

Capital Area Purchasing Association

Minutes for February 23, 2010

The regularly scheduled monthly meeting of the Capital Area Purchasing Association was held at the Science Museum of Virginia. 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 Member: Jennifer Luchard (VAGP)

Minutes:

The minutes from the January 26, 2010, meeting were distributed for review. Notations were made to revise the spelling of the name of Sharon Wright; and to change the VCO designation for Martin Fields to a new certification. The corrections were noted and the minutes were approved.

Treasurer's Report:

The 2010 CAPA Treasurer, Betty Hall, presented the Treasurer's report. The un-audited balance as of January 26, 2010 was \$13,200.46. There was income of \$845.47 and expenses totaling \$938.92 for an ending balance of \$13,107.01. No questions or corrections were presented. The report will be filed for audit.

Committee Reports:

Sales: Jackie Parsley, chair of the committee, informed members that the new CAPA golf shirts and mouse pads were on hand for purchase. (CAPA board members proudly modeled their shirts at the meeting!) Shirts are \$24 each, and mouse pads are \$6.00 each.

Conference: Vice President Amy Holschuh reminded everyone of the need for volunteers to help plan and share new ideas for the 2010 CAPA Fall Conference. The tentative conference date is September 17, 2010. Members were instructed to contact Amy if interested.

No other committee reports were presented.

New Business:

Addendum to CAPA Bylaws

President Tormey directed a vote to approve the Addendum to CAPA Bylaws which was shared at the January meeting. The primary changes in the addendum include a requirement for Officers to remain a member of CAPA throughout their term of office; and a new student membership classification for CAPA.

A motion to accept the addendum was passed by Vice President Amy Holschuh, and seconded by Pete Stamps. The membership voted and the addendum was approved as presented.

2010 CAPA Dues

President Tormey stated that notices for CAPA dues were distributed to members. Members were encouraged to contact Betty Hall, CAPA Treasurer, if they do not receive a notice. The payment deadline for 2010 CAPA dues is April 1, 2010.

Announcements:

Jennifer Luchard, President of VAGP, announced that the VAGP Spring Conference will be held March 17-19, 2010, at the Sheraton Chesterfield. VITA is hosting the event. Sharita Bryant added that the conference will include a Vendor Expo on March 17, 2010. The Vendor Expo is open to everyone regardless of conference attendance.

Sharita Bryant shared information about a potential Reverse SWAM Expo at the Division of Motor Vehicles. Sharita encouraged CAPA members to email her if interested.

Guest Speaker:

President Tormey expressed gratitude to LaVerne Branch for inviting and introducing the guest speaker—Ms. Aimie McLain, Anchor/Reporter of Good Morning Richmond and 8News at 9 on WRIC-TV8.

Ms. McLain's presentation "Public Speaking" vs. "Speaking to the Public" was informative. She discussed the nuances of "Public Speaking" and "Speaking to the Public"; and revealed startling differences which most people are unaware. Speaking to the public is often impersonal, premeditated, and does not allow time for the speaker to interact with the audience. Ms. McLain offered her profession with WRIC-TV8 as an example of speaking to the public because there is no mutual communication with the audience behind the camera.

Public speaking, on the other hand, allows the speaker to encourage crowd participation and talk from the heart. The speaker is directly involved with the audience, and has to overcome the sight of glaring stares and facial expressions. Ms. McLain encouraged CAPA members to conquer this fear by viewing public speaking as a science. Using this approach, the art of public speaking can be learned like anything else with practice and time. Ms. McLain advised CAPA members to join a Toastmasters group, and practice public speaking whenever the opportunity exists. Taking an assertive approach will fine-tune communication skills and increase networking opportunities.

President Tormey thanked Ms. McLain for her attendance; and informed everyone that the PowerPoint presentation would be posted on the CAPA website.

Adjournment:

The next scheduled CAPA Monthly Meeting is Tuesday, March 16th, at the Virginia Department of Motor Vehicles. The guest speaker will be Alan Culpeper, Director of Procurement for Culpeper County.

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

Respectfully submitted,

Carnell Bagley, CPPB, VCO
2010 CAPA Secretary