

WAPP

November 2004

www.wapp.org

A Message from the President

I must be having fun, because the last year has really flown! Unfortunately, a year hardly seems to be enough time to accomplish everything I had hoped, so I'll have to settle for getting a few things done and a few others headed in the right direction.

Despite the demands that buyers for all levels of government agencies are faced with, I believe that WAPP has made great progress over the last several years. The Cooperative Purchasing Group is breaking new ground for state and local purchasing. The Vendor Expo has evolved into a dependable fundraiser. Our meetings are continually an excellent mix of education and networking. All of this achieved in the face of cutbacks, more work and less time; we all need to congratulate ourselves on surviving another year.

The best way we can continue to thrive is through growth. We need our knowledge to grow and one of the best ways is through attending WAPP and NIGP training. You can't sit at your desk and expect

to get better at your job just through experience, you have to get out and go after it! The other growth we need is WAPP. More members, more involvement at meetings, and more participation in cooperative purchasing benefits all of us and, ultimately, our customers. It's easy to look smart when you can draw from the combined knowledge and effort of our entire group. The more we all get involved, the more we all bene-



**MADISON !
STILL A CAPITOL IDEA!
DON'T MISS IT !**

fit!

Being WAPP's President has taught me two things, among others. First, that a year isn't long enough to do everything I wanted, secondly, that after a year it's time for someone else to run things. It's very rewarding being an officer, but don't be fooled, it's also a lot of work. For every night spent enjoying the cool breezes coming off of the Gulf of Mexico at the NIGP Forum in Biloxi, there were dozens of meetings, phone calls and e-mails. I enjoyed every minute of it and encourage everyone to get as involved in WAPP as they possibly can, whether as an officer or as a committee member. Thank you for the opportunity to represent you for the past year.

Steve Martinelli

Contents

<i>Minutes from September meeting</i>	<i>Page 2</i>
<i>Agenda</i>	<i>Page 3,4</i>
<i>Miscellaneous Hotel Info</i>	<i>Page 4</i>
<i>Registration Form</i>	<i>Page 5</i>
<i>2005 Annual Budget</i>	<i>Page 6, 7</i>

Wisconsin Association of Public Purchasers

Minutes October 1, 2004 Wisconsin Dells, WI.

Meeting was called to order at 11:15A.M. by **President Steve Martinelli**, followed by the Pledge of Allegiance and introductions.

Minutes - A motion was m/s/p approving the June 2004 quarterly minutes

Treasure's Report – **Scott Noffke**

The checking account balance is \$19,626.61 after receipts and expenses, the CD balance is \$6,253.31 for a total of \$25,879.92.

Old Business

Steve Martinelli indicated that a good number of WAPP members attended NIGP forum in Biloxi, Mississippi. He said the networking and educational sessions are very worthwhile and discussed a new feature, the chapter showcase. The 2005 meeting will be in Anaheim, CA and in Tampa, FL in 2006. Steve spoke with the Minnesota chapter president to pursue a formal, reciprocal agreement to attend meetings at member rates, although this may have been done informally in past.

New Business

Steve Martinelli said that he was approached by the Greater Milwaukee Convention & Visitors Bureau to consider hosting the NIGP national forum in Milwaukee. The NIGP apparently has recognized the huge burden hosting meetings is for local groups and has updated their format so that most of the work is done by NIGP staff. Steve will discuss this further at the December meeting.

Cynda Solberg indicated that due to budget cutbacks, many agencies will not pay for recertification. Discussion

of WAPP paying for member recertification took place. The idea was referred to the Education Committee, chaired by **Frank Draxler** to report at the December meeting.

Eric Thornton, with the Mendota Mental Health Institute, graciously volunteered to assume the responsibility of auditor while **Linda Dupuis** is an officer of WAPP.

Linda Dupuis was contacted by a vendor who won a state bid and requested a listing of WAPP members with the intention of calling or sending mailings or e-mails to all. The discussion included whether WAPP member listing falls under public information access, as it is printed by a state agency. Vendors who attend the Expo receive a copy of the WAPP directory as part of the fee. **Dean Helwig** offered to research this at the national level and respond at the December meeting.

Barb Betlej discussed a potential speaker for the March meeting who charges in the range of \$20,000. The group indicated that Barb could negotiate with the speaker to bring the price down and then include it for consideration in her budget request.

Committee Reports

Expo - **Denise Charkowski** said the Expo had a good turnout and the vendors felt it was valuable. There were more "walk-thru's" from area agencies and discussion of bringing more 'end-users' to the next Expo. There will be a new location for the 2005 Expo and some ideas from the NIGP forum will be incorporated.

Education - **Frank Draxler** indicated the NIGP has re-formatted some courses and he is asking which courses members would like to have offered for the next few years. **Dean Helwig** suggested offering Webinars for some meetings. Frank asked that any specific ideas be forwarded to him. **Barb Betlej** indicated that the VALUE group will provide a synopsis of all VALUE hosted training sessions

with handouts to share at the March meeting.

Presidents Council - **Cynda Solberg** announced that the Past Presidents group has decided to use the NIGP criteria to select a Buyer of the Year and Manager of the Year beginning in 2005. Members may nominate themselves or other members. The selection subcommittee will be **Marie Hass**, **Fred Woodard** and **Lee Johnson**. Deadline for nomination forms will be Nov. 26. The successful members will be announced in March and then submitted to the national level. **Cynda** will provide more details on the nomination process.

Announcements

David Johnson indicated the December meeting will be held at the Monona Hilton. Make your reservations early; no later than Nov. 2.

Kim Verhelst announced that the budget requests are now out and due back to him by October 15, 2005.

Future Meetings

2004December - Madison

2005 March – Milwaukee
 June – Eau Claire
 September – Baraboo
 December – Madison

2006 - **Steve Martinelli** indicated volunteers are needed to host 2006 meetings.

Newsletter Deadline

October 22, 2005

Motion was m/s/p to adjourn at 12:02 p.m.

Submitted by:

Linda Buchanan,
Secretary

**Wisconsin Association of Public Purchasers
Fourth Quarterly Meeting December 2 and 3, 2004
Hilton Hotel—Madison Wisconsin
Agenda**

Thursday, December 2

- 8:00-8:15 AM Registration
- 8:15-8:20 AM Opening Remarks
- 8:20-8:30 AM Welcome: Sharyn Wisniewski, Executive Assistant to Dane County Executive Kathleen Falk
- 8:30-8:40 AM **State Bureau of Procurement: Overview of the State's Purchasing and Fuel Card programs.** Jane Pawasarat. Presentation will focus on the new State of Wisconsin card programs including an overview of the state's contract and program implementation.
- 8:40-9:10 AM **US Bank Presentation: New State Procurement Card Program** Presentation will focus on a program perspective including details surrounding cooperative purchasing aspects of the state's contract and municipality program opportunities.
- 9:10-9:40 AM **Voyager Presentation: New State Fuel Card Program** Presentation will focus on a program perspective including details surrounding cooperative purchasing aspects of the state's contract and municipality program opportunities.
- 9:40-9:45 AM Break
- 9:45-10:30 AM **Purchasing Card & Fuel Card Program Panel Discussion** Meeting participants will be given an open forum and opportunity to ask industry experts questions relating to the new State of Wisconsin Purchasing and Fuel Card Programs.
- Moderator: Jane Pawasarat, *Director, State of Wisconsin Bureau of Procurement*
Panelists: US Bank Representatives; U.S. Bank Voyager Fleet Systems, Inc. Representatives; Maria Boardman, State of Wisconsin Bureau of Procurement; Georgia Thompson, State of Wisconsin Bureau of Procurement
- 10:30-10:45 AM Break
- 10:45-noon **Cooperative Purchasing Meeting** *(Additionally during this period, US Bank Purchasing Card and Voyager Fuel Card representatives will be available for individual discussions with meeting participants outside the meeting room.)*
- Noon – 1:00 PM Buffet Lunch Governor Jim Doyle *(Invited)*
- 1:15 – 2:45 PM **U.S. General Services Administration (GSA) Presentation on the Federal Supply Schedule** Sarah Johnson, representative from the Chicago office of GSA
- Cooperative Purchasing offers a better, more efficient way to find your IT buying options. You can rely on the proven speed of GSA Schedules, from research and order through delivery. Through *GSA Advantage!*[®], you can search for items or services, using key words, part numbers, national stock numbers, supplier names and/or contract numbers. Compare features, prices, delivery options and identify contractors who provide the item or service.
- Through e-Library, our 24/7 on-line resource, you can drill down from product and service categories or SIN descriptions to find the right IT products, solutions and services. Compare all of the contractors with related offerings, obtain contact information and access links to their websites. You can also see which contractors are in your geographic area.

- 2:45- 3:15 P.M. **1122 program presentation** and how it may be used by State and local governments
- 3:15 – 3:30 P.M. Break
- 3:30 4:30 P.M. **Federal Surplus Program Presentation** by Bill Wilson What happens to equipment and supplies that the Federal Government no longer has a need for? These items are finding a new life in communities throughout Wisconsin because of the Wisconsin Division of Federal Property. Bill Wilson will explain how the Program acquires this "Surplus" equipment and places it with certain eligible organizations, which includes State and Local Government.
- 4:30 - 5:30 P.M. **Optional Frank Lloyd Wright Tour** – Monona Terrace Guides reveal how Wright's organic architecture is expressed in dramatic open spaces, circular forms and breathtaking lake views
- 6:00 P.M. Dinner – Great Dane Brewery – Rathskeller (lower level)

Friday, December 3rd

- 8:00 – 8:15 A.M. Continental Breakfast
- 8:15 – 9:30 A.M. **Total Cost of Ownership** by Dr. Edward Marien Dr. Edward Marien is professor and director, Purchasing & Supply Management (P&SM) Programs for Executive Education unit of the University of Wisconsin-Madison. His talk is titled: Total Cost of Ownership: Managing Scarce Resources in the Public Sector.
Price is the most visible element when contracting for goods or services. However, it often has less impact to the organization's "bottom line" than other aspects of a purchase. Therefore experienced Purchasing & Supply Managers in both the public and private sectors utilize Total Cost of Ownership (TCO) analysis to ensure the "best value" is obtained in all major procurements from fasteners to capital equipment expenditures.
This presentation will define TCO, explore its constituent elements, suggest analysis methods, and review current applications in both commercial and public-sector environments. Specific examples of applications in governmental procurements will provide attendees with benchmarks for utilization of this compelling cost-management technique.
- 9:30 – 10:00 A.M. Break
- 10:00 – 11:00 A.M. **Memory Session** Gordon I. Herz, PhD Dr. Herz will attempt to illuminate the curious processes of memory by exploring its malfunctions and the routine misfortunes common to us all. Why do bad things happen to good memory? What can we do to improve our memory?
- 11:00 – 11:45 A.M. **Business Meeting**
2005 Elections & Audit Report
Common Problems session follows the meeting
- Noon -2:00 P.M. **Lunch & Cooperative Purchasing Work Group Discussion**

MISCELLANEOUS INFORMATION

Monona Terrace Convention Center and adjoining Hilton Hotel. Directions can be found on the web site for the Monona Terrace. The link is: www.mononaterrace.com

Hilton Madison Monona Terrace Hotel - December 1 & 2. The address is 9 East Wilson St., Madison, WI 53703. A covered & heated walk bridge joins the hotel and Convention Center. Views include the Capitol or the lake.

Reservations - call: **NO LATER** than **November 2, 2004**. Local calls:608-255-5100 or Toll Free calls: 800-445-8667 **Room rates will go back to normal rack rates after November 2, 2004**

Single: \$62.00 **Double:** \$86.00 NOTE: Spouses/partners stay free. Tax will not be charged with **proof of tax exemption** **"Don't forget to bring a copy of your tax exempt certificate with you !"**

REGISTRATION FORM

Indicate Your Membership Status :

Member

 Retired Member

 Non-Member

 First-Timer*

Name: _____

Agency: _____

E-mail: _____

Registration Fees: (includes continental breakfast and lunch both days).

	WAPP Member	Non-Member	Retirees
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 non-members are free. A First-time, non-member must be a governmental official whose responsibilities include or are related to public procurement.

Note: WAPP membership must be effective on or before November 15, 2004 in order to obtain member rates.

Check Appropriate Boxes:

Thursday Continental Breakfast:

- I will attend
 Will **not** attend

Friday Continental Breakfast:

- I will attend
 Will **not** attend

Thursday Deli Buffet Lunch:

- I will attend
 Will **not** attend

Friday Italian Buffet Lunch:

- I will attend
 Will **not** attend

Thursday Frank Lloyd Wright Tour – Monona Terrace Convention Center 4:30-5:30 PM

I will attend

 Will **not** attend

Thursday night's group dinner will be held at The Great Dane Brew Pub, 123 E. Doty St., Madison (one (1) block from Hilton Hotel.)

Yes, I will be attending the group dinner. **(Add \$20.00 to registration.)**
 (Includes tax, tip & coffee, tea or soda)

Please indicate your menu choice for dinner:

- 8 oz Sirloin, marinated & grilled with caramelized onions, mashed potatoes
- Corkscrew pasta with basil pesto, vegetables and garlic toast
- Chicken with Portobello mushrooms and garlic mashed potatoes
- Shrimp, grilled & skewered with pineapple, with rice & mango, red cabbage coleslaw

Make checks payable to WAPP. Send registration form & payment by Nov. 8, 2004 to:

City of Madison Purchasing Services - Room 513,
 210 Martin Luther King Jr. Blvd.,
 Madison, WI 53703-3346

Direct all questions to: Monette at 608-267-4969 or mmcguire@cityofmadison.com

REQUESTED 2005 WAPP BUDGET

<u>COMMITTEE</u>	<u>EXPENSES</u>	<u>REVENUE</u>
<u>MEMBERSHIP</u> – Monica Gannon		
	<u>EXPENSES</u>	
	Printing & Postage	600
	NIGP Dues	1,450
	Forum – President or Vice President	<u>1,500</u>
		\$3,550
	<u>REVENUES</u> – Membership Dues @ \$25/Member x 160	\$4,000
<u>EDUCATION</u> – Frank Draxler		
	<u>EXPENSES</u>	
	Two NIGP Seminars	\$11,900
	CPPB/CPPO testing & recertifications	<u>1,000</u>
		\$12,900
	<u>REVENUES</u> – Registration Fees	\$10,500
<u>NEWSLETTER</u> – Barb Weller & Sharon Weeks		
	<u>EXPENSES</u> – Printing & Postage	\$110
<u>PHOTOGRAPHER</u> – Kim Nelson		
	<u>EXPENSES</u> – Film & Processing	\$50
<u>PUBLIC RELATIONS</u> – Kathy Jaglin		
	<u>EXPENSES</u>	
	Annual Host Award	\$280
	Postage, Printing, Misc.	<u>400</u>
		\$680
<u>WEBMASTER</u> – Jim Fering		
	<u>EXPENSES</u> – Website Hosting	\$500
<u>1st QUARTER MEETING</u> – Robert Barwick & Jim Bembenek		
	<u>EXPENSES</u>	
	Room Rental & meals	\$2,977
	Speakers	<u>1,000</u>
		\$3,977
	<u>REVENUES</u> - 45 X \$40 WAPP	\$1,800
	30 X \$25 VALUE	900
	Single Day & Retirees	<u>100</u>
		\$2,800

COMMITTEE

	<u>EXPENSES</u>	<u>REVENUE</u>
<u>2nd QUARTER MEETING</u> – Scott Noffke		
<u>EXPENSES</u>		
Speaker	\$1,000	
Meals & Room Rental	<u>1,400</u>	
	\$2,400	
<u>REVENUES</u> – 60 x \$40		\$2,400
<u>MIMI EXPO</u> – Wallis Roberts		
<u>EXPENSES</u>		
Food (2 Br., 2 Lunch, 1 Dinner)	\$8,100	
Speakers	700	
Entertainment	500	
Decorations	200	
Beer & Soda	350	
Audio/Visual	<u>300</u>	
	\$10,150	
<u>REVENUES</u>		
Vendor Registrations		\$15,000
WAPP Registrations 75 X \$40		<u>3,000</u>
		\$18,000
<u>4th QUARTER MEETING</u> – Cynda Solberg		
<u>EXPENSES</u>		
Speakers	\$1,500	
Handouts & Materials	500	
Room & A/V Rental	700	
Meals	<u>3,800</u>	
	\$6,500	
<u>REVENUES</u> – 80 x \$40		\$4,000
<u>YEARLY TOTALS</u>	<u>\$40,817</u>	<u>\$41,700</u>

Submitted by: **Kim Verhelst**,
Finance Director

<p>Steve Martinelli, President</p> <p>Dean Helwig, Vice President</p> <p>Scott Noffke, Treasurer</p> <p>Linda Buchanan, Secretary</p>	<p>Presidents' Council Cynda Solberg</p> <p>Membership/Public Relations, Co-Chairs Monica Gannon Kathy Jaglin</p>	<p><i>Newsletter information may be sent to Sharon Weeks, 825 W. Columbia St., Chippewa Falls, WI 54729 or e-mail to Sharon@charter.net</i></p>
<p>Past Presidents: 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>Committee Chairs</p> <p>Education Frank Draxler</p> <p>Conference & Product Expo Wallis Roberts</p> <p>Program Planning Dean Helwig</p>	<p>Environmentally Preferable Purch.</p> <p>Audit Linda Buchanan</p> <p>Historian Kim Nelson</p> <p>Photographer Kim Nelson</p> <p>Finance Kim Verhelst</p> <p>Newsletter Editor Sharon Weeks</p> <p>Newsletter Publisher Barb Weller</p> <p>Webmaster Jim Fering</p>	<p>WAPP VALUE VIEWS</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>All Rights Reserved</p>

WAPP VALUE VIEWS

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

