



The Georgia Chapter of NIGP, Inc.

The National Institute of Governmental Purchasing



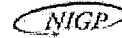
Second Quarter, Chapter Meeting
Monday, May 14, 2012
The King and Prince Beach Resort
201 Arnold Road, St. Simons, GA 31522

- I. Call to Order & Welcome
- II. Recognize:
 - A. First Time Attendees
 - B. New Members
 - C. New Certifications: CPPO, CPPB
 - D. Recertification's: CPPO, CPPB
 - E. Executive Board:
 - President: Ara White
 - Vice President: Tammy John
 - Treasurer: Deirdre Johnson
 - Secretary: Doreen Eidmann
 - Past President: Rhonda Bollen
 - A. Special Welcome to our Guest Speaker: Don Buffum, 3rd Vice President NIGP
Sandra Wright, NIGP Region 5 Representative
 - B. Approval of Minutes - February 24, 2012, Business Meeting
 - C. Old Business
 - D. New Business
 - E. Announcements
 - F. Treasurer's Report
 - G. Committee Reports
 - A. Public Relations: Donna Kukarola
 - B. Membership: Debra Brewer
 - C. Conference, Program & Education: Terri Gerhardt
 - D. Awards, Scholarships & Grants: Gayle Porster
 - E. Historian: Melisa Clark
 - F. Expo: Donna Kindon
- X. Door Prize Drawings
- XI. Adjourn



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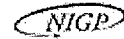
Second Quarter, Chapter Meeting
Monday, May 14, 2012
The King and Prince Beach Resort
201 Arnold Road St Simons, GA 31522

- I. Call to Order & Welcome
Ara White, President, called the meeting to order at 12:30 pm. She introduced the new GANIGP Conference, Program and Education Chair, Terri Gerhardt. Terri introduced herself and welcomed everyone to the conference and to the chapter business meeting.
- II. Recognize:
 - A. First Time Attendees were asked to stand and to introduce themselves. There were two first time attendees
 - B. New Members were asked to stand.
 - C. New Certifications - CPPO, CPPB (no one stood)
 - D. Recertifications - CPPO, CPPB (no one stood)
 - E. Executive Board—the Executive Board was introduced
 1. President: Ara White
 2. Vice President: Tammy John (not in attendance)
 3. Treasurer: Deirdre Johnson.
 4. Secretary: Doreen Eidmann (not in attendance)
 5. Past President: Rhonda Bollen—asked everyone to strongly consider volunteering to work for the Expo Committee in 2013 and to make sure to attend the event
- III. Special Welcome to our Guest Speaker: Guest speakers from national NIGP were introduced:
 - Don Buffum, 3rd Vice President NIGP. Don provided the chapter meeting address. He stated he was representing the NIGP President. He stated that National was committed to helping our chapter. He challenged everyone to commit themselves to the chapter (GANIGP) and to help the chapter improve. He also challenged and said it was his vision, for everyone to get energized during the conference, to learn as much as they could and to bring that knowledge back to their offices to share. That is how to we can work towards becoming a better professional and having a better profession. He commended the chapter for putting together a committee to work towards creating a better chapter and told everyone to find a committee to join—to become active within the chapter. He thanked the chapter for inviting him to speak.
 - Marcheta Gillespie, 2nd Vice President—said she enjoys working with the GANIGP and said she echoed Don's words. She said we should value our profession and use the Values and Guiding Principles to assist us. She also said everyone should energize themselves. This is the start—to embrace the values. Next comes the work of developing the standards and practices to be followed. She said that everyone's support was necessary to accomplish this. And in any area of public procurement they will be able to say to themselves "I contributed." She encouraged everyone to go to the website, look at what is available, and to volunteer.
 - Sandra Wright, NIGP Region 5 Representative. Sandra thanked everyone for inviting her and for having a strong chapter. She commended the chapter and said GANIGP has strong leaders. She encouraged everyone to work together. She said just like with a family, sometimes there is disagreement. But we are all going to come back together even stronger.
 - Ara White, President—told the members that the Constitution, ByLaws and Articles of Incorporation were being reviewed. She explained there was a conference call with National



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which led to the memorandum that was sent explaining that the Constitution was no longer valid because the chapter had incorporated the Articles on Incorporation. Ara then read a letter to the members from NIGP.

- IV. Approval of minutes - February 24, 2012 Business Meeting. Gayle Porster served as Acting Secretary since Doreen Eidmann was not able to attend this chapter meeting. A copy of the February 24, 2012 minutes had been placed on the tables. Members were asked to review the minutes. A motion was made by Terri Gerhardt to approve the minutes. The motion was seconded by Donna Kukarola. All voted to approve the minutes.
- V. Old Business—there was no Old Business
- VI. New Business--President Ara White presented a Special Award of Achievement to Nancy Lam for her many years of service to GANIGP and her years as Committee Chair of the Conference, Program and Education Committee.
- VII. Treasurer's Report—Deirdre Johnson, Treasure, provided a Treasurer's report. She had placed the report on each table so member could review this as she spoke. A motion to accept the report was made by Pam Hill and was seconded by Theodis Locke. All voted to accept the report. (This report was made earlier in the meeting and voted on then.)
- VIII. Announcements—no other announcements
- IX. Committee Reports
 - A. Public Relations--Donna Kukarola, Public Relations Chair, told everyone that the tape measures they had been provided should be used to measure their success. She told everyone to go to the webpage and enter information and to write articles for the BuyWords how they measure their success. She asked everyone to consider writing an articles for the BuyWords and reviewed types of articles that had been published previously. Donna said the deadlines for the BuyWords articles for the rest of 2012 is July 9th, September 10th and December 10th. She asked all members to come forward and share their success.
 - B. Membership--Debra Brewer, Membership Chair, reported that there were 224 current members. She said she wants more members since being a member of GANIGP has so many benefits. She asked everyone to get involved and said she was looking for members to be on her membership committee—everyone was invited, if interested, to contact her and get involved with her and her committee.
 - C. Conference, Program & Education, Terri Gerhardt Chair, told everyone that Nancy Lam had definitely earned that award. She explained that she was going through a learning curve. She said the plan was for the fall conference to take place the first week of October and asked all members to let her know what classes they would like to see offered. She said the plan was for the induction of the 2013-2014 officers to be sometime the very end of November or very beginning of December. Terri asked the members to come to the hospitality suite during the conference and to offer to help since the hospitality suite was going to stay open until 10 pm. Terri told the members that the Executive Committee had voted at the Board Meeting last evening to surplus the trailer that is being used for supplies and to store the supplies instead at our storage facility—perhaps to get a larger storage facility to enable us to do so.
 - D. Awards, Scholarships & Grants, Gayle Porster Chair, announced that in 2012 so far \$3129 had been awarded in grants. She explained the grant in aid program, whereby a member in good standing who has attended two chapter business meetings in the past twelve month is eligible to apply for a grant of up to \$300 per year. The grant money can be split throughout the year as long as the total awarded does not exceed \$300. The amount awarded per year is 7% of the Expo earnings. Gayle stated that the rules



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and policies for grants are on the GANIGP website. She acknowledged the committee members—Debra Brewer, Doreen Eidmann, Terri Gerhardt and Nanci Glazer Gay. She encouraged all to get involved with this committee and others and said the chair was open for next year due to her upcoming retirement. Gayle then explained that the decision had been made to re-evaluate the 2011 evaluation of the Manager of the Year and the award for the 2011 Manager of the Year was made to Kelvin Walton of DeKalb County. Gayle presented Kelvin with a plaque and explained that the award included all expenses toward the 2012 NIGP Forum. Gayle also explained that the scholarship awards were also re-looked at and that all 2011 scholarship recipients would be contacted.

Gayle encouraged everyone to apply for the 2012 awards and scholarships and to start early by volunteering to work on committees, assist with the conference, and contribute articles to the BuyWords newsletter.

- E. Historian, Melisa Clark Chair, explained that her role was to work to preserve the history of the chapter and to be able to show the changes. Melisa said the chapter had purchased a new portable scanner to help her. The plan is to put the important documents on the website. She said she and President Ara White had gone through all of the old documents and there is a lot of information and files to scan.
- F. Expo Chair, Donna Kindon, thanked President Ara White for allowing her to serve as the Expo Chair. Donna reported that there were 165 paid exhibitors in 2012 with 167 booths. There were seven (7) islands. There were six (6) gold sponsors—who paid \$3000 each, two (2) silver sponsors—who paid \$1500 each, and four (4) bronze sponsors—who paid \$500 each. She explained the expenditures for the Expo were \$14,800 for the facility and that for 2013 the price was going up to \$16,079. Donna said the Expo Committee only receives \$15,000 as seed money to do the work that needs to be done to put on the Expo. Donna said that last fall at the 2011 fall conference at Kennesaw the Expo Committee was able to present GANIGP with a check for \$62,943 as proceeds from the 2011 Expo. She reminded everyone that the proceeds from the Expo go to fund the GANIGP scholarships, awards, grants and chapter business meetings door prizes and drawings. She also stated that if GANIGP decides to do the Expo with GPAG again, the GANIGP will only get 50% of the proceeds. Donna recognized the Expo Committee:

- Nancy Lam—Conference Chair
- Doreen Eidmann—Attendee Chair
- Donna Kukarola—Recruitment and Registration Chair
- Rhonda Bollen—Treasurer
- Ara White—Vender Recruitment and Registration Chair
- Debra Brewer—Secretary
- Everett Gray—Webmaster
- Rich Hampton—Facilities Chair
- Susan Clarke—Food and Beverage Chair
- Tim Moore—Advisory (coordinated the Vendor side)
- Avon Thompson—Chair of the Reverse Trade Show—which Donna said this year included the participation of 40 agencies, whereas last year (which was the first year of having a Reverse Trade Show, there were only 20 agencies that participated)

Donna then announced that she was proud to present GANIGP with a check for the proceeds from the 2012 Expo for \$92,887.85!! Donna presented the check to President Ara White. Many pictures were taken and congratulations to all. President Ara White recognized Donna Kindon for her wonderful work as Expo Chair for the past two years and asked everyone to get involved with the Expo.

- X. Door Prize Drawings
One day NIGP Class—Virginia Warner
One day NIGP Class—Lynn Carmack



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Two Day NIGP Class—Terri Gerhardt
Two Day NIGP Class—Barbara Cantrell
Three Day NIGP Class—Donna Kindon
Three Day NIGP Class—Gayle Porster

Gift cards were won by Cindy English, Melisa Clark, Clarise Davis, Shelly McWhorter, Cassandra Harriman, and Roslyn Fortson

Sweatshirts were won by Rhonda Bollen, Bryant Davis, Pam Hill, and Dawn Casey

XI. Adjourn

Ara White asked to adjourn the meeting. The motion was made by Donna Kindon to adjourn the meeting. The motion was seconded by Melisa Clark. The meeting adjourned at 1:32 pm

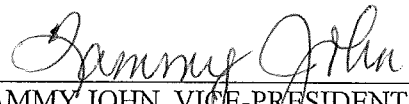
Respectfully submitted,

Gayle Porster

Gayle Porster, CPPB
Acting Secretary



ARA WHITE, PRESIDENT



TAMMY JOHN, VICE-PRESIDENT



DEIRDRE JOHNSON, TREASURER



DOREEN EIDMANN, SECRETARY