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

Date: Wednesday, November 12, 2015  
Time: 9:00 am-11:30 am  
Place: Telephone Conference

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Discussion/Action Taken</th>
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</thead>
<tbody>
<tr>
<td>1. Call to Order: Karen Main, President called the meeting to order at approximately 9:00 am</td>
<td>Attendees: Tara Bohnsack, David Fechter, Kevin Frye, Amy Flack, Mina Kaeding, Karen Main, Anthony McGee, Evelina Romero</td>
</tr>
</tbody>
</table>
| 2. Review/approval of minutes from the Board meeting on October 7, 2015 | Motion: Mina made a motion to approve the minutes as presented.  
Second: Tara  
Vote: Unanimous in favor |
| 3. Review Treasurer's Report - Amy Flack, Treasurer | Discussion: Amy reported that $400 on September's Treasurers Report is the airfare that NIGP sent us to reimburse the Chapter for Mina's airfare to Forum. We ended September with a net profit of $14,932.53. We had significant income in September from payments for the RTS.  
In October's Treasurers Report, the $1773 credit under "Chapter Sponsored Seminars" is the credit from NIGP for the subsidy. Amy reported that we had a couple of people turn in scholarship reimbursement requests for seminar classes. The $400 reported in October under "Chapter Meeting Room and Meals" is the deposit for the Rusty Pelican for Chapter Luncheons for next year. In addition, we had income of $10,000.26 for the Fall RTS.  
Amy will get in touch with the University Community Center to see about the final bill for the room rental for the RTS so those numbers can be finalized.  
Our net profit for the month of October was $10,138.23 and the year to date net profit is $36,184.02 |
| 4. Approval of Disbursements - Amy Flack, Treasurer | Discussion: See Section 8 for Disbursements.  
Motion: Tara made a motion to approve the disbursements as presented.  
Second: Mina  
Vote: Unanimous in favor |
| 5. Committee Reports | Tara reported that a survey went out to the members asking them what professional development classes they are interested in for next year. Most of them responded that they are interested in 1 day and 2 days classes. The two day classes members are interested in are Fundamentals of Leadership Management and Effective Contract Writing. The one day classes they are interested in are Tools for ensuring Contractor Performance and Managing End |

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Users and Suppliers: The survey results indicated a large portion of the members were interested in ½ days classes conducted as an extended Chapter Luncheon. Kevin did get David Nash to agree to two short classes before/after the March luncheon on March 4, 2016. The members are interested in the classes Sowing the Seeds of Success and Critical Thinking.

Kevin is going to check on dates and training room availability in June (possibly mid-June) and November (possibly the 3rd and 4th) for professional development classes and report back to the Board during our planning meeting.

➤ **Action Item:** Tara will send out one final email to the members requesting that they submit their subsidy reimbursement request to Amy for the professional development classes.

David Nash’s rate for the two training classes at the March luncheon is $250. The amount for mileage reimbursement is $0.445 per mile. The total is $490 for both classes.

**Motion:** Kevin made a motion to approve the budget of not to exceed $550 for the March 4th Chapter Luncheon training classes.

**Second:** Tara

**Vote:** Unanimous in favor

The Board agreed that the two training classes for that David Nash will teach for the March luncheon will be Sowing the Seeds of Success and Critical Thinking.

Tony reported that membership count has not changed since our last Board meeting. Tony will start training CeCe to take over membership starting in January.

➤ **Action Item:** Tony will send notification out to our members in December requesting that they renew their membership for next year.

Mina reported that the December luncheon flyer was posted to our website and emailed out. The window for signing up is a little shorter because of the Thanksgiving Break.

Mina has collected about 50 gifts that will be given away at the December Luncheon. Mina is trying to get poinsettias donated that will be used for center pieces and she will give those away to members at the meeting. In addition, Mina is still waiting to hear about some possible ticket donations. The Board agreed that we will limit it to one gift per person. Members must be in attendance to win.
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A representative from the Wounded Warrior Project (WWP) will be at the luncheon to give a speech and tell his story to the group. We will present him with a mock presentation check and the real check will be mailed directly to the WWP.

The board has normally taken our portion of the 50/50 from each chapter luncheon and given it the selected charity for the year. We also did a basket raffle at the Trade Show and advertised that entire amount will be donated to the WWP. We collected a total of $2,836 for these events.

Motion: Mina made a motion to approve the donation to the WWP in the amount of $2836.
Second: Amy
Vote: Unanimous in favor

The Board agreed that the 50/50 money collected at the December luncheon will go to next year’s selected organization.

Evy reported that she will be sending an eblast to the members reminding them to send her newsletter articles. The deadline will be December 4th.

d) Communications: Evelina Romero, Chair

6. Old Business

a. Member Connect job postings/eblasts – If eblasts are sent out through Member Connect, the Secretary will not eblast the information out through the Chapter’s email. This would be a duplication of efforts and overload members with email from the Chapter.

b. Reverse Trade Show Follow-up – Tara reported that we had 202 registered vendors. 15 of those registered the day of the event. In addition, we had 22 registered agencies.

The following individuals will be paid the incentive prices for the highest points earned for registering vendors for the RTS:

1st place - Laurie Roberts (23 points) wins $200
2nd place - Tara Bohnsack (21 points) wins $150
3rd place - CeCe Gibbons-Peoples (17 points) wins $100

The entity with the most points (25 points) is Pasco Schools. They won the $100 pizza party.

c. The airfare for Kevin and Amy to attend the leadership conference in February needs to be increased to a not to exceed amount of $250. The flights are a little more expensive than we originally approved.
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Motion: Tara made a motion to increase the airfare for Amy and Kevin to attend the conference in the amount of $250 each.  
Second: Evy  
Vote: Unanimous in favor

7. New Business

a. Trade Show volunteer positions and scholarship point assessments - Kevin emailed the Board and everyone responded agreeing to keep the scholarship points the same as last year. Kevin will also send communication out to the members to ask for volunteers.

b. Trade Show Update - Karen Dewar is meeting Kevin at the Tampa Convention Center today to do a walk through. Karen Main reported that she will sign the Convention Center contract so we have the room reserved and email it back to Kevin. Once the contract is signed, Kevin will let Amy know so she can pay the deposit.

c. Theme for the Trade Show – Board discussed a logo/theme contest from our members. Karen Main will send an eblast to ask for submittals for a theme and logo design for the Trade Show.

Once Karen receives the submittals, we will have the members attending the December luncheon vote on a winner. The winning Chapter Member will receive a prize of $25 cash. In addition, the winning design will be placed in the December newsletter.

Motion: Amy made a motion to approve the $25 cash prize for the Trade Show logo theme contest.  
Second: Tara  
Vote: Unanimous in favor

d. Planning Meeting – The planning meeting has been scheduled for December 1st at 1:30 pm via telephone conference. If we need to discuss more planning items, we can do so after the luncheon on December 4th.

8. Disbursements:

<table>
<thead>
<tr>
<th>Check No.</th>
<th>Payable To:</th>
<th>For</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1650</td>
<td>Jena Grage</td>
<td>Reimbursement for NIGP Class</td>
<td>$475.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Contracting for Public Sector Svcs)</td>
<td></td>
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<tr>
<td>1651</td>
<td>Michelle Gomez</td>
<td>Reimbursement for RTS Decorations</td>
<td>$52.42</td>
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<tr>
<td>1652</td>
<td>Pro-Copy</td>
<td>Directories for Fall RTS</td>
<td>$637.50</td>
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<tr>
<td>1653</td>
<td>Karen Main</td>
<td>Reimbursement for Fall RTS Refreshments</td>
<td>$63.48</td>
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<th>Item</th>
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<tr>
<td>1654</td>
<td>Celeste Gibbons-Peoples</td>
<td>Reimbursement for Fall RTS Refreshments</td>
<td>$155.37</td>
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<td>1655</td>
<td>Hernando County BOCC</td>
<td>Subsidy Reimbursement for NIGP Class</td>
<td>$190.00</td>
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<tr>
<td>1656</td>
<td>Mark Shuman</td>
<td>Reimbursement for CPPO/CPPB recertification</td>
<td>$150.00</td>
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<tr>
<td>1657</td>
<td>Celeste Gibbons-Peoples</td>
<td>Reimbursement for Fall RTS Refreshments</td>
<td>$20.00</td>
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<tr>
<td>1658</td>
<td>Karon Johnson</td>
<td>Reimbursement for CPPB recertification</td>
<td>$100.00</td>
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<tr>
<td>1659</td>
<td>Mina Kaeding</td>
<td>Reimbursement for Dec Chapter Meeting Supplies</td>
<td>$45.01</td>
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<tr>
<td>1660</td>
<td>Chapter Manager</td>
<td>Annual Subscription Fee – Chapter Manager</td>
<td>$1,690.00</td>
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**DISBURSEMENTS** $3,628.78

9. Adjourn Time: 11:13 am  
Motion: Tara made a motion to adjourn the meeting  
Second: Kevin  
Vote: Unanimous in favor