

WAPP Business Meeting

December 2, 2009

Lyman called the meeting to order at 3:20 p.m. and thanked DOT for organizing the meeting.

A motion was made by Frank Draxler and seconded by Steve Martinelli to accept the minutes for the September, 2009 meeting.

Treasurer's report was not available at this meeting. Below is the bank information:

Balance as of 11/30/09: Checking \$16,828.23
 Savings \$2,757.95
 CD \$7,597.27
 Total \$27,183.45 Submitted by Monette McGuire on 12/8/09.

OLD BUSINESS:

None

TRAINING:

There is a NIGP training course titled "Effective Contract Writing" being held during the next two days on December 3rd & 4th with 17 people signed up.

Cindy Greco is looking into scheduling a 2 day NIPG training session in February or April, 2010. Training will be held in Waukesha and the course is titled "Risk Management in Procurement.

Lyman talked about a possible 1.5 day NIGP training session titled "Procurement Involving Grants", to be held in May with a Madison location. There would also be a summer business meeting held in conjunction with this training session. There is also a possibility of a Fall/Winter NIGP 1 day training session dealing with "Effective Management of Construction Contracts."

EXPO 2009:

Denise reported that there were fewer vendors and fewer attendees. WAPP cleared \$9,000.00 when we normally would have cleared \$11 - 12,000.00 in past years. Vendors liked the scavenger hunt which encouraged members to talk to the vendors and it was a fun time.

EXPO 2010:

To be held at Chula Vista, Wisconsin Dells, September 23-24, 2010. This will also be the Fall Conference/Meeting.

MISC:

Lyman suggested that the Executive Board should meet at least 4 times per year.

PayPal worked very well with 75% of vendors and 40% of members registering and paying via credit card.

Cost per booth was \$475 for single and \$825 for double with electrical service.

MEMBERSHIP:

January – December 2010 – application and dues need to be sent together and only via check to Natalie Dixon. Executive Committee needs to discuss what "bugs" are associated with PayPal prior to accepting dues via credit cards.

The WAPP newsletter will no longer be published at this time. Only the business meeting minutes will be posted on the website. Many thanks to Mary Hensler for all of her work in putting the newsletter together in past years.

ELECTION OF OFFICERS:

Laure Forbes – Past President Council nominated Judy Teune for secretary. Denise Charkowski nominated Cindy Greco and Cindy accepted.

Cindy was voted in as our 2010 WAPP secretary.

Dale DeNamur advanced to President

Monette McGuire advanced to Vice-President

Kathy Jaglin advanced to Treasurer

NEW BUSINESS:

Lyman Fuson informed us that Eric Thorton has resigned as auditor and we will need to find a replacement.

Monette talked about a Rewards program to be set up in 2010. Rewards would be given for 2011 meetings/trainings. Twenty, \$150 certificates would be available to be used towards training at approved WAPP /NIPG events. A minimum number of points required to obtain the reward needs to be determined by the Executive Committee. One reward would be given per person; it would be non-transferable and expires the year it was given. Reward cannot be used for lodging, travel or meals.

Lyman reported that Laura Forbes has volunteered to be in charge of the Budget committee, and Bob Anderson of the Cooperative Committee is working with Demand Star.

Linda Dupuis discussed WAPP spending down the \$30,000 balance in the bank.

Dean Helwig requested that funds should be available for upfront meeting expenses.

Jim Fering suggested that there be a cushion of \$9,200.00 set aside per the 2010 Budget.

Motion made and seconded to approve the 2010 budget with changes (taking out rewards program of \$3,000.00) by Jim Fering and Dean Helwig.

Jim Fering asked if anyone is using contract updates under the archive page. (He was reimbursed for software to update website.)

Bill Kurer announced that the March 11th & 12th Value/WAPP meeting is being held in the city of Wauwatosa at the Crown Plaza. Theme of the meeting is “Green Procurement” and there is a Thursday afternoon tour of the Jones Island Water Treatment Plant.

The President’s Award (3rd one) was presented to Denise Charkowski by Lyman for all of her hard work and efforts for the past 9 Vendor Expos. Her last expo will be in 2010.

Meeting Adjourned at 3:55 P.M. Steve Martinelli made the motion, seconded by Jim Fering.

Respectfully submitted by:

Kathy Jaglin