New Mexico Public Procurement Association
2014 Fall Conference Board Meeting
Hotel Encanto Del Las Cruces
705 S. Telshor Blvd
Las Cruces, NM 88011
575.522.4300

Date: Wednesday, October 29, 2014
Time: 4:53 pm

Officers may remain on the board up to ten (10) years except retiring President may continue on the board for four (4) more years after term. [By-laws Article VI-Term of Office]

President
Kathy Sanchez (12-)
State of New Mexico Purchasing Dept.
1100 St. Francis Dr.
Santa Fe, NM 87505
505/827-0487
Fax: 827-2484 cell: 490-1351
kathy.sanchez@state.nm.us
Term Ends 12/14

Vice President
Edward Smylie, CPPO
City of Farmington (14)
800 Municipal Dr.
Farmington, NM 87401
505/599-1369
Fax: 599-1377 cell: 320-6807
edsmylie@fsmtn.org
Appointed 03/13
Term Ends 12/16

Secretary
Mary Josselyn, Secretary(12)
City of Artesia
1805 S. 27th St.
Artesia, NM 88210
575/748-9985
Fax: 746-8606 cell: 513-1961
mjosselyn@artesiamn.gov
Term Ends 12/14

Treasurer/Budget & Finance
Gail Norvell (14-)
Elephant Butte Irrigation District
530 S. Melendres St.
Las Cruces, NM 88005
575/526-6671 X 410
Fax: 526-1530 cell: 644-7701
gnorvell@ebid-nm.org
Appointed 12
Term Ends 12/16

Programs/Events
Robert Rodarte, CPPO, CPPB (14-)
City of Santa Fe
2651 Siringo Rd BLDG H
Santa Fe, NM 87505
505.955.5712
Fax: 955.5714 cell: 529.8149
rrodarte@santafenm.gov
Appointed 03/13
Term Ends 12/16

Communications
Casandra Cano (14-)
NM PSFA
1312 Basehart SE STE: 200
Albuquerque, NM 87106
505.468.0283
Fax: 843.9981 cell: 227.1866
ccano@nmpsfa.org
Term Ends 12/16

Education & Professional Development
Dotty McKinney (14)
CES
4216 Balloon Park Rd. NE
Albuquerque, NM 87109
505.344.5470
Fax: 344.9343 cell: 250-5409
Dotty@ces.org
Term Ends 12/16

Membership/In-State Certification
Gerrie Becker (14-)
State of NM Work Force Solutions
401 Broadway NE
Albuquerque, NM 87102
505/841-8618 ext
Fax: cell: 228-3305
gerrie.becker@state.nm.us
Term Ends 12/16

Procure Liaison/Nominating
Stacey Crawford (14-)
Lovington Municipal Schools
18 W. Washington Ave
Lovington, NM 88260
575.439.2200
Fax: 739.2217 cell:390.0513
staceycrawford@lovingtonschools.net
Term Ends 12/16

Immediate Past-President
Kathy Sanchez (12-)
State of New Mexico Purchasing Dept.
1100 St. Francis Dr.
Santa Fe, NM 87505
505.827.0487
Fax: 827.2484 cell:490.1351
kathy.sanchez@state.nm.us

Past-President
Dotty McKinney (08-09)
PSFA
2019 Galisteo #B-1
Albuquerque, NM 87109
505.988.5989 X2108
Fax: 988.5999 cell
Dmckinney@NMPSFA.org

Past President
Ramona Gutierrez (07-08)
NM State Purchasing (Retired)
PO Box 26110
Santa Fe, NM 87502
575.827.9472
Call to Order. Kathy Sanchez, President called the Board Meeting to order at 4:53 p.m.

II. Those in attendance: Quorum present. Absent: Vice President, Edward Smylie,

III. Approval of Minutes dated: Thursday, March 13, 2014, Ruidoso, NM Spring Conference.

Gerrie Becker made a motion to accept the minutes and Stacey Crawford 2nd. Motion carried.

IV. Board Members & Committee Reports:

A. Kathy Sanchez, President.

1. The President stated the Fall Conference elections are extended until November 4, 2014 at 12:00 midnight per executive decision due to technical constrains and conditions on the NMPPA web-site.

2. This conference seems to be a success and Robert Reported that there are 91 paid registrations where the average is usually 80. The estimated expenses at this point are around $13-13.5 thousand. The Scholarship recipient is attending this conference.

3. The 2014 NIGP Forum was very beneficial to those that represented NMPPA. This organization received an award for 42.2% increase in membership primarily due to Gerrie Becker’s efforts. The Board recognizes the hard work, accomplishments and effort of Gerrie.

4. The annual organizational meeting is tentatively scheduled for Friday, January 16, 2014 at 9:00 AM at NM Educators Credit Union if Dotty can arrange. Confirmation will be forthcoming.

B. Ed Smylie, Vice President, Absent

C. Mary Josselyn, Secretary:

1. Annual NIGP reporting forms are due.

D. Gail Norvell, Treasurer/Budget & Finance:

1. A motion to accept the Treasurer’s report submitted via e-mail prior to this meeting and an original submitted to the Secretary by Gerrie and 2nd by Cassandra. Motion carried. Report attached to these minutes. Current balance $112,925.64 cash/savings & CD.

2. The NMPPA Board approves the closure and withdrawal of funds from the Bank of America (BOA) CD per the instructions and BOA processes. The Bank of America CD will need to correct signatures upon elections held at this conference. This may be accomplished at the 2015 Organizational Meeting.

3. The NM State Non-Profit Corporation paperwork needs a stable physical/PO Box address. This organization may consider the present audit firm of Kriigel/Gray/Shaw & Co., P.C., 2452 Missouri Ave, PO Box 2707, Las Cruces, NM 88004. 575.523.7444 Fax: 575.527.0872. Gail will request this service and submit costs at the next meeting.
4. Gail has volunteered to compose a proposal of services to meet finance/treasurer compliance issues and present to the current auditor for consistency and continuity of this organization and report the services requested and costs at the next meeting.

5. Gerri Becker made a motion to accept the audit reports 2010-1013 provided by audit firm of Kriegel/Gray/Shaw & Co., P.C., 2452 Missouri Ave, PO Box 2707, Las Cruces, NM 88004. 575.523.7444 Fax: 575.527.0872 and 2nd by Cassandra Cano. Motion carried. This makes this organization current for audit reports. Originals attached.

E. Programs/Events, Robert Rodarte:

1. The 2015 Spring Conference will be held March 25-27, 2015 at the Ruidoso Convention Center, Ruidoso, NM. The Board recognizes Robert for the excellent work, organizational and negotiating skills to accomplish the daunting tasks he has volunteered for.

2. The 2015 Summer Conference is tentatively scheduled for August 12-14, 2015, Sagebrush Inn, Taos, NM.

3. The 2015 Fall Conference is tentatively scheduled for November 4-6, 2015, Hotel Encanto De Las Cruces, Las Cruces, NM.

F. Communications, Cassandra Cano:

1. Cassandra will secure a Presidents message upon the elections for the web-site.

2. A motion was made by Mary for the Communications, Treasurer and Membership Chairmen’s attend the Chapter Manager annual meeting/training on February 19-21, 2015, Ft. Lauderdale, Fl. And 2nd by Dotty. Motion carried. Cassandra will inform the other chairmen’s of the airlines/hotel arrangements.

G. Education & Professional Development, Dotty McKinney:

1. Dotty will survey/poll classes that NIGP offers for training to those that can/want to attend for 2015. She will prepare a schedule.

2. Dotty will report the UPPCC new 2 year/4 year degree requirements for obtaining a CPPB & CPPO status.

H. Membership/In-State Certification, Gerri Becker; (left meeting at 5:55 pm)

I. Procurement Liaison/Nominating, Stacy Crawford:

1. The Fall Conference elections end at 12 midnight on November 4, 2014. Verification of members only voting and those that have paid their dues on or before November 4, 2014 may vote in this election. She will have the results as soon as possible and will have an independent canvass of the election results for the Board via e-mail with acceptance/rejection by the Board. Once the Board has voted to accept the election results then notifications may be made and the Election Minutes will reflect the acceptance of the results.

2. Stacy reported that she has a Proclamation noting March 2015 as “Purchasing Month” and will present to the Governor for signature and present at the next regularly scheduled NMPPA meeting.
3. Casandra made a motion to recognized members and non-members at the NMPPA Spring Conference with something special for “2015 Purchasing Month” and 2nd by Stacy. Motion carried.

V. Old Business:

1. The purchase of computers passed at the Board Meeting on March 13, 2014 was discussed with a modification for the Treasurer/Budget & Finance Officer to request a tablet. Gail will discuss requirements with Gerrie and procure same.

2. All equipment belonging to the NMPPA organization is to be turned in and re-distributed at the January 2015 Organization Meeting noted in the minutes. A current equipment list has been comprised by the President.

VI. New Business:

1. Stacy made a motion for annual financial review to be provided by audit firm of Kriegel/Gray/Shaw & Co., P.C., 2452 Missouri Ave, PO Box 2707, Las Cruces, NM 88004. 575.523.7444 Fax: 575.527.0872 for the next four (4) years as this is a small purchase 2nd Gail. Motion carried. Gail will provide a contract with costs at the 2015 Organizational Meeting, January 16, 2015.

VII. Next Meeting:

There may be tele-conference calls or e-mails due to elections in the next few months.

The annual organizational meeting is tentatively scheduled for Friday, January 16, 2014 at 9:00 AM at NM Educators Credit Union if Dotty can arrange. Confirmation will be forthcoming.

VII. Adjourn:

Casandra Cano made a motion to adjourn at 6:50 p.m., Stacy Crawford 2nd. Motion carried.

Respectfully Submitted:

Mary Josselyn, Secretary

Rennette Apodoca, President

2/27/15

Date Approved