

Outstanding Chapter Professional Development Award

- How does your chapter go above and beyond providing educational resources and other opportunities to your membership?

The Minnesota Chapter of NIGP has always provided numerous hours of professional development for our members. This is our entire Mission to provide education to our members. We take it seriously. The Minnesota Chapter in 2019 had 3-chapter meetings. At each meeting, we have a networking breakfast so chapter members can learn from each other on the different procurements they are conducting and to ask questions of each other. After breakfast, we have our scheduled meeting, and then we have a speaker who educates the chapter for 2 hours on either a procurement topic or another professional development area. This meeting and the speaker are free to our membership with their annual membership fee. Our chapter meetings alone give our members six hours of professional development for no additional fee. These chapter meetings and chapter speakers are available to our membership through the Zoom platform, so even when a member cannot attend in person, they still receive the professional development opportunities that every other member has. Please see the attached meeting invite email of how this is advertised to our membership. (Attachment 1: meeting email)

In 2018, we realized our cash flow was significant and we wanted to find a way to give back to our members as that is our core purpose. We developed a plan to have a completely free 8-hour Spring Conference. March of 2019 was our first year doing this type of event and approximately 75 members attended and received 8 hours of professional development with Marcheta Gillespie. The Chapter did this during Procurement Month to celebrate our members. We offered a free meal as well so that agencies would not have to worry about paying their employees for that expense. Please see attached Spring Conference invite. (Attachment 2: spring conference advertisement)


Finally, every fall we have a conference. In 2019, we added additional hours to our conference schedule and did a night class offering Wednesday, full day Thursday, and a half day Friday so those members from farther away could get home at a reasonable time. This gave all attendees 11 hours of professional development for a reasonable cost to their agencies. Please see the attached fall conference email to our membership. (Attachment 3: fall conference email)

In addition to having all four of our education classes, we also offer a scholarship for those who are testing for the CPPB, CPPO, and the CPP whose agency does not reimburse or pay for the test or prep courses. To entice members to attend our classes, we provide a \$100 reimbursement to the agency for those members who register and attend one of our NIGP courses. The chapter sends two board members to national NIGP each year as we feel this provides many benefits to those board members and to our chapter. We often not only email these opportunities out to our membership, but provide them on our Facebook and LinkedIn pages so that the most members are able to be made aware of these classes. We also have a forum on our website where members can post questions or topics for other members to comment on which can provide a networking opportunity for those members who are unable to attend an event or who have a question in between these events.

The Minnesota chapter is unique in their approach as we offer many free educational offerings to our members. We try to use the membership fees and money from our Reverse Vendor Fair to the best of the ability for our chapter members. We feel this will provide them the best experience when being a member of our chapter.

Our advice is to think about what the members want and how you can bring that to them at the lowest cost. This principle is what we do on a regular basis in our careers and we just replicate that in our chapter.

Attachment 1: meeting email



When

Thursday, July 11, 2019
8:30 AM to 12:00 PM

Tickets

\$0.00 Member Pre-Registration
\$0.00 Guest Pre-Registration

Register Now

Directions

Osseo Public Schools -
Educational Services Center
11200 93rd Ave N.
Maple Grove, MN 55369

Get Directions

Come attend our July Chapter Meeting!

Osseo Area Schools – Educational Services Center
11200 93rd Ave N.
Maple Grove MN 55369

Park on south side of building (or wherever there is room). Enter in main door #1.

Please join us July 11th

8:30 AM networking and breakfast
9:00 AM Chapter Meeting
10:00 AM Speaker - State of Minnesota Office of State Procurement on Sustainable Purchasing
Noon - Meeting complete


Topic: July Chapter Meeting
Time: Jul 11, 2019 08:30 AM Central Time (US and Canada)

Join Zoom Meeting
<https://zoom.us/j/669734991>

One tap mobile
+16465588656,,669734991# US (New York)
+17207072699,,669734991# US

Dial by your location
+1 646 558 8656 US (New York)
+1 720 707 2699 US
Meeting ID: 669 734 991
Find your local number: <https://zoom.us/u/acYCqioiN7>

Attachment 2: Spring Conference



The Minnesota Chapter
of the National Institute of Governmental Purchasing, Inc.
ESTABLISHED 1981

2019 Spring Conference Registration

When

Thursday, March 21, 2019
9:00 AM to 3:30 PM

Tickets

\$0.00 Member Pre-Registration

[Register Now](#)

Directions

Washington County Historic Courthouse
101 Pine Street W.
Stillwater, MN 55082

[Get Directions](#)

You are invited to our FIRST ever Spring Conference.

This is a **FREE** event to help celebrate the success and support from our membership (YOU)

Who: Membership of our chapter (each agency can only register 10 current members to allow representation from each agency. 2 weeks before the event if there is space leftover we will allow any agency to sign up whoever they would like.)

Time and Date: March 21, 2019, 9am to 4pm

Where: Washington County Historic Courthouse, 101 Pine St. W. Stillwater, MN 55082

*Lunch and Snacks will be provided

*Free Parking across the street

Topic:

Contract Administration: The Achilles Heel of Procurement

Procurement professionals invest substantial amounts of time in the solicitation, negotiating and contract award processes. They train their staff and customers on how to write a good specification or scope of work and how to evaluate proposals. But after working so hard to get the best contract possible, procurement professionals will simply hand off that awarded contract to their customer and hope for the best. No training, no plan, no tools. And then procurement gets frustrated when they find out months later that the customer didn't pay the right price, the work required under the contract wasn't completed and they have been fighting with the supplier for months over non-performance. What happened? Better yet, what didn't happen? The answer.....Contract Administration! Contract Administration is often the "Achilles' Heel" of procurement and the organization. This session will focus on how you can reduce your agency's risk, help your customers and suppliers be more successful and save your organization time, money and heartache.

Speaker: Marcheta Gillespie, former Procurement Director, City of Tuscon, Arizona



**SAVE THE
DATE**

**MN NIGP
2019 FALL
CONFERENCE**

WHEN
October 9th – 11th

WHERE
Cragun's Resort
11000 Cragun's Drive, Brainerd, MN 56401

ADD VALUE

**DEVELOP
SKILLS**

**SUCCEED
TOGETHER**

**DETAILS
COMING
SOON!!**