Greater Miami Chapter of NIGP
Executive Board Meeting
January 11, 2006

Location:
City of Miami MRC Building
444 SW 2nd Avenue
6th Floor Conference Room
Miami, Florida

President: Pamela Burns, CPPB
Vice President: Thomas Blaine, CPPO, FCPA
Treasurer: Debbie Falestra, CPPO, CPPB
Secretary: Maritza Suarez, CPPO, FCPA
Immediate Past President: Rona Sandler, CPPB

Other Members Present:
Dorothy Wise, CPPB
Gloria Thornton
Joe Rodriguez

Action Item:

<table>
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<tr>
<th>Action Item</th>
<th>Person Responsible</th>
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<tr>
<td>Send pictures of Holiday Meeting to Maritza</td>
<td>Rona &amp; Debbie</td>
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<tr>
<td>Send e-mail to Rick regarding membership renewal</td>
<td>Pam</td>
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<tr>
<td>Re-Evaluate income figures from the Trade Show</td>
<td>Debbie</td>
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<tr>
<td>CD with zip file of e-mail address of trade show vendors</td>
<td>Joe</td>
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<td>Course Schedule Update</td>
<td>Joe &amp; Gloria</td>
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<td>2006 NIGP Buyer &amp; Manager of the Year Award</td>
<td>Pam &amp; Maritza</td>
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<td>“Out of My Way I’m Off to Tampa Bay” Contest</td>
<td>Maritza</td>
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<td>NAPM Workshop flyer</td>
<td>Maritza</td>
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<td>Officer Ruggerio’s nomination</td>
<td>Debbie/Dee Dee</td>
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<td>Method of Travel to Forum</td>
<td>Debbie</td>
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Opening:
The Executive Board Meeting of the Greater Miami Chapter of NIGP was called to order at 5:30 p.m. on January 11, 2006 by incoming 2006 President Pamela Burns.

Old Business:
Pam pointed out the success of the December Holiday Meeting/Luncheon and read the personal thank you card sent in by Rick Grim for the Chapter’s invitation as the luncheon’s guest speaker. She also brought up for discussion an e-mail sent in by Rick Grim regarding his membership renewal. It was decided that Pam would e-mail Rick telling him to disregard the notification.

Pam asked Debbie to re-evaluate the income figures from the Trade show to ensure the increase generated from the Show, as reported to membership at the Holiday Meeting was correct. Debbie agreed to review and report at next meeting.

Rona asked Debbie to call the bank to see if transactions are being processed on the Chapter’s accounts.

Joe reported that the Business Card Scanner utilized during the Trade Show revealed 700 entries; however, there were a lot of duplicates and triplicates. He went through the business cards collected and re-scanned them, which came up to 103 entries. Pam and Rona both agreed that number did not sound right, that it should be more. Many names of individuals who did attend were not included on the list, so the list was not accurate or comprehensive. It was decided the list would not be provided unless someone specifically asked for it. Joe will create a CD with zip file of e-mail address of trade show vendors.

New Business:
Pam handed out the new responsibilities for Chairs and Vice Chairs of Standing Committees, as per Chapter Bylaws and assignments. Pam asked all members to complete and return the acceptance letter distributed for each of the standing committees.

Pam advised that she was receiving e-mail notices regarding Plug & Pay charges and Membership, and that they should be going instead to Debbie and Greg, respectively. Rona was to determine reason with Mike Stopnick and have them directed to the appropriate member.
New Business: (Continued)

Professional Development Committee—Joe and Gloria handed out the tentative course schedule for 2006/2007. Discussion followed. Tom requested changes to certain scheduled courses due to conflicts with County’s Board meetings. Joe would make changes to the schedule so that the comprehensive schedule of training through at least June, 2006 could be finalized and immediately posted to the website..

After some discussion, finalization of costs for the 3-day LEAP Courses were as follows:

- National Member - $500.00/course
- Chapter Member - $500.00/course
- Non-Member - $825.00/course

Motion was made by Debbie to set rates as above, seconded by Tom, all approved.

Website Management—For all web postings regarding Professional Development Joe is to send to Pam for her review and approval, thereafter, Pam will forward to Rona for posting.

Local Chapter nominations for 2006 NIGP award/recognition for Buyer of the Year and Manager of the Year are due by the end of February to the Board. E-mail notice is to be sent to membership and posted on web-site. It was agreed that the National form would be utilized for the local competition and that those who win in the local competition would be sent to National. Pam was to finalize and Maritza to send e-mail notices to membership.

Tom and Joe will attend and represent the Chapter at the SE Florida Chapter’s Reverse Trade Show on February 9, 2006. Pam and Maritza are not able to attend.

First General Meeting of chapter to be held on March 3, 2006. Discussion followed concerning the meetings programs and planning of future general meetings. Galveston Co-op and WSCA as topics to be presented.

“Out of My Way I’m Off to Tampa Bay” contest flyer needs to be sent out to members. Maritza is to e-mail membership and set a deadline for submission.

Rona suggested that in lieu of attending the CPPB Annual Conference, the Chapter should send the immediate past president to the Forum for the next two years. The Chapter agreed to send Rona to the Forum, due to her active involvement.

NAPM of South Florida, Inc.’s workshop for January 26, 2006 needs to be sent out to members. Pam is to e-mail notice to Maritza and Maritza is to e-mail membership.

Tuition Reimbursement Program—It was agreed to leave the same rate and number of people for one more year. After a year, consider revisions. Send out notice to membership.

Debbie mentioned that Public Works Director for her agency (No. Miami) wants to partner with the Chapter for the nomination of Officer Kathy Ruggerio for the Extreme Makeover show. Debbie will take leadership role, work with Dee Dee, and bring back more information at the next meeting.

Pam brought up for discussion her proposition for the Pro-D to attend the annual forum based on the position’s hard work. Rona, Debbie, and Tom said it was not fair to the other committees who work just as hard. A decision was made instead for that person to apply through annual Chapter Contest, which is meant specifically to recognize hard work.

Discussion on travel expenditure for the forum. Debbie to research and report on comparison of air versus car travel expense.

Everyone with assigned tasks were to report at the next Board meeting their activities/completion of assignments. Motion to adjourn meeting made by Pam Burns.

Meeting adjourned at 8:00 p.m.

Minutes Submitted by: Maritza Suarez, CPDB, FCDA
Approved: 2/1/06
(date)