



## A Message from the President

**L**et me start by thanking my successor, Cynda Solberg, for her outstanding service to WAPP. We're all being given more to do and less time in which to do it, but she managed to always make WAPP a high priority. My hope is to continue with the same enthusiasm she did.

One of the duties of being President of the Association is addressing the membership quarterly by writing a message for the newsletter. Cynda warned me that it wasn't easy and I've been looking for a good way to start. We're faced with so many challenges lately that a single topic hardly seems adequate. But, a common theme I keep hearing a lot is "cooperation." From the Purchasing Consortium meetings that began in 2003 between DOA and WAPP to the new website launched by the Governor ([wisconsinpartnership.wi.gov](http://wisconsinpartnership.wi.gov)), it appears "cooperation" has become THE keyword in our profession. One of WAPP's primary purposes is to exchange and share ideas and information. However, all the cooperation in the world is useless if it exists between only a few people. The best way we can enhance the concept of cooperation is to broaden participation as much possible. That can be accomplished by involving more current WAPP members and recruiting and involving new members. I encourage everyone to take part in upcoming discussions about sharing contracts. By combining our purchases, solicitations become much more attractive to vendors and, therefore, create a much more competitive bidding environment. Plus, we will reduce much of the duplication in the bidding process. Sharing our experience and knowl-

edge adds a great deal of value to the process and to the purchase. We need to actively recruit new members. I don't necessarily mean someone from your own organization who has been resisting membership, but rather someone from a different governmental unit. I'd like to make it everyone's mission to spread the word about WAPP to those who may not know about us. The Wisconsin Association of Public Purchasers is an excellent resource for anyone involved in public purchasing at any level, but, it is a wasted resource if they sit on the sidelines and do not become a member and take advantage of that membership.

I can't encourage you enough to attend the March 4-5 meeting in Milwaukee. The hosts have assembled an outstanding agenda to bring you a wealth of useful information. The "Cooperation" theme is woven into several of the sessions. Those sessions need YOU and YOUR contribution to be successful. Come and meet other colleagues at the Thursday morning V.A.L.U.E portion of the meeting. WAPP members are welcome to attend.

Finally, since they are both retiring, congratulations to Gabrielle Cooke and Lee Johnson on their fine purchasing careers. They have both been

mentors and friends to many of us. On my own behalf and on behalf of the Association, I wish them happiness and health. I hope they continue to offer their experience and knowledge to all of us by maintaining their connection with the Association.

Steve Martinelli  
President

**W.A.P.P**  
**+ V.A.L.U.E.**  
**= EXCELLENCE**  
**IN**  
**PURCHASING**

SEE FOR YOURSELF  
MARCH 4-5



CONGRATULATIONS TO  
**CHRIS WILMOT**  
FOR RECEIVING THE  
BEST HOST AWARD FOR  
2003

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## Wisconsin Association of Public Purchasers Minutes December 5, 2003 Madison, WI

President **Cynda Solberg** called the meeting to order at 10:30 A.M. followed by the Pledge of Allegiance and introductions.

Motion was m/s/p to approving the September, 2003 meeting minutes.

### Treasurer's Report

Prior to receipts and expenses as of December 4, 2003, we have balances of \$15,892.13 in our checking account and \$6,253.31 in our CD account, totaling \$22,145.44.

The 2003 Vendor Expo raised \$28,917.00; expenses as of today were \$17,466.00, a net of \$11,451.00.

### Old Business

**Cynda Solberg** indicated that she wanted to put together a strategic plan for WAPP and asked for \$500 for printing. She amended that to \$100.

**Frank Draxler**, chair of the Education Committee, accepted a plaque from NIGP for a bronze level donation to the LEAP program.

### New Business

**Cynda Solberg** requested \$250 be added to the budget for a new digital camera for the historian. A motion was requested to add \$250 to the historian budget. Motion was m/s/p.

**Wallis Roberts** suggested that speakers be given a token of our appreciation, marketing items such as cups, shirts, pens, etc. Much discussion regarding the types of items and who should purchase. It was suggested that we add \$200 to the Public Relations budget to purchase these items. A motion was m/s/p to add \$200 to the Public Relations budget.

**Cynda Solberg** suggested increasing the WAPP contribution to \$1500 for

the national NIGP convention. It was also discussed how many officers would go. A motion was m/s/p that we increase the contribution up to \$1500 for members to go to the national forum. WAPP will pay up to \$1500 if their agency does not cover the costs.

WAPP received a letter from NIGP stating that we needed to have at least three of four officers as national members. A motion was m/s/p for WAPP to pay for up to three officers to become NIGP members if their respective agencies are not able to pay.

It was suggested by the executive committee that we add \$500 to the budget for participation in the NIGP Share Fair. It was also suggested that we send two members. The Share Fair is a networking opportunity for several chapters to get together and share information. The \$500 would cover any printing costs for promotional materials. A motion was m/s/p to add \$500 to the Public Relations budget to print promotional materials for the Share Fair.

**Cynda Solberg** recommended putting together a Strategic Plan and adding \$100 to the budget for the printing of said plan. A motion was m/s/p to add \$100 to the executive committee budget for the printing of a Strategic Plan.

A motion was m/s/p to approve the budget as amended by motions brought forth at this meeting.

A motion was m/s/p to try incorporating a cooperative purchasing meeting in each quarterly agenda.

### Committee Reports

**Expo**—**Wallis Roberts** spoke of the positive comments she heard regarding the vendor expo. **Dean** talked about having WAPP members attend until 2:00 p.m. then allowing outside agencies to attend the expo. Next year the expo will be held at Ho Chunk. We will do our best to invite vendors to attend the dinner as we have in the past. We will not have breakout ses-

next year. We have had several vendors asking about private rooms for their own individual presentations. There was discussion. It was decided not to approve private rooms for vendors.

**Public Relations**—**Mary Lynn Seidl** announced that the best host award went to **Chris Wilmont** for his efforts in Spooner.

**Education**—**Frank Draxler** congratulated **Bill Kurer** and **Roy Hartmann** of Washington County along with **Diane Kelly** of Racine County for passing their CPPB exams at the last quarterly meeting.

**Website**—**Jim Fering** would like to have any committee chairs or committee members updated by the first of the year. Please forward that information to him as soon as possible.

### Elections

**Barb Betlej**, Milwaukee County Transit and **Linda Buchanan**, City of Green Bay, were nominated for the position of WAPP Secretary. **Linda Buchanan** was elected as WAPP Secretary for 2004.

### Future meetings:

The *spring meeting, 2004*, will be in Milwaukee, March 4<sup>th</sup> and 5<sup>th</sup>.

The *second quarter meeting* will be in Green Bay June 10<sup>th</sup> and 11<sup>th</sup>. We will be tour Lambeau Field stadium.

The 2005 meetings will be as follows:

March- Milwaukee  
June- Eau Claire  
September- Baraboo  
December- Madison

January 15<sup>th</sup> is the newsletter deadline.

Motion was m/s/p to adjourn. Meeting adjourned at 11:40 A.M.

Respectfully Submitted,

**Scott Noffke**  
Secretary

**WISCONSIN ASSOCIATION OF PUBLIC PURCHASERS  
AGENDA – FIRST QUARTER MEETING  
March 4-5, 2004**

**Hospitality Inn  
4400 South 27<sup>th</sup> Street  
Milwaukee, WI**

The March 4, Thursday morning agenda is for V.A.L.U.E. in Local Government's annual membership meeting.

WAPP members are welcome to attend.

**Thursday, March 4****V.A.L.U.E. AGENDA**

- |                       |   |  |
|-----------------------|---|--|
| 8:00 A.M.             | - | 8:30 A.M. <i>Registration and continental breakfast</i>  |
| 8:30 A.M.             | - | 8:45 A.M. <i>Welcome</i><br><i>Year in Review</i> – Robert Barwick, City of West Allis   |
| 8:45 A.M.             | - | 9:00 A.M. <i>Annual Business Meeting</i><br>◆ Treasurer's Report, JoAnne Jacobson, Pt. Washington/Saukville School District<br>◆ Election of Treasurer<br>◆ New Member Recognition<br>◆ Participation Awards<br>Jean Kienzle, School District of Elmbrook  |
| Dis                   |   |  |
| 9:00 A.M.             | - | 9:30 A.M. <i>V.A.L.U.E. Website Enhancements, <a href="http://www.value4gov.org">www.value4gov.org</a></i><br><i>Make This Site Your Home Page, Savings Start Here</i><br>◆ Piggyback opportunities<br>◆ Bidder downloads<br>◆ Links to additional resources<br>Chris Hubbard, Webmaster   |
| 9:30 A.M.             | - | 10:00 A.M. <i>Cooperation – The new buzzword and our reality – Learn what cooperative contracts can do for you</i><br>Take advantage of participating contracts awarded to suppliers who extend pricing to all V.A.L.U.E. members<br>◆ City of Milwaukee, Milwaukee County, Milwaukee County Transit, Racine County and Waukesha County cooperative purchasing opportunities<br>◆ GSA Public Safety<br>Jim Bembenek, City of Wauwatosa             |
| 10:00 A.M.-11:00 A.M. |   | <i>Privatization/Contracting Options for Government, Doing the In Thing – Outsourcing</i><br><br>Where are the savings? What are the costs? This session will draw from the experience gained by the presenters in outsourcing printing and mailing, oil changes, and other services.<br><b>Panel:</b> Susan Connelly, Rick Kunstmann, Waukesha County<br>Bill Kappel, Public Works Director, City of Wauwatosa<br>Cheryl Oliva, City of Milwaukee |

11:00 A.M. -Noon                      *Statewide Joint Purchasing Venture*  
 Learn what four purchasing cooperatives, the State of Wisconsin, and other large buying groups are doing for the first time! The relationships are complex but the potential is enormous. The smallest communities as well as the largest are going to benefit from economies that will result from projecting the success of V.A.L.U.E onto the statewide field. We are all contributors to the quantities required to optimize volume pricing and we all reap the savings. This is truckload pricing for pint size effort.

- ◆ Telecommunications
- ◆ Fleet Vehicles
- ◆ Traffic Control

**Panel**     Jane Pawasarat, State of Wisconsin Bureau of Procurement  
 Susan Connelly and Cheryl Oliva, V.A.L.U.E. in Local Government  
 Ken Tronnier, Central Wisconsin Public Purchasing  
 Frank Draxler, Chippewa Valley Shared Resources  
 Linda Buchanan, Intergovernmental Purchasing Consortium  
 Steve Martinelli, WISDOT  
 Mike Carney, Wisconsin Technical College System

12:00     -12:45 P.M.                      Networking Luncheon

**Thursday, March 4**

**WAPP AGENDA**

12:45 P.M.-1:00 P.M.                      *Welcome and Introductions* - Steve Martinelli, WAPP President

1:00 P.M.                      -                      2:00 P.M.                      *Statewide Joint Purchasing Business Meeting*  
 This meeting is open to ALL interested parties. Members are encouraged to attend to find out how communication, cooperation and collaboration between state agencies are being used to aggregate volume purchases, reduce redundancies in procurement activities and reduce costs of purchasing through this renewed effort to work together.

2:00 P.M.                      -                      3:00 P.M.                      *Open Records – The Public’s Right To Know*  
 ◆ You have seen the headlines – don’t be in them. What must be retained? What must be disclosed? How should it be formatted? Who covers the costs? What remains confidential?  
 ◆ Electronic records – maintenance requirements, retrieval and distribution requirements, cost recovery.  
 Melanie Swank, Assistant City Attorney, City of Milwaukee

3:00 P.M.                      -                      3:15 P.M.                      Break

3:15 P.M.                      -                      4:45 P.M.                      *Go FISH!*  
 Keeping Morale High in a Fast Paced Environment  
 Marti Cargile, City of Milwaukee Employee Relations

6:00 P.M.    Dinner with Friends - Chancery Pub & Restaurant, 4624 S. 27<sup>th</sup> Street

**Friday, March 5**

**WAPP AGENDA**

8:00 A.M.                      -                      8:30 A.M.                      *Registration and continental breakfast*  
 ◆ Past President’s Council

8:30 A.M.	-	8:45 A.M.	<i>Welcome</i> – Scott Walker, Milwaukee County Executive <i>Introductions</i>
8:45 A.M.	-	10:00 A.M.	<i>Negotiation Simulation</i> Everything is negotiable (except Bids, of course). We do it informally at home and with co-workers. We do it formally with suppliers and contractors. This is a role-playing exercise that provides an opportunity to hone existing skills and to learn new techniques. Learn to optimize outcomes as team leader. Bill Kurer and Roy Hartman, Washington County Cheryl Oliva, City of Milwaukee
10:00 A.M.-10:15A.M.			Break
10:15 A.M.-11:00 A.M.			<i>Are We Doing Too Much With Less?</i> <ul style="list-style-type: none"> <li>◆ Trends in Purchasing Management – Which way is the pendulum swinging; what is the effect on process flow?</li> <li>◆ Proper planning and skillful management enable organizations to thrive despite constraints in time and budget.</li> <li>◆ Working Smarter</li> <li>◆ Improving Efficiency</li> <li>◆ Best Practices</li> <li>◆ The e-solutions</li> </ul> <p><b>Moderator:</b> Diane Kelly, Racine County Pinky Buford, Milwaukee County Cheryl Oliva, City of Milwaukee</p>
11:00 A.M.-11:30 A.M.			<i>Business meeting</i> <ul style="list-style-type: none"> <li>◆ Secretary’s report</li> <li>◆ Treasurer’s report</li> <li>◆ Committee Reports</li> </ul> President, Steve Martinelli
11:30 A.M.—Noon			<i>Common Problems</i> <ul style="list-style-type: none"> <li>◆ Surviving an Audit</li> <li>◆ PC standardization vs. competitive selection</li> <li>◆ Wireless LAN’s</li> </ul> <p><b>Facilitator:</b> Barbara Betlej, Milwaukee County Transit System</p>
Noon	-		Lunch

**Hospitality Inn**  
**4400 S. 27<sup>th</sup> Street**  
**Milwaukee, WI**  
[www.hospitalityinn.com](http://www.hospitalityinn.com)

**Directions:**

**From West:** East towards Milwaukee on I-94. Exit I-894 towards Chicago. Exit 27<sup>th</sup> Street #9A-B. Left (north) on 27<sup>th</sup> Street.

WISCONSIN ASSOCIATION OF PUBLIC PURCHASERS  
FIRST QUARTER MEETING  
MARCH 4-5, 2004

**REGISTRATION FORM**

A block of rooms has been set aside at the Hospitality Inn for the nights of March 3 & 4<sup>th</sup>. Make reservations by calling 414-282-8800 or 800-825-8466 no later than February 20, 2004.

Single/ Double: \$52.00. Tax will not be charged with proof of tax exemption.

Registration Fees: (includes continental breakfast and lunch each day)

	<u>WAPP Member</u>	<u>Non-Member</u>	<u>Retirees</u>
Both Days	40.00	50.00	20.00
Thursday Only	25.00	30.00	10.00
Friday Only	25.00	30.00	10.00

\*First time attendance is free.

Name: \_\_\_\_\_

Agency: \_\_\_\_\_

E-mail: \_\_\_\_\_

Lunch selection for Thursday:

- Tenderloin Tips w/noodles
- Chicken Parmesan
- Will not attend

Lunch selection for Friday:

- Baked Icelandic Cod
- Marinated Chicken Breast
- Will not attend

Thursday night's group dinner will be held at The Chancery Pub & Restaurant, 4624 S. 27<sup>th</sup> Street.

Yes, I will be attending the group dinner. Submit \$15.00 with registration. (Includes tax, tip & coffee, tea or soda)

Select choice for dinner:

- French Dip Steak Sandwich (with choice of fries, pasta salad or coleslaw)
- Hey Curley, Where's Moe (pasta w/veggies in a spicy sauce with Asian noodles)
- Cashew Chicken Stir-fry
- Sirloin Spinach Bacon Salad

Please make check payable to WAPP and send registration form and payment by February 9, 2004 to:

Jean Kienzle, Supervisor of Purchasing  
School District of Elmbrook  
PO Box 1830  
Brookfield, WI 53008-1830

If you have any questions please contact Jean Kienzle at 262-781-3030 ext 1141 or kienzlej@elmbrook.k12.

**2004 WAPP MEMBERSHIP APPLICATION**

**FILL OUT AND RETURN WITH \$25.00 ANNUAL MEMBERSHIP FEE**

**INDIVIDUAL MEMBERSHIPS ONLY**

**RETIREES: FILL OUT AND RETURN FORM ONLY, NO MEMBERSHIP FEE**

**SUBMIT BY MARCH 12, 2004 TO BE INCLUDED IN THE 2004 WAPP DIRECTORY**

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

EMPLOYING GOV'T UNIT: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

STREET ADDRESS (IF DIFFERENT): \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

TELEPHONE NO.: \_\_\_\_\_ FAX NO.: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

PROFESSIONAL ACCREDITATION: \_\_\_\_\_

GOVERNMENT PURCHASING EMPLOYEE SINCE WHAT YEAR? \_\_\_\_\_

ARE YOU OR DO YOU PLAN ON BECOMING A MEMBER OF NIGP?    \_\_\_ YES    \_\_\_ NO

ARE YOU A FIRST TIME WAPP MEMBER?                            \_\_\_ YES    \_\_\_ NO

IF YES, REFERRED BY: \_\_\_\_\_ AGENCY: \_\_\_\_\_

DO YOU WANT A WAPP MEMBERSHIP CERTIFICATE:                    \_\_\_ YES    \_\_\_ NO

HOW DO YOU WANT TO RECEIVE THE NEWSLETTER:            \_\_\_ E-MAIL    \_\_\_ US MAIL

THE COMMITTEES BELOW ARE STANDING COMMITTEES. PLEASE INDICATE THE ONES ON WHICH YOU WOULD LIKE TO SERVE :

- |                              |                                  |
|------------------------------|----------------------------------|
| _____ PUBLIC RELATIONS       | _____ CONFERENCE & PRODUCTS EXPO |
| _____ COOPERATIVE PURCHASING | _____ EDUCATION                  |
| _____ MEMBERSHIP             | _____ FINANCIAL                  |
| _____ PROGRAM PLANNING       | _____ ENVIRONMENTALLY PREFERRED  |

INDICATE TOPICS YOU WOULD LIKE ADDRESSED AS AGENDA ITEMS OR TRAINING:

\_\_\_\_\_

MAKE CHECKS PAYABLE TO:  
SEND COMPLETED FORM AND CHECK TO:

**WAPP**  
**MONICA GANNON MS# 6-261**  
**WI DEPT. OF REVENUE**  
**P.O. BOX 8931**  
**MADISON, WI 53708-8931**

PHONE: 608-264-7774  
FAX: 608-280-3565    E-mail: mganno1@dor.state.wi.us

<p><b>Steve Martinelli, President</b></p> <p><b>Dean Helwig, Vice President</b></p> <p><b>Scott Noffke, Treasurer</b></p> <p><b>Linda Buchanan, Secretary</b></p>	<p>Presidents' Council      <b>Cynda Solberg</b></p> <p>Membership      <b>Monica Gannon</b></p> <p>Cooperative Purchasing      <b>Jean Kienzle Donna Olson</b></p>	<p><i>Newsletter information may be sent to Sharon Weeks, 825 W. Columbia St., Chippewa Falls, WI 54729 or e-mail to <a href="mailto:Sharon@charter.net">Sharon@charter.net</a></i></p>
<p><b>Past Presidents:</b> Louis Bonneau, Andy Lehbraummer, Bill Mohaupt, Chuck Hintze, Clinton Warwick, Bill Holmberg, Bill Prodoehl, Jim Fering, Gary Nelson, Jack Hodak, Lee Johnson, Ed Witkowski, Ben Sowaske, Frank Draxler, Tom Wasley, Marie Hass, Alphonso Cooper, Susan Connelly, Ken Tronnier, Wallis Roberts, June Buchanan, Kim Verhelst, Iris Ost, Mary Lynn Seidl, Chris Wilmot, Sharon Weeks, Cynda Solberg and others previous to 1970.</p> <p><b>Committee Chairs</b></p> <p>Education      <b>Frank Draxler</b></p> <p>Conference &amp; Product Expo      <b>Wallis Roberts</b></p> <p>Program Planning      <b>Steve Martinelli</b></p>	<p>Environmentally Preferable Purch.      <b>Chris Wilmot</b></p> <p>Public Relations      <b>Mary Lynn Siedl</b></p> <p>Audit      <b>Linda Buchanan</b></p> <p>Historian      <b>Dean Helwig</b></p> <p>Photographer      <b>Kim Nelson</b></p> <p>Finance      <b>Kim Verhelst</b></p> <p>Newsletter Editor      <b>Sharon Weeks</b></p> <p>Newsletter Publisher      <b>Barb Weller</b></p> <p>Webmasters      <b>Jim Fering Chris Wilmot</b></p>	<p style="text-align: center;"><b>WAPP VALUE VIEWS</b></p> <p>WAPP Value Views is published quarterly by the Wisconsin Association of Public Purchasers (established in 1947) and is free to its members. The Association's mission is to serve its members and governmental purchasing in general through quarterly conferences and seminars, education, professional certification assistance, procurement communication and technical and professional interchange.</p> <p style="text-align: center;"><b>All Rights Reserved</b></p>

## WAPP VALUE VIEWS

**Wisconsin Association of Public Purchasers**  
**825 W Columbia Street**  
**Chippewa Falls, WI 54729**

