** DRAFT **

NIGP PAPPA CHAPTER
PENNSYLVANIA PUBLIC PURCHASING ASSOCIATION

GENERAL MEETING – May 18, 2015

**Members in Attendance:**
Price Morris, Lancaster City Housing Authority; Kelly Laubach, Berks County; Maureen McIlvaine, Bianchi Fiorito, Ed Kolb, Claudia Schloeffy, Bucks County; Denise Serino, West Whiteland Twp.; John Griffies, Etta Smith Edwards, Diane Atkins, Delaware Valley Regional Planning Commission; George Nader, Patrick Leavey, Lehigh County; Cydnee Baffa, Township Lower Merion; Sonia Lee, Frenshawne Johnson, Janice Manton, Tim Vinson, Lena Ghee, Trevor Day, Shawnee Boon, Sanchez Justice, Kevin Hanagan, Azahn Campfield, City of Philadelphia; Amy Shafer, Donna Zaekelin, South Whitehall Township; Stephen Nasobko

**Meeting Location:** Delaware Valley Regional Planning Commission (DVRPC), Philadelphia, PA

**Meeting Host:** John Griffies, Contracts Manager, DVRPC

**Call Board Meeting to Order:** President Price Morris called the meeting to order at 10:21 am.

**Approval of the Minutes**
The March 23, 2015 General Meeting minutes were reviewed and approved. Motion by Kelly Laubach, Second by Maureen McIlvaine. The motion passed by all members present.

**Treasurer’s Reports**
George Nader reviewed Treasurer’s reports from March and April, 2015. The motion to approve was introduced by Denise Serino and seconded by Patrick Leavey. The motion passed by all members present.

**Standing Committee Reports**

**Awards/Scholarship Committee** – Chair Kelly Laubach: No report.

**Financial Committee** – Chair Maureen McIlvaine: Maureen handed out and explained the 2015 Working Budget & Expenses worksheet

**Legislative Committee** – Chair Joe Coco: No Report

**Marketing Committee** – Committee Chair Vacant: No report.

**Membership Committee** – President Price Morris stated there are seventy-five PAPPA members to date.

**Operations Guide Committee** – Chair Pete Navarro (absent): No report.

**Professional Development Committee** – Chair Bob Dopira reported:
- There were twelve attendees for the NIGP Contract Administration
- Hal Good has been advertising NIGP courses using social media.
- Developing and Managing Requests for Proposals in the Public Sector is scheduled for June 22, 2015 in Lehigh County.
• Strategic Procurement Planning is scheduled for September 14, 2015 in Berks County and also Introduction to Public Procurement in Bucks County in late Fall.

**Website Committee** – Chair Patrick Leavey: Patrick shared the following updates:
• Educational Points will be posted on the website from the General Meeting attendance.
• Hal Good set up the PAPPA Twitter account and it is linked to the PAPPA website.

**Special Committee Reports**

**Chapter Liaison – Maureen McIlvaine:** Reported Area 2 updates:
• Delaware held their first Reverse Trade Show event.
• Maureen also stated NIGP had speakers from Maryland & Pennsylvania discussing their purchasing program from their state.

**NIGP Liaison – George Nader:** Reported that he attended the spring NIGP Board Meeting in Kansas City. The following was discussed:
• Trends in Procurement
• Preview to next year’s White Paper
• Presentation Colonial Life & CAT Financial
• Minority participation in contracting
• Chapter Ambassador Program – once every other year the Chapters will be visited by the Chapter Ambassador.
• NIGP Budget was approved with slight increases.
• NIGP is reviewing accreditation programs for co-ops.

**Old Business**

**Reverse Trade Show** – Denise Serino reported in Kim Roth’s absence that a few committee members visited Bear Creek to address concerns from previous events. Also, to date fourteen vendors and five agencies have registered for the RTS. Kim is seeking volunteers to help on the day of the event. Hal Good has been promoting the RTS via social media.

**New Business:** Job Posting for Buyer, City of Allentown

**Workshop: Discussion on Global Best Practices**
Topic “The Evaluation Process”
Vice President, Kelly Laubach and Sonia Lee, City of Philadelphia, shared their experiences in bid processes as well as engaged group participation. Many shared their practices and experience for professional & nonprofessional bids.
Time 11:00 AM – 12:00 PM (1 Educational Hour)

**Lunch:** 12:00 PM – 1:00 PM
**Speaker** : The NIGP Business Council presents:
“Everybody Wins: Crafting a Solicitation that Fosters Transparency, Best Value, and Collaborative Partnership”
Panel included:
PAPPA Immediate Past President, Patrick Leavey; Sonia Lee, City of Philadelphia;
Time 12:00 PM – 1:00 PM (1 Educational Hour)

**Education Voucher** – The winner of the education voucher drawing was Mya Toon, Lycoming County and Jennifer Rhoades, Berks County.

**Motion to Adjourn**
The General meeting was adjourned, motion by Steve Nasobko and seconded by George Nader at 2:25 PM.

**Next Meeting**: July 20, 2015 Hosted by Kim Roth, Chair, 2015 Reverse Trade Show Bear Creek Mountain Resort & Conference Center, Macungie, Pa

Respectfully submitted,
Secretary Denise Serino