COMMITTEE REPORT
April 20, 2009

Standing Committee: Budget and Finance
Reporting: John Albin
No update.

Standing Committee: Education / Prof.-Dev.
Reporting: Christine Finney
Marketing committee did not receive a new report for April.

Our Chapter has members who are eligible to take the CPPB Exam in May! Testing Dates are May 4-9, 2009. A volunteer is needed to facilitate a CPPB Review Session! If you are interested in volunteering to facilitate this, please e-mail Susanna Hernandez at SHernandez@azdot.gov or Christine Finney at Christine.Finney@peoriaaz.gov. Remember you can receive recertification points for your efforts.

The Arizona State Capital Chapter is hosting several 1 day NIGP National Seminars. National Members cost is $160.00 and Nonmembers cost is $225.00. Please visit the website for registration details at www.aznigp.org.

NIGP 1-Day Seminar - World Class Procurement Practices
Pro-D Event
Friday, July 17, 2009
8:00 AM – 5:00 PM
Phoenix, Arizona
For additional information and to register, please contact:
Christine E. Finney, CPPB
Phone: (623) 773-7531
Fax: (623) 773-7118
Email: christine.finney@peoriaaz.gov

NIGP 1-Day Seminar - Protest and Disputes: What's a Buyer to Do?
Pro-D Event
Friday, September 25, 2009
8:00 AM – 5:00 PM
Phoenix, Arizona
For additional information and to register, please contact:
Christine E. Finney, CPPB
Phone: (623) 773-7531
Fax: (623) 773-7118
Email: christine.finney@peoriaaz.gov

The Arizona State Capital Chapter is also planning to offer a 2-Day Seminar – Procurement Under Federal Programs and Grants. For a course description, please visit the NIGP National Website at http://www.nigp.org/educate/outline/PFG.htm

Dates are tentatively set for November 5-6, 2009 in Phoenix, Arizona. For a course description, visit NIGP National website at: http://www.nigp.org/educate/outline/MEUS.htm

Standing Committee: Marketing and Communication
Reporting: Ed Quedens
The Marketing and Communications Committee is still working on a sponsorship policy to outline how we would implement sponsorships on the website.
The committee is working on frequently asked questions (FAQ) page.

A training seminar was held on March 31 from 1 to 4 p.m. for those who use the back end functions of the website.

The committee continues to process routine messages and postings to the website.

The committee has been working on a "member's spotlight" each month, if you are interested in letting other members know more about you, please contact Loralei Poll at lpoll@tuhsd.k12.az.us, this may change to ever other month to post in President's message spot.

**Standing Committee: Membership and Outreach**  
**Reporting:** Sharon Brause  
New members can register to become a member for $20 between now and June 30, 2009. This applies to "new" members only. Inactive members must pay $40.

**Standing Committee: Programs**  
**Reporting:** Valarie Vacanari  
Marketing committee did not receive a new report for April.

The Chapter's first Career Seminar is scheduled for March 24th. The topics are print management and ways to reduce your expenditures, Rooftop Photovoltaic System, City of Peoria Recycling and Webinar – Going Green. The event will be held at the City of Peoria and lunch will be catered by Jason's Deli. You can still register for the event by going to the following website [https://www.aznigp.org/insidepages/meetings/](https://www.aznigp.org/insidepages/meetings/)

**Special Committee: Buyer / Manager of the Year**  
**Reporting:** Corry Slama  
Marketing committee did not receive a new report for April.

The board made their selections, a formal announcement will be made at the first Career Seminar to be held on March 24; it is not too late to sign up. Come and support your peers for their great accomplishments.

**Special Committee: Certification**  
**Reporting:** Susan Bayer  
Ray Nader with the City of Glendale joined the Certification Committee. He will be tracking member attendance at events through the Chapter's website. All event sign-in sheets should be forwarded to Ray for entry into the website via fax 623-847-5318 or email rnader@glendaleaz.com.

The Certification Committee is responsible for the tracking the activity points for Chapter-sponsored events (seminars, luncheon meetings, lunch box U's, etc.) for Chapter Members. The Certification Committee provides Chapter Members, upon request, a document that certifies the Member's activity points for the past five years. For additional information, please contact Susan Bayer at sbayer@azstateparks.gov or 602-542-6936.

**Special Committee: Elections**  
**Reporting:** Mary Ellen Kane  
The committee will be drafting an announcement to be sent to the membership regarding the two positions that will be voted on for next year. Copies of the Position Descriptions will be requested from the Governance Committee so they may be advertised with the announcement.

The committee will be recruiting for two board member positions this year, so now is the time to be thinking about the wonderful growth opportunity serving on the board will have on your career.
The Vice President will progress through to President and Past President (3 year commitment) and Secretary (2 year commitment). Mary Ellen is the new “chair” for this committee and Telma will be assisting on this committee; if you know someone who is up to moving our chapter forward; please contact Mary Ellen Kane at m Kane@azot.gov.

Special Committee: Governance Reporting: Ray Nader
Continue working with committee chairs assisting them with completion of their committee responsibilities and descriptions. If you need assistance in writing the descriptions, contact Ray Nader at the City of Glendale 623-930-2866 or r nader@glendaleaz.com for samples.

Special Committee: Historical Reporting: Art Enriquez
Just a reminder to all Committee Chairs, please send the historical committee a copy (preferably in electronic format) for historical retention. So far the only information that I have received to date is Buyer/Manager of the year info.

The Historical committee needs your help in preserving the historical record of the Chapter. Send all items that are worthy of retention in electronic format to a enriquez@cap-az.com. Acceptable electronic formats include MS Word, MS Excel, Adobe pdf, jpeg/bmp/tiff (pictures/images). Those items that are not electronic can either be sent or picked-up. Contact Art Enriquez (623-869-2413) or Doug Nicholson (623-869-2359) to arrange pick-up.

Special Committee: Legislative Reporting: Jean Clark
To view all of the latest information on legislation affecting purchasing, visit the chapter website. All the updates are posted under newsletters/archives. The last update was received on April 6th with no changes as of March 20th.

Special Committee: Regional Conference Reporting: Peggy Ferrin
Marketing committee did not receive a new report for April.

There has been some discussion on the possibly of combining the Regional conference with a Trade show. John Albin took a poll at the meeting on February 3, 2008 and most members would like to see a full day of Regional’s combined with a trade show venue that could possible roll into an additional day. Both committees are looking into location and will schedule a meeting sometime in March.

Special Committee: Scholarships Reporting: Pat Sutton
The scholarship committee wants to announce three scholarship applications were received for the NIGP National forum and the committee selected Susanna Hernandez with AZ Dept. of Transportation and Mary Ellen Kane with Arizona Office of Tourism. **Board members are now eligible for scholarships according to the Executive Board.**

The scholarship committee needs the application request 3 weeks in advance of the event so that we can process them in a timely fashion and all requests must include the entire committee on the e-mail as follows PatriciaSutton@mail.maricopa.gov, rosa@pgpc.org, and Peggy.Ferrin@peoriaaz.gov.

Check out the new Scholarship application ONLINE at https://www.aznigp.org/insidepages/newsletters/, scroll down to Scholarship Policy and application and click on the document.

Scholarship funds are still available for webinars and other chapter training.
**Special Committee: Strategic Plan**
**Reporting: Cheryl Rentschler**

The committee has almost finalized the draft of the Strategic Plan. The committee met on Tuesday, April 7, 2009 to finalize the timelines and it will be presented to the Board on Thursday, April 9, 2009.

**Special Committee: Webinars/Lunch Box U/Mentoring**
**Reporting: Irma Guzman**

**Lunch Box U:** The next Lunch Box U will be held on 4/28/09. Topic: Cooperative Purchasing Forum. Online registration is now available. Below is a list of panel participants.

- US Communities-- Walt Weglarz (Maricopa County)
- NIPA-- Marqueta Gillespie (Tucson) and/or NIPA rep
- GPPCS-- Tina Ziegler, President
- SAVE-- Sharon Brause or Irma Guzman
- SPO-- Jean Clark
- MESC-- Mark Kinsey
- TCPN-- Carolyn Dobbins (not yet confirmed)

**Mentoring:** A list of mentors can be downloaded from the Chapter website at [https://www.aznigp.org/insidepages/bmms/index.cfm](https://www.aznigp.org/insidepages/bmms/index.cfm). Mentors can receive recertification points for their efforts. If you would like to be a mentor or would like to be mentored on a topic not currently listed on the mentor list, contact Jim Swaziek at the City of Glendale at jswaziek@glendaleaz.com.