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

**Date:** Wednesday, October 19, 2016  
**Time:** 11:00 AM – 3:00 PM  
**Place:** Tampa International Airport

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Discussion/Action Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Call to Order:</strong> Kevin Frye, Chair, called the meeting to order at approximately 11:15 AM</td>
<td>Attendees: Kathleen Fisher, Rhonda Simmons, Tara Bohnsack, Celeste (CeCe) Gibbons-Peoples, Stephanie Bunford, Dave Fechter, Mina Kaeding, Karen Main, Kevin Frye, Amy Flack, Evy Romero</td>
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</tbody>
</table>
| **2. Review/approval of minutes from the Board meeting on August 17, 2016** | Discussion: Amend to include correct spelling of Kevin and CeCe last names  
**Motion:** Motion made by Amy to approve minutes as amended  
**Second:** Mina  
**Vote:** Unanimous in favor |
| **3. Review Treasurer’s Report – Stephanie Bunford, Treasurer** | Discussion: Stephanie reviewed October 2016 expenses, stated month end balance and net profit for year to date. All Reverse Trade Show (RTS) checks cleared with exception of one (1) not yet cashed. |
**Motion:** CeCe made a motion to approve disbursements with revisions to budget to include additional funds for printing  
**Second:** Tara  
**Vote:** Unanimous in favor |
| **5. Committee Reports** | a. 16 registered for upcoming Contract Writing seminar November 3 and 4th. May consider lunch provision for future classes at the Children's Board in Ybor City as it is difficult to have lunch in one hour.  
b. 226 active members, no vacancies. The membership application will be revised to add work department and zip code.  
c. The American Cancer Society Hope Lodge to be invited to December Chapter luncheon and will be presented a donation in check form for $2,836.00. There will be give-aways and table gifts for attendees.  
d. Third quarter Chapter newsletter published. Rhonda to be trained on Chapter Manager. |
| **6. Old Business** | a. Reverse Trade Show Recap – Numbers about the same as 2015. Kevin will survey suppliers and send out thank you letter to those who donated door prizes. Stephanie provided update on scholarship points. Break-out sessions may be held later in morning next year allowing more to attend. Need to post large direction board for location of break out session rooms. |
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7. New Business

Discussion: Stephanie, as upcoming Vice Chair, should attend this year. TBAC will pay for this membership fee, airfare and hotel.
Motion: Mina made a motion to allow upcoming Chapter Vice Chair to attend conference
Second: Amy
Vote: Unanimous in favor

b. Chapter Manager Training Conference (Feb 15-17, 2017) – location in Orlando.
Discussion: Rhonda, as upcoming Communications Chair, should attend this year. TBAC will pay for this membership fee, mileage and hotel. Conference admission is $399 early bird registration, hotel is $169 nightly.
Motion: Karen made a motion to allow Communications Chair to attend conference with cost not to exceed $800.00.
Second: CeCe
Vote: Unanimous in favor

c. Chapter Clothing for Board Members – Kevin will check on pricing and choices with vendor

d. MOY and BOY Contest Announcement Timing – To be announced at December luncheon.

e. Quickbooks Online – Stephanie updated. Cost is $21 per month for first six (6) months and then $30 per month thereafter. Total of $306 budgeted for 2017. To be used instead of current Desktop version.
Motion: Dave made a motion to approve
Second: Amy
Vote: Unanimous in favor

f. Announcements – Tampa Bay Water will offer a tour of facilities for TBAC in spring 2017. U.S. Communities Summit will take place at TIA on November 30, 2016.
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8. Disbursements:

<table>
<thead>
<tr>
<th>Check No.</th>
<th>Payable To:</th>
<th>For</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1722</td>
<td>NIGP</td>
<td>Travel expense for 9/16 luncheon guest speaker</td>
<td>$300.00</td>
</tr>
<tr>
<td>1723</td>
<td>HCAA</td>
<td>Scholarship reimbursement – Jarvis Roney CPPB Online Prep course</td>
<td>$580.00</td>
</tr>
<tr>
<td>Debit</td>
<td>University Area Community Center</td>
<td>RTS deposit</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Debit</td>
<td>Rusty Pelican</td>
<td>September luncheon payment</td>
<td>$2325.20</td>
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<tr>
<td>Debit</td>
<td>Pro-Copy</td>
<td>RTS membership printing</td>
<td>$799.00</td>
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<tr>
<td>Debit</td>
<td>University Area Community Center</td>
<td>Outstanding RTS rental</td>
<td>$20.00</td>
</tr>
<tr>
<td>1724</td>
<td>Michelle Gomez</td>
<td>RTS decorations reimbursement</td>
<td>$14.65</td>
</tr>
<tr>
<td>1725</td>
<td>Ivette Rosario</td>
<td>RTS decorations reimbursement</td>
<td>$27.99</td>
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<tr>
<td>1726</td>
<td>Karen Main</td>
<td>RTS catering reimbursement</td>
<td>246.93</td>
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**DISBURSEMENTS**  
$5,313.77

9. Adjourn Time: 12:05 PM

**Motion:** Amy  
**Second:** CeCe  
**Vote:** Unanimous in favor