

Capital Area Purchasing Association

Minutes for January 26, 2010

The regularly scheduled monthly meeting of the Capital Area Purchasing Association was held at the Comfort Inn and Conference Center, Midtown. President Wanda Tormey called the meeting to order.

President Tormey asked if there were any new members, guests, new certifications, or recertifications. The following were welcomed and congratulated by the membership:

- New members: Sharon Wright (VA State University)
Claiborne Watkins (VA Dept. of Alcoholic Beverage Control)
- Guests: Martin Fields (VA Department of Education)
- Certification: Martin Fields, Certified Professional Purchasing Office (CPPO)
- Recertifications: Vice President Amy Holshuh, Virginia Contracting Officer (VCO)
Al Elias, CPPO (Lifetime Certification)
Jan Giffin, Virginia Contracting Officer (VCO)

Minutes:

The minutes from the November 24, 2009 meeting were distributed for review. There was a correction to the guest speaker's last name. The correction was noted, and the minutes were approved.

Treasurer's Report:

The former 2009 CAPA Treasurer, Amy Holshuh, presented the Treasurer's report. The un-audited balance as of November 24, 2009 was \$15,651.70. There was income of \$748.00 and expenses totaling \$3,199.24 for an ending balance of \$13,200.46. No questions or corrections were presented. The report will be filed for audit.

Committee Reports:

Conference: Vice President Amy Holshuh asked for volunteers to help plan the 2010 CAPA Fall Conference. Members were instructed to contact Amy if interested.

Education: T. J. Hudson shared plans to offer four \$25 courses in 2010. She solicited members for class ideas and suggestions. Members were also asked to send ideas to the Board, or contact the Board to serve as an instructor.

Sales: Jackie Parsley, chair of the committee, displayed a new CAPA logo for golf shirts and mouse pads. The shirt will be black with the new red and white logo on the left side

of the chest. The CAPA website address is also on the sleeve. Shirts are \$24 each, and mouse pads are \$6.00 each. Members should contact Jackie Parsley to make a purchase.

Membership: To counter budget strains, Jan Giffin announced a concerted effort to increase membership by spreading the word about the many economical benefits of CAPA. The committee plans to use the CAPA website to assist with the effort. Members were encouraged to help.

No other committee reports were presented.

New Business:

Addendum to CAPA Bylaws

President Tormey announced ongoing revisions to the CAPA Bylaws, which include the addition of student membership. A draft copy of the revised bylaws will be emailed to CAPA members for review. A vote to approve the changes will occur at the February CAPA meeting.

2010 CAPA Budget

President Tormey presented the 2010 CAPA Budget for approval, and shared her goal to save money and give back to the membership. Budget highlights included:

- Free or Low-Charge use of the Science Museum and/or DMV for CAPA Monthly Meetings
- Subsidies for a CAPA Scholarship Fund for students
- Drawings for three \$5-off discount coupons for CAPA Monthly Meetings
- Website development to foster communication, and provide membership online tools and resources. Dave Foster has volunteered to serve as the CAPA Website Designer. Members were encouraged to view the test website at <http://www.capavirginia.org/capa/>

A motion to accept the budget was passed by Vice President Amy Holshuh, and seconded by Terri Hudgins. The budget was approved as presented.

Brainstorming Session

President Tormey introduced herself to the membership, and asked attendees to raise their hands if they were CAPA, VAGP, or NIGP members. She commended attendees for having a combined total of approximately 1,032 years of purchasing experience.

A special thank you was given to the 2009 CAPA President, Laverne Branch, for her service and continued guidance.

President Tormey shared new initiatives for CAPA in 2010, some of which included:

- Expanded coverage area for CAPA membership (i.e., outside Richmond area);
- Member name tags at CAPA meetings;
- Increased use of new CAPA website;
- Continued efforts to eliminate duplicate NIGP membership fees for CAPA and VAGP;
- Three week advance email notice of all CAPA meeting dates;
- New lunch meeting lineups;
- Member surveys for ideas regarding professional development, improvements, etc.

Members were encouraged to offer ideas for the CAPA Board to consider. Ideas are welcome at any time by contacting a Board Member. Some of the ideas offered at the meeting included:

- Establish a contract with one vendor to cater all monthly meetings;
- Potential creation of a Facebook Group for CAPA (Vice President Holshuh asked members to contact her if interested in the Facebook idea)
- Expansion of membership to other areas of Virginia (Donald Colbert stated that he is aware of an interested party in Roanoke.)

Other Business

VAGP Charity Auction Chair, Nancy Davis, and Sharita Bryant respectively shared information about a VAGP auction and pet photo contest to support the Henrico County Police Athletic League (PAL). VAGP will accept art and crafts donations for the auction. A flyer outlining the details was distributed to everyone.

CAPA members were asked to contact Nancy Davis or Sharita Bryant if additional information was needed.

Adjournment:

The next scheduled CAPA Monthly Meeting is Tuesday, February 23rd, at the Science Museum of Virginia. Speaker information and details will be emailed to members.

There being no other business, the meeting was adjourned at 1:15 PM.

Respectfully submitted,

Carnell Bagley, CPPB, VCO
2010 CAPA Secretary