

Capital Area Purchasing Association

Minutes for March 16, 2010

The regularly scheduled monthly meeting of the Capital Area Purchasing Association was held at the Virginia Department of Motor Vehicles at 2300 West Broad Street. 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 by the membership:

Guest: Craig Vanderland, (Department of Alcoholic Beverage Control)

Minutes:

The minutes from the February 23, 2010, meeting were distributed for review. The minutes were approved as presented, and will be posted to the CAPA website.

Treasurer's Report:

The 2010 CAPA Treasurer, Betty Hall, presented the Treasurer's report. The un-audited balance as of February 23, 2010 was \$13,107.01. There was income of \$675.40 and expenses totaling \$3,586.55 for an ending balance of \$10,195.86. No questions or corrections were presented. The report will be filed for audit.

Committee Reports:

Sales: Jackie Parsley, chair of the committee, announced that CAPA golf shirts, mouse pads, lanyards, and sport bottles were on hand for purchase. Shirts are \$24 each, and mouse pads are \$6.00 each.

Conference: Vice President Amy Holschuh asked members to contact her if interested in helping plan for the 2010 CAPA Fall Conference. The tentative conference date remains September 17, 2010.

Education: President Tormey informed the membership that a committee meeting is scheduled for Friday, March 19th to discuss training ideas. Information will be shared at the next CAPA meeting.

No other committee reports were presented.

Old Business:

2010 CAPA Dues

President Tormey stated that all notices for CAPA dues were distributed to members. She encouraged everyone to contact Betty Hall (CAPA Treasurer) or Carnell Bagley (CAPA Secretary) if they did not receive a notice. The payment deadline for 2010 CAPA dues is April 1st. If payment is not received before June, unpaid members will forfeit CAPA membership rights and be removed from the 2010 membership roster.

VAGP Spring Conference

President Tormey reminded members that the VAGP Spring Conference is scheduled for March 17-19, 2010. The Vendor Exposition will be free to the public after 1PM on Wednesday, March 17.

New Business:

Governmental Purchasing Month

President Tormey announced that Governor McDonnell proclaimed March as Governmental Purchasing Month in Virginia! Each year, the Governor is requested by CAPA and VAGP to join the National Institute of Governmental Purchasing in celebrating the hard work and expertise of public purchasers. President Tormey expressed CAPA's appreciation to the Governor for making the proclamation. She also congratulated CAPA members for their efforts to promote the value of public purchasing in Virginia.

CAPA Facebook Group

Vice President Amy Holschuh announced the creation of a new Facebook group for CAPA. The group serves as another communication tool to keep members informed of CAPA news and events. Members were encouraged to search for, and join the group in Facebook.

Guest Speaker:

President Tormey introduced Alan H. Culpeper, CPPO, VCO—Director of Procurement and Communications for Culpeper County, VA.

Mr. Culpeper's presentation was a lighthearted, but informative look at "Dealing with Difficult Vendors, End-Users, and Annoying People". The presentation introduced CAPA members to different personalities, and ways to tactfully maintain harmony in procurement and at the office. A variety of personality types were presented such as the "T-Rex"; the "Sniper", and the "Know-it-all". Each type was examined in detail to help members learn how to ease stress when working with difficult people.

President Tormey thanked Mr. Culpeper, and informed everyone that his PowerPoint slides would be posted on the CAPA website.

Announcements:

DMV Security Check-in for CAPA Meetings

President Tormey expressed gratitude to Jackie Parsley for arranging CAPA's first meeting at the Department of Motor Vehicles (DMV). She assured CAPA members that future DMV meetings will not require a lengthy security check-in. President Tormey also thanked members for their patience, and reaffirmed CAPA's commitment to use convenient and cost-effective locations for meetings. (DMV provides meeting space to CAPA at no charge.)

2009 Certificates of Attendance

President Tormey announced that attendance certificates for 2009 training may be picked up at the registration table as members enter the April 20th CAPA meeting.

Adjournment:

The next scheduled CAPA Monthly Meeting is Tuesday, April 20th, at the Virginia Department of Motor Vehicles. The guest speaker will be Mr. Eugene Anderson, Director of Policy, Consulting and Review with the Division of Purchases and Supply. Mr. Anderson will review VPPA updates and changes.

There being no other business, the meeting was adjourned at 1:25 PM.

Respectfully submitted,

Carnell Bagley, CPPB, VCO
2010 CAPA Secretary