@stpete.org  
Phone: 727-893-7224  
Fax 727-892-5325

**KEEP IN TOUCH....IT’S YOUR NEWSLETTER**

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### Tampa Bay Area Chapter National Institute of Governmental Purchasing, Inc. 2011—2012 Meeting Schedule

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<td>February 10, 2012</td>
<td>Board Meeting, Airport Warehouse</td>
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<td>March 9, 2012</td>
<td>CHAPTER LUNCHEON—Speaker Warren Geltch</td>
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<td>March 24, 2012</td>
<td>Day at the Races Event 11 a.m.</td>
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<td>April 27, 2012</td>
<td>Reverse Trade Show, University Area Commun. Cntr.</td>
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<td>May 18, 2012</td>
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