

2019 Outstanding Chapter Operations Award



Application & Submittal

Outstanding Chapter Operations Award

At RMGPA, we continually strive for operational excellence and are proud of the steps we took in 2019 developing best practices. We started the year off with a **Transitional Board Meeting** for all outgoing and incoming Board members. We provided an overview and plan for the upcoming year and set up the meetings for 2019. Afterwards, we held an Executive Session which included NIGP's Jennifer Steffen and Chapter Ambassador Bill Munch.



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To set the course for 2019, we developed a **Strategic Plan** at our annual strategic planning meeting. In order to get buy-in, each committee came up with it's own goals for the year which were put into a **Strategic Report Card**. Each quarter as part of their Board Report, committee chairs reported on their progress and presented them to membership. In addition, we standardized **Board Reports** to make it more efficient for committee chairs to present information and track goals.

A key component of this transitional meeting was to roll out our brand new **Board of Directors Handbook** which was given to all Board members. We discussed its contents in detail including the legal duties of Board members, NIGP requirements, the policies and procedures of our chapter, by-laws, and the roles and responsibilities of our Board members. The handbook also contains other helpful resources such as RMGPA's new internal controls policy, a tax exempt certificate and payment request form.

Measure	Committee	2013	2014	2015	2016	2017	2018	2019
RMGPA Award Nominations	Awards	2	4	6	8	7	6	21
Increased Participation of RMGPA Award Nominations	Awards	N/A	N/A	N/A	N/A	N/A	N/A	23
RVTS Vendor Participation	Chapter Enhancement	64	93	112	84	240	200	117
Corporate Support Program Contacts	Chapter Enhancement	N/A	10	3	3	5	10	10
Job Postings	Communications	63	65	37	66	64	69	69
Members Voted Electronically	Elections	21%	21%	24%	25%	25%	27%	27%
LinkedIn Members	Marketing	48	63	79	103	114	122	122
LinkedIn Posts	Marketing	6	7	14	12	6	17	17
Twitter Posts	Marketing	N/A	N/A	N/A	12	12	12	12
Facebook Posts	Marketing	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Twitter Followers	Marketing	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Facebook Followers	Marketing	N/A	N/A	523	554	457	457	457

Chapter Enhancement Committee Board Report
December 4, 2019

Strategic Report Card Update:

Measure	2018	April 30	July 31	Sept 30	Dec 31	YTD
RVTS Vendor Participation (F)	200+			112	50	112
Corporate Support Program Contacts (F)	10+	12	8	8	50	88

New Business

- New Committee Member: Jason Lee
Co-Chair: Christine Weber
- Winter Vendor Trade Show (WTS): Raised \$36,725.00 through vendor trade show booth sales and conference sponsorships.
- Quarterly "Road-Show Q&A Vendor Events" at RMGPA Conferences - expand sponsorships and 3 "spotlight" vendor booths around the state.

Old Business

- Fall Reverse Vendor Trade Show (RVTS): Raised \$8,349.98 in participant funds plus \$2,000 in vendor "spotlight" booth sales for a total of \$10,349.98.
- Committee Volunteers
 - Develop Position Descriptions - TBD
 - Solicit Members - Ongoing
 - Organize & Prepare Event "checklists" for transparency and additional RMGPA volunteer opportunities.

Submitted by:

John Chaplain
Chapter Enhancement Chair

Dedicated to Excellence in Public Purchasing

Leaders don't create followers. They create more leaders—Anonymous

RMGPA knows that policies and procedures provide a roadmap for day-to-day operations, ensure compliance with laws and regulations, give guidance for decision-making, and streamline internal processes. For these reasons we focused on the daunting tasks of updating our **Bylaws**, **Internal Control Policy** and **Membership Policy** in 2019. The **Bylaws** passed a membership vote of 97%!

POLICY / PROCEDURE	No.	03
	Effective Date	01/24/2019
Lifetime, Associate and Honorary Membership	Revision Letter	A
	Final Approver	Kerry Sheahan

1.0 Purpose

The purpose of this policy is to identify the eligibility requirements for the Lifetime, Associate, or Honorary membership categories as defined in the RMGPA By-laws.

2.0 Scope

This document applies to applicants requesting Lifetime, Associate or Honorary membership within the association and should be used by the Board of Directors (RMGPA) in its role decision-making when considering requests a).
Fees are identical between all three members

3.0 Policy

The objective of this policy is to establish uniformity in requesting Lifetime, Associate, or Honorary membership.

- 3.1 **Lifetime Membership:** Lifetime membership is public procurement at the end of a long "retired from employment" was difficult might become a "Wish-Grant Greeter", consultants or return to their agencies be addressed. Lifetime members who contract with member agencies should Associate members do not qualify to sponsoring agency (either public or no A Lifetime member who is actually on should suspend their Lifetime member category should be contacted and advised Non-profit agencies such as the Colorado should join as Regular members.

Recommendations for considering

Rocky Mountain Government
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POLICY / PROCEDURE	No.	04
	Effective Date	01/23/19
Internal Controls	Revision Letter	A
	Final Approver	Kerry Sheahan

1.0 Purpose

The Rocky Mountain Governmental Purchasing Association (RMGPA) is committed to high standards of ethical, moral, and legal business conduct. Maintaining written internal controls is important to ensure transparency and clarity of operations.

2.0 Scope

This document applies to all members of the Board of Directors.

3.0 Policy

The objective of this policy is to establish guidance for the operational governance of RMGPA. Included in this policy are financial procedures, information technology, and strategic planning critical to the proper operation of the chapter.

This Policy/Procedure of the RMGPA Board of Directors shall provide the following:

- 3.1 Understanding of RMGPA and its environment
- 3.2 Understanding of the information technology system
- 3.3 Understanding of revenue/receivables and deferred revenues
- 3.4 Understanding of purchases, expenses, and accounts payable

4.0 Responsibilities

- 4.1 The RMGPA Board shall ensure compliance to this policy/procedure document.

5.0 Procedures

- 5.1 At least annually, the RMGPA Board shall review the internal controls document attached hereto as Appendix A. Updates shall be made as described in Section 6.0.

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BYLAWS OF ROCKY MOUNTAIN GOVERNMENTAL PURCHASING ASSOCIATION

MemberConnect

Discover the power of networking and sharing ideas with fellow procurement professionals!

- Are you looking for specifications for a particular good or service?
- What if you could save time and not have to bid by asking and finding an awarded bid with cooperative language?
- Do you have a question you think the membership could answer?

As a member of RMGPA, you can send an email to the entire membership simply by sending it to MemberConnect@list.rmgpa.org. Your email gets sent and replies go directly to you. It's that simple!

If you have difficulties using MemberConnect or are not receiving notifications, contact the Communications Team at info@rmgpa.org.

MemberConnect Community Rules & Etiquette and Privacy Guidelines

Thank you for being part of the RMGPA MemberConnect community. To ensure the best possible experience for all members, we have established some basic guidelines for participation.

By joining and using this community, you agree that you have read and will follow these rules and guidelines. You also agree to reserve discussions, shared files, and content to that best suited to this medium. This is a great way to solicit the advice of your peers, benefit from their experience, and participate in an ongoing conversation. Any questions should be directed to our Communications Committee at info@rmgpa.org.

Take a moment to acquaint yourself with these important guidelines. In order to preserve a climate that encourages both civil and fruitful dialogue, we reserve the right to suspend or terminate membership in this community of anyone who violates these rules.

The Rules

- Don't challenge or attack others. The discussions and comments are meant to stimulate conversation not to create contention. Let others have their say, just as you may.
- Don't post controversial messages on any discussion list, resource library entry, or any area where others might see it. Contact people directly with product and service information if you believe it would help them.
- Use caution when discussing products. Information posted is available for all to see, and comments are subject to libel, slander, and antitrust laws.
- All defamatory, abusive, profane, threatening, offensive, or illegal materials are strictly prohibited. Do not post anything that you would not want the world to see or that you would not want anyone to know came from you.
- Please carefully read all terms listed in the disclaimer and legal rules below, particularly regarding the copyright ownership of information posted.
- Remember that other participants have the right to reproduce postings unless you specify otherwise.

Discussion Group Etiquette

- Include a signature tag on all messages. Include your name, affiliation, location.
- State the topic of your comments concisely and clearly in the subject line. This allows members to respond more appropriately to your posting and makes it easier for members to search the archives by subject.

07/19

RMGPA prides itself with offering members several opportunities to connect with each other. One of these is through our ListServ on our website where members can ask questions, seek advice, and communicate. In 2019, we created a **MemberConnect Policy** which is a set of official rules for good behavior and politeness that all members must follow when posting.

In 2019, we found that the key to managing a **budget** of over \$115k is to have all committee chairs help create their part of the expenses and revenues. This set up the expectations for the year and provided a detailed script for the outcomes required for the Chapter's success. In addition, we started the budget process earlier. Making it part of the Transitional Board Meeting allowed the outgoing and new Board the opportunity to work together to create their committee's budget. Preparing this way created a more realistic budget that was ready to be approved at our first Board meeting in January.

RMGPA 2019 Proposed Budget	
Revenue	
Revenue 2018 (Transfer)	
Corporate Support	
Chapter Enhancement	
Spring Conference	
Summer Conference	
Fall Conference	\$2,500.00
Winter Conference	\$26,000.00
Interest Income	\$6,000.00
Membership Dues	\$4,000.00
Reverse Development	\$5,000.00
Reverse Vendor Trade Show	\$12,000.00
Sponsors	\$7,000.00
Other Revenue	\$10,000.00
	\$8,000.00
	\$22,000.00
	\$0.00
TOTALS	\$115,507.00
Expenditures	
Awards	\$400.00
Chapter Enhancement	\$9,200.00
Communications	\$5,600.00
General	\$450.00
General Operating	\$9,450.00
Historian	\$0.00
Marketing	\$21,350.00
Membership	\$0.00
Newsletter	\$1,000.00
Professional Development	\$1,500.00
Programs	\$0.00
Rewards	\$15,000.00
	\$40,700.00
	\$2,000.00
	\$2,100.00
TOTALS	\$114,400.00
NET INCOME	\$1,107.00

All
Committees
stayed within
budget in
2019!



To accomplish anything in life, you need a direction, a road map. Know where you're going and success is inevitable! - Sanjay Gupta

HONORING AGENCIES AND MEMBERS

RMGPA Awards Gala
and Past Presidents &
Lifetime Members Reception

Distinguished Service Award

Volunteer of the Year

Year End Awards

Procurement Team Award

Innovation Award

Risk Management Award

Procurement Technology Award

CONGRATULATIONS!
YOU HAVE BEEN NOMINATED FOR
AN RMGPA YEAR END AWARD!
Make plans to join us on Thursday, December 5th at
the Fort Collins Marriott to see if you won

RMGPA AWARDS
GALA

for the Gala today at rmgpa.org

Rocky Mountain Governmental Purchasing Association - RMGPA
October 30, 2019

Hello RMGPA Members,
As we head towards the end of the year, it's time to recognize those involved with RMGPA in 2019. Please take a moment and follow the link below to nominate the member, team, or supplier who align with the characteristics of each award.
Although we would love you to, you don't have to nominate someone for each category (and since this is anonymous, you can even nominate yourself). Nominees will be notified ahead of time and awards will be handed out at the Winter Conference Awards Gala.
<https://www.rmgpa.org/insidepages/surveys/details.cfm...>
You have until November 20th to complete the survey but why not do it today? You can also find the link on the home page of the website under Surveys.
I look forward to seeing you at Winter Conference!
Stay warm!
-Kerry

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or red text for
detail

As part of National Procurement Month, we put out a call to nominate members in recognition of **International Women's Day** as our way to celebrate women in procurement. Members nominated 25 well deserving women of RMGPA who make a positive difference in life and the profession. Out of these nominations, we created a book which is published on our website.



Today we celebrate International Women's Day and shine a light on the ambitious, successful women who dream big and achieve their personal and professional goals while staying true to themselves.

Many girls and young women struggle to find successful, relatable role models who can inspire them to imagine everything they could achieve and believe that each of those possibilities could become a reality.

At RMGPA, we are fortunate to have so many strong, successful, accomplished, and inspiring women.

Congratulations to the women of RMGPA who were nominated by their peers for 2019.

Betty Standley
Brenda Hannu
Chris Weber
Cindy Lombardi
Cindy Scymanski
Diana Wilson
Eileen Gonzale
Geraldine Truitt
Heather MacFarlane
Heidi Caster
Kelly Wood
Kristine Odell
Linda Meserole
Lisa Eze

#BalanceforBetter
RMGPA + International Women's Day

CALL FOR NOMINATIONS

Help us celebrate the women of RMGPA who provide inspiration to young girls and women everywhere.

Nominate your manager, colleague, co-worker, or friend who is a member of RMGPA and in a leadership role. We want to honor them on March 8th.

Email your nominations by March 1st to pres@rmgpa.org

Connecting Women. Inspiring Action.



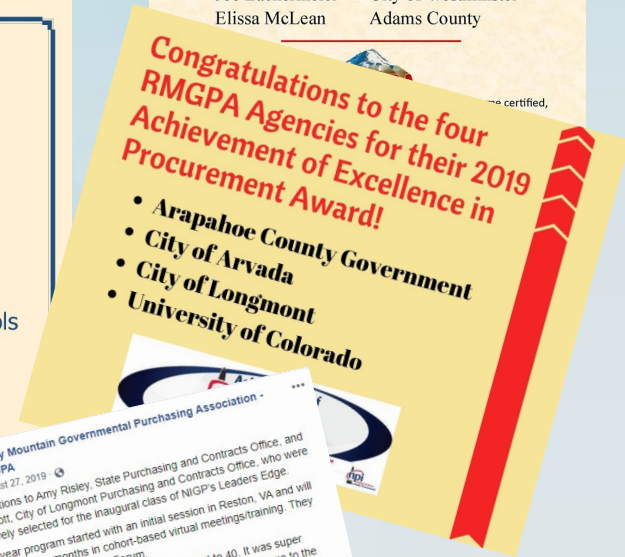
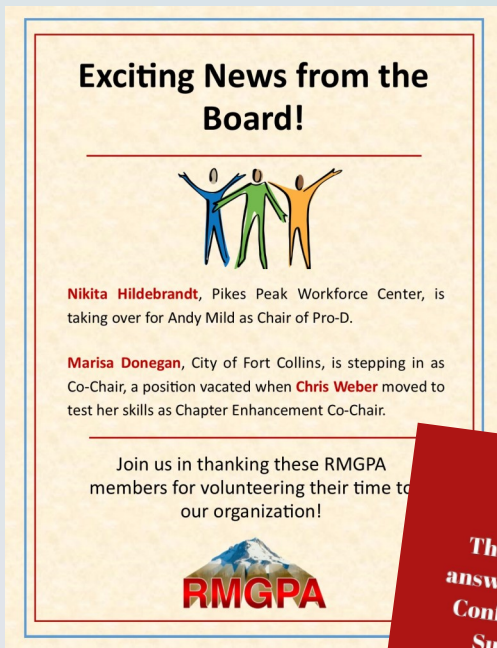
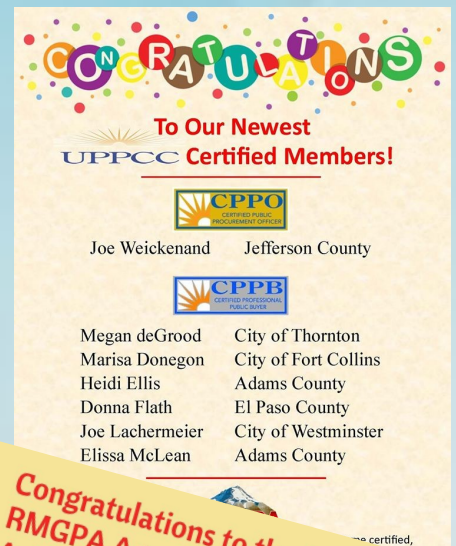
2019 saw the addition of a number of new ways that RMGPA recognizes its members and member agencies. In addition to continuing recognitions of Distinguished Service, Manager, Buyer and Volunteer of the Year, **new award categories** included Procurement Team Award, Innovation Award, Risk Management Award, and Procurement Technology Award. This was also the first year that nominations for awards could be made **year-round and on-line** which helped **increase nominations nearly 80%**!

Along with presenting the awards at our Winter Conference Gala, we took time to remember those we lost in 2019. After an **In Memoriam** slide show, we shared a moment of silence in their honor.

I've learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel. – Maya Angelou

RMGPA knows how much time and effort its agencies put into making public procurement a respected profession. To honor those who have gone above and beyond, we recognize our members every chance we can. 2019 was the first time the winners of NPI's **AEP Award** were posted on our social media outlets. Acknowledgment does not end there. **Recipients of CPPO or CPPB certification** in 2019 were recognized at our conferences as well as on social media.

We also felt it was important to recognize members who were selected for NIGP opportunities such as **Leader's Edge** and **Forum Scholarship**.



Click on images or red text for detail



To further celebrate those unsung heroes of RMGPA, we created a **Challenge Coin**. These coins will be presented to members honoring their outstanding service to the chapter or society. Our first coin was given to member Skyler Thimens for his act of bravery saving a woman's life during our 2019 Summer Conference. Others were given out at our Awards Gala to RMGPA Past Presidents.

