



New York State Association Of Municipal Purchasing Officials,

ABOUT US

**Mission**

To provide leadership in the professional development of our members by providing educational, certification and networking opportunities.

To enable members to raise their level of expertise and standards of excellence thereby promoting public trust.

**Vision**

To be the leading source in the State of New York for public purchasing education, certification and professional resources.

**Additional Information**

- [2003 Membership Application and Renewal](#)
- [NYSAMPO Brochure](#)

**Strengths**

- Levels of expertise
- Annual Seminar
- Funding (money)
- Strong commitment from Executive Board
- Large Downstate Membership
- Broad Membership Base
- NIGP affiliation
- Certification Courses
- Member speakers/presenters
- Regional Meetings
- Large Membership potential
- Support from OGS
- Support from State Comptroller

**Weaknesses**

- Limited outreach and communications
- Lack of ongoing educational opportunities
- Limited Membership involvement
- Lack of Membership
- Relationships to other organizations
- Marketing
- Newsletter
- Web site
- Communication with Members
- Low Membership Upstate
- Regional Meetings
- Legislative Influence
- Support from State Comptroller

**Opportunities**

- Increase Membership
- Relationships with other organizations
- Legislate mandated training Newsletter
- Newsletter
- Hold more NIGP Classes Structured Meetings
- Vendor Sponsorships
- Structured Meetings

**Threats**

- Overlapping Organizations (NYCOM etc...)
- Member's Budgetary Constraints
- Members that do not volunteer
- Not enough meetings
- Vendor Sponsorships
- Cost of Classes/Events

**Goals**

- Financial Management: To maintain our current strong financial status and increase revenue.
- Communication: Improve methods of communicating with the membership.
- Marketing and Public Relations: Develop Marketing Campaign to raise awareness of the association.
- Membership: Promote SAMPO membership by recruiting new members and retaining current members.
- Web site and Other Resources: Provide an interactive web site that serves as a resource to our membership.
- Regional Meetings: Establish a Regional membership structure and hold regional meetings.
- Educational and Professional Development: Provide quality public purchasing education and professional development.
- Annual Conference: Continue offering the Annual Spring Seminar but change locations throughout the state.
- Awards, Recognition and Scholarship: Establish a Public Buyer of the Year Award and a Public Purchasing Official of the Year Award. Continue to fund an award and annual scholarship.

**Objectives**

**Financial Management Objectives:**

- Budget - Establish 2003 budget by September, 2002
- Spending Policy -Develop spending plan and guidelines
- Revenue -Increase revenue from classes

**Communication**

- Website -Update website
- Newsletter -Publication of newsletter on regular basis
- Membership Email -Establish ability to email membership easily by website administrator
  - Update membership email addresses
- Monthly Activity Report -Develop and distribute an Organization Monthly Activity Report
- Membership Input -More membership input needed
  - Contact volunteers
- Committees -Establish regular meeting schedule for all committees
- Social Events -Establish social events

**Marketing and Public Relations**

- Logo -Update Organization's logo
- Promotional Material -Develop an Organization brochure
- Market association to State Legislators
- Relationship with other associations - Develop better relations with other associations
  - NYSAC, NYCOM, Association of Towns, NASBO, OGS, OSC, Highway Supt. Association
  - Utilize OSC Audits to market SAMPO to potential members
- Press -Issue Press Releases on a regular basis
- Interstate Marketing -Tap potential states- VT, MA, CT and Canada
- Informational Booths -Book booths at other conferences
  - Offer to provide speakers and promotional materials at other conferences

**Membership**

- Maintain Membership
  - Maintain current numbers
- Increase Membership
  - Increase membership by 10% annually
  - Target -Increase membership registration to 350 by December, 2002
  - Develop a membership campaign -"Get a Member Campaign"
  - Identify Agency contacts
    - Contact County Purchasing Directors
    - Obtain lists of other Municipalities/BOCES

**Educational and Professional Development**

- NIGP Classes -Establish 3-4 locations throughout the State to host NIGP Classes
  - Schedule one
    - NIGP Class at each location at a minimum per year
- Regional Meeting Classes -Reduce cost of regional meeting classes per year
  - Schedule two
    - Regional Meetings per year for each Region
- SAMPO Classes
  - Schedule one
    - SAMPO Class at each location at a minimum per year

Can Sampo offer Reuljed  
NIGP courses?

**Web Site and Other Resources**

- Obtain a new Website provider
- Develop new look (logo) for website
- Develop specification library
- Develop ability to Email members
- Creation of List Serv

**Annual Conference**

- Host an annual conference
  - Rotation of conference site
  - Market conference at other events
  - Increase participation
  - Professional Speakers
  - Different educational tracks similar to other conferences
  - Expand on County/School/Village breakfast sessions
  - 2003 Spring Conference outline published and distributed by October, 2002
  - Better marketing of event
    - Market conference to other associations
    - Market conference at other events
- Vendor Sponsorship
  - Develop a Speaker Fund -Vendors to contribute to Speaker Fund

NAPM of CNY/SAMPO  
Vendor expo?

**Awards, Recognition and Scholarship**

- Establish Awards
  - Buyer of the Year
  - Purchasing Official of the Year
- Scholarship
  - Establish and publish scholarship guidelines

Strategic Planning Session -June 5, 2002

Members Present: Paul Brennan, Donald Miller, Karen Storm, Peter McMillan, Carolyn Campbell, Larry Waxman, Paul Appicella, Carol Annstrong, Mark Zulli, and AnnMarie Curley (Financial Secretary)

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