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

Date: Wednesday, July 22, 2015  
Time: 2:00 pm-3:30 pm  
Place: Conference Call

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Discussion/Action Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Call to Order: Karen Main, President called the meeting to order at approximately 2:04 pm</td>
<td>Attendees: Tara Bohnsack, Stephanie Bunford, Kevin Frye, Mina Kaeding, Karen Main, Tony McGee</td>
</tr>
</tbody>
</table>
| 2. Review/approval of minutes from the Board meeting on June 5, 2015 and the Board meeting on June 22, 2015 | Discussion: No changes were made to the June 5th and June 22nd minutes presented.  
Motion: Kevin made a motion to approve the June 5th minutes as amended per Mina's corrections.  
Second: Tara  
Vote: Unanimous in favor  
Motion: Tara made a motion to approve the June 22nd minutes without making additional changes.  
Second: Tony  
Vote: Unanimous in favor |
| 3. Review/approval of June 2015 Treasurer Report – Amy Flack, President | Discussion: Expenses $6,278.84 and income $2,267.70. Our Ending balance is $59,662.26 for the month of June.  
$20,693.38 net profit for the year.  
We are over the $2,000 budget for Stripe fees. The Board wants to increase the budget to $4,000 for the year.  
Motion: Kevin made a motion to increase the strip fees budget for the year to $4,000.  
Second: Mina  
Vote: Unanimous in favor |
| 4. Approval of Disbursements - Amy Flack, Treasurer                        | Discussion: See section 8 for disbursements.  
Tara requested that we allow her to duplicate her receipt that was misplaced for the food she purchased for the June class. She bought the same exact thing both days for breakfast. The Board will reimburse her a total of $59.55.  
Motion: Mina made a motion to approve allowing Tara to duplicate the receipt and approve the disbursements as amended.  
Second: Evy  
Vote: Unanimous in favor |
| 5. Committee Reports                                                       | The September class registration is going well. We already have 16 participants. It will be a full class. Tara has been busy getting people registered. |
| a) Professional Development: Tara Bohnsack, Chair                         |                                                                                                                                                                                                                           |
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b) Membership: Anthony McGee, Chair
As of today we have 209 members. Tony requested approval of a retiree membership request for Claudette Henry. She was a procurement officer and retired in 2007 from Tampa Bay Water. Tony is going to check with Tampa Bay Water to make sure she retired from there. If she did he will approve her membership.

c) Programs: Mina Kaeding, Chair
The speaker is set for the September luncheon. Mina asked if everyone wanted to have a Taco Bar for the December Luncheon. Everyone seemed to like it last time we did it. The board thought that would be a good idea.

d) Communications: Evelina Romero, Chair
Evy emailed the RTS draft page out to everyone. Once those suggested edits have been made, the page will be up and running. Evy is also working on updating the QR code that Theresa emailed to her. She will update it and get it back on the chapter's website.

6. Old Business
a. Mentor Program – Karen sent Theresa suggested changes and she hasn’t heard back from her. She will email her and find out where she is at with it.

b. Standard Operating Procedures
We really do not have a manual with specific details on how to handle basic day to day processes. If we have questions on how we have handled things in the past, we do not have a reference.

• Action item: The Board members and committee are to create one standard operating procedure utilizing Karen’s format and before the next Board Meeting. (i.e., process for accepting retired members, how to set up a luncheon, how to process meeting minutes, ordering the plaques for BOY, t-shirts)

c. Board Planning Workshop will be held on a Saturday sometime in November. November 7 or 14? Keep November 7th and 14th available and Kevin will get back to everyone.

7. New Business
a. We need to establish a date for the Spring Trade Show in 2016 (consider 4/1, 4/8, 4/15) Our first choice is 4/1.

• Karen will contact Jade at Ala Carte to get it reserved and she will report the date back to us.

Important dates to consider when we are planning events for next year:
• FAPP 5/22/16-5/25/16
• Pinellas County Schools and Pasco County Schools Spring Break 3/21/16-3/26/16
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- Hillsborough County Schools Spring Break 3/14/16-3/18/16
- Polk County Schools Spring Break 3/21/16-3/25/16
- Forum 8/19/2016-8/23/2016

b. December Luncheon – Mina requested permission to spend up to $100 on purchasing small gifts that will be raffled off at the December Luncheon. She will throw names in a hat depending on the number of luncheons they have attended. Names will be drawn for gifts that a minimum of a $5 value each. She has a budget for luncheons and she still has money left

Motion: Stephanie made a motion to approve for Mina to spend up to $100 for luncheon gifts.
Second: Tony
Vote: Unanimous in favor

c. RTS venue has not received a check yet. Kevin will work with Amy on getting the deposit made.

The budget for this year’s RTS was approved by the Board totaling $2,000. We spent $1700 last year. It was less because we didn’t have to buy lunch and we had a bunch of donations.

The budget will include:
- Catering $250
- Decorations $100
- Printing $750
- Misc. supplies $50
- Venue $850 estimated

Motion: Tara made a motion to approve the budget details above.
Second: Tony
Vote: Unanimous in favor

Mina mentioned that Krispy Kreme and will donate food if you request it way in advance. Tara is going to talk to CeCe about getting in contact with them.

Mina is going to ask someone that she knows to donate lunch for the agencies that attend volunteer. She will let everyone know by the next meeting. We will need lunch for about 60 people.

Karen will put together an email together to tell the members about the incentives.

d. The Leadership symposium for next year will be from February 4-6, 2016. The first year we send both Cindy and Theresa. Last year we paid for Karen to go. This year Kevin and Amy will go. Kevin can book it now. Karen recommended that Kevin apply for a subsidy because she was able to obtain one last year.
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Kevin will check with Amy and he will bring it back to the board at the next board meeting for a vote.

8. Disbursements:

<table>
<thead>
<tr>
<th>Check No.</th>
<th>Payable To:</th>
<th>For</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1626</td>
<td>Cathy Bartolotti</td>
<td>Reimbursement for Airfare (Forum)</td>
<td>$390.00</td>
</tr>
<tr>
<td>1627</td>
<td>Anita Hoover</td>
<td>Reimbursement for NIGP Class</td>
<td>$480.00</td>
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<td>1628</td>
<td>Ed Haines</td>
<td>Reimbursement for Airfare (Forum)</td>
<td>$400.00</td>
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<tr>
<td>1629</td>
<td>Kevin Frye</td>
<td>Reimbursement for Airfare (Forum)</td>
<td>$396.00</td>
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<td>1630</td>
<td>Anthony McGee</td>
<td>Reimbursement for Airfare (Forum)</td>
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<tr>
<td>1631</td>
<td>Hillsborough County</td>
<td>Subsidy reimbursement – June Class</td>
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<td></td>
<td>Procurement Services Dept.</td>
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<tr>
<td>1633</td>
<td>Corey Murphy</td>
<td>Subsidy reimbursement – June Class</td>
<td>$182.00</td>
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<td>1634</td>
<td>Hillsborough County Public</td>
<td>Subsidy reimbursement – June Class</td>
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<td>Schools</td>
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<tr>
<td>1635</td>
<td>Karen Main</td>
<td>Reimbursement for Airfare (Forum)</td>
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<td>1636</td>
<td>Hillsborough County Aviation</td>
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<td>Authority</td>
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<tr>
<td>1637</td>
<td>Hernando County BOCC</td>
<td>Subsidy reimbursement – June Class</td>
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<tr>
<td>1638</td>
<td>University Area Community</td>
<td>Deposit for October RTS</td>
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<td>Development Corp. Inc.</td>
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<tr>
<td>1639</td>
<td>Hernando County BOCC</td>
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<tr>
<td>TBA</td>
<td>Tara Bohnsack</td>
<td>Food for June Class</td>
<td>$59.55</td>
</tr>
</tbody>
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**DISBURSEMENTS**  $4,261.55

9. Adjourn Time: 3:07 pm  
Motion: Kevin  
Second: Tara  
Vote: Unanimous in favor