## Agenda Item

### 1. Call to Order: Karen Main, President called the meeting to order at approximately 1:30 p.m.

**Attendees** - Tara Bohnsack, Stephanie Bunford, David Fechter, Kevin Frye, Amy Flack, CeCe Gibbons-Peoples, Mina Kaeding, Karen Main, Anthony McGee, Theresa Webb

### 2. Professional Development

- **a)** David Nash (March 4th Luncheon) -
  The classes “Sowing the Seeds of Success” and “Critical Thinking” will be held during the March 4th Luncheon. The group agreed to charge each member attending $25 for lunch and the two classes. Mina will check to see what the size the room will be and let Tara know so she makes sure to cap the event once we run out of space.

- **b)** One-Day Class – Tools for Ensuring Contractor Performance
  - **Date:** Targeting Friday, June 17th
  - **Location:** Lou Emma Cromitty at PSTA has been contacted and she agreed to allow the group to use their training room for this class.

- **c)** Two-Day Class – Effective Contract Writing
  - **Date:** Targeting Thurs and Fri, November 3rd & 4th
  - **Location:** Working with City of Tampa Parks & Rec Dept to secure Seminole Heights Garden Center

- **d)** Food for Professional Development Classes: Utilizing “Inside the Box” Café & Catering (part of Metropolitan Ministries Culinary Program) to provide lunch. Once we decide on a location for each of the training classes, we will discuss “Inside the Box” more.

- **e)** **Action Item:** Karen Main will speak with David Nash to see if he is interested in coming to our RTS and to our June 3rd Luncheon to do a presentation.

- **f)** The Board agreed that we will stay with the 40% subsidy paid by the Chapter and we will continue making the members pay upfront for subsidized professional development classes.

### 3. Spring Trade Show

**Location:** Tampa Convention Center – April 8, 2016

**Theme Contest:**

- Volunteer Survey will be active on 12/1/15 through 12/8/15.
- Karen Dewar and Kevin visited on 11/12/15.
- Central Hall has a capacity of 130 (10' x 10' booths)
  - With about 100 to 105 booths we have room in the back of the hall for tables/food service by Aramark who is going to attempt at matching pricing from A La Carte last year
  - Suncoast Convention Services, Inc. is onboard for booth set-up on April 8th
Tampa Bay Area Chapter  
National Institute of Governmental Purchasing, Inc.  
Board Planning Minutes

f. Need to check other local hotels from rooms – NCAA College Hockey Final Four the same weekend at Amalie Arena
g. Parking options/validations – Kevin is still working through the parking validation with the city. He will keep us posted.
h. Need to make sure we get agencies to participate (contest?)

4. Scholarships for 2016

a. Sparx Conference  
   - Location: Hyatt Dulles, Herndon Virginia  
   - Date/Time: March 16th (1PM) to March 18th (Noon) 
   - Registration Cost: $585 (Member Rate), $785 (Non-Member Rate); 
   - Early Discount = $25 if 60 days prior, Late Fee = $50 if less than 30 days in advance 
   - Room Charge: $169/Night + 12% Tax 
   - Current Flight Prices from TPA to IAD are approximately $350+(Leaving either 3/15 or 3/16 and coming back on 3/18).

This year we offered Scholarships for the Sparx Conference only (in Tampa) for 125 points. The NTE amount was $585 for registration costs only. The Board agreed to keep the points the same and leave travel out.

Motion: Kevin made a motion to allow members to use 125 scholarship points for the Sparx Conference registration. 
Second: Theresa

➢ Action Item: Kevin will make changes to the scholarship form to include the Sparx Conference again this year.

b. Forum –  
   - Location: Gaylord National Convention Center, National Harbor, MD  
   - Date/Time: August 21st to August 24th (Social Event from 6-9PM)  
   - Registration Cost: $905 (Full Conference through 4/30/16)  
   - Room Charge at Gaylord: $199/Night + 18% Tax, $250  
   - Surcharge on Registration Fee is staying elsewhere  
   - Current Flight Prices from TPA to DCA (Reagan) are approximately $200 (Non-Stop)

The Board will wait for scholarship applications come in and see what the flight prices look like and approve a not to exceed amount.

b. FAPPO-  
   - Location: Rosen Centre Hotel, Orlando  
   - Date/Time: May 22nd to May 25th  
   - Registration Cost: $350 (prior to April 1st), $400 after April 1st  
   - Room Charge: $149/Night plus Tax
Kevin reported that he has been asked (and we discussed in previous meetings) that the Board consider paying for registration costs upfront instead of after FAPPO conference.

- The treasurer will pay the conference fee with the Chapter credit card in advance.
- If members send FAPPO requests for pre-payment the deadline, the member will be advised that they are responsible for the registration and get reimbursed for it after the fact.

**Motion:** Kevin made a motion to pay for members with scholarships via credit card in advance if forms are submitted to the Treasurer by the established deadline not to exceed $350 per person.

**Second:** Tara

The members who earn a scholarship to FAPPO currently have to pay for the hotel and requests are submitted for reimbursement. If we coordinate using the chapter card, we save the money for tax.

- **Action Item:** Stephanie will call the Rosen and get information on their group rates. The group agreed to table the discussion for offering prepayment for hotel until we have the details from the Rosen.

The scholarship points for FAPPO will remain the same as last year in the amount of 85 points for the registration and hotel of 45 points per night.

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<th>5. Charity Work for 2016</th>
<th>Ronald McDonald House Food/Meal Prep – Kevin will get more information and try to coordinate putting a couple of groups together to help with food prep in the Hillsborough and Pinellas County. Once he has more details he will share this with the group.</th>
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<td>The Charity that was voted on for this coming year was the American Cancer Society. All fundraising will be held for this charity because if we fundraise for more than one charity it could be a bookkeeping nightmare and confusing for members.</td>
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<td>Basket Fundraiser – The Board agreed that the basket fundraising was a huge success this year and we should do again next year at the Spring Trade Show.</td>
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| 6. Additional Chapter/Vendor Events for 2016 | The group agreed that we should try to plan a brewery tour. The group suggested asking Cathy Bartolotti for the details as she has looked into this in the past. Kevin will check with her and report the information back to the group. |

<p>| 7. Golf Tournament | Jay already reserved the date. Kevin will get with Jay and find out what the date and location he has reserved and report it back to the group. |</p>
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| **8. Board Meetings for 2016** | • Board meetings will be scheduled once a month.  
• There will be four face to face meetings, meetings will be held after luncheons, and the rest of the meetings will be held via telephone conference.  
• The location for face to face meetings will alternate between the Tampa International Airport Warehouse and the Pinellas County Sherriff Office.  
• Meeting will begin at 11:00 a.m. |
| **9. Adjourn Time:** | **Motion:** Theresa Web made a motion to adjourn the meeting.  
**Second:** Tara  
**Vote:** Unanimous in favor |

**President,** Karen Main  
**Date:** 1/13/16  
**Secretary,** Stephanie Bunford  
**Date:** 1/13/2016