CFC NIGP Scholarship Applications Due January 31, 2018

Your CFC-NIGP Scholarship money can be used for many procurement related functions (including travel costs), educational materials or recertification. Functions may include:

- Procurement Classes / Seminars
- ISM / UPPCC Certification Exams
- Conferences
- Educational Materials
- Tradeshows
- Professional Certifications
- CFC-NIGP sponsored classes/Workshops
- Travel Expenses/Per Diem

How can I earn Scholarship Points?

- Attend Chapter Meetings
- Serve as an Officer of the Chapter or other Procurement related Organization
- Committee participation
- Education
- Conference Attendance
- Event Participation
- Professional Certifications

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Happy New Year Chapter Members!

I hope that everyone had a blessed Christmas and ready to start the New Year with enthusiasm! It has been such an honor and pleasure to serve as your President this past year and the past 5 years on the Board! I have enjoyed engaging with all the committees and activities that our Chapter has participated in! Each and every one of you have played a part in my professional growth as I sat on the Board and I learned much from you!

I congratulate our new Board of Directors as they take office January 26th and I know you all will continue to volunteer and keep our chapter moving forward!

The 2018 Board of Directors have my full support as they serve the members! I look forward to continuing on the Board as Immediate Past President and Presidential Advisor and anywhere else that I may be needed!

Please join us January 26 for the installation of the 2018 officers!

The best to everyone in 2018!

Diane Wetherington, CPPB, FCCM, Purchasing Agent III
CFC NIGP President
Vice President’s Message

Happy New Year to all!

The start of the new year brings a close to my serving as Vice President. It has been a pleasure and a learning experience. I have learned that it takes a huge commitment by volunteers for our Chapter to provide the benefits and programs that it does. Benefits and programs second to none as was recognized by winning the NIGP Large Chapter of the year award. In order for the chapter to continue as it has it will require more individuals to step up and volunteer for leadership roles within the chapter. Again, thank you for allowing me to serve and I look forward to the continued success of the Central Florida Chapter of NIGP.

Mike Thornton, CPPO, Purchasing Manager
CFC NIGP Vice President

Treasurer’s Message

Our Chapter is truly amazing! At the December meeting, we donated $1,000 each to two charities, Ronald McDonald House and Second Harvest Food Bank. Our members brought in can goods for Second Harvest Food Bank and toys for the Ronald McDonald House “Treasure Shop” in Lake Nona. Thank you to our members for thinking of others during the holidays!

It has been an honor serving the Chapter as your Treasurer. I look forward to continuing service as your Vice President. Thank you to my County for your support! It is time to celebrate another year for our Chapter with a new board! Please join us at the January 26, 2017 chapter meeting for the board induction.

If you are interested in volunteering for any committees, please let the board know. Let’s make this year a fantastic year for your Chapter!!!

Tabatha Freedman, MBA, CPPO, CPPB, Senior Procurement Analyst
CFC NIGP Treasurer

Secretary’s Message

Happy New Year!

Another successful Chapter year has gone by! Thank you to all the volunteers that make this chapter so great. If you haven’t already done so, reach out to a Board Member and let them know you want to volunteer in 2018, we have several openings and can always use more help.

I’m looking forward to serving the Chapter as Secretary in 2018-2019 along with my Prof-D duties. Look for our Pro-D Survey and let me know which classes you want to see this year.

Our Winter Workshop has some exciting topics and for $25.00 you can earn four (4) CEU credits! Hope to see you there!

Lisa Kesecker CPPB, FCPA
CFC NIGP Secretary

Chapter Officers

PRESIDENT: Diane Wetherington, CPPB, FCCM
president@cfcnigp.org
P: 407.246.3633

VICE PRESIDENT: Mike Thornton, CPPO
vicepresident@cfcnigp.org
P: 352.728.9864

TREASURER: Tabatha Freedman, MBA, CPPO, CPPB
treasurer@cfcnigp.org
P: 386.822.5788

SECRETARY: Lisa Kesecker, CPPB, FCPA
secretary@cfcnigp.org
P: 407.870.4622
2018 Slate of Officers

and

Nominations from the Floor

The Nominating Taskforce received bios, conducted interviews, and presented the 2018 Slate of Officers along with their bios to the membership at the December Chapter Meeting.

The Slate included; Damaris Nazario for President, Tabatha Freeman for Vice President, Jessica Graham for Treasurer, and Lisa Kesecker for Secretary.

No additional nominations were received from the floor, so the 2018 Slate of Officers were presented to the members and voted into Office.

Congratulations to our newly elected Officers!

All Officers will serve a two (2) year term and will be sworn in during the January Chapter Business Meeting.

All Officers will attend a Mandatory “Boot Camp” training session presented by Past Presidents; Carrie Woodell and Denise Schneider giving new officers a overview of the By-Laws and discussing upcoming needs of the Chapter.
December Meeting Highlights

Rick Grimm, NIGP’s Chief Executive Officer, was our Special Guest Speaker!

Members received a 30th Anniversary Polo Shirt along with a tote bag from our Reverse Trade Show.
December Dessert Contest

Announcing the Winners from our December Dessert Contest!!!

1st Place
Denise Schneider, GOAA
$25.00 Target G.C. Turtle Cheese Cake

2nd Place
Liz Frias, Orange County Convention Center
$15.00 Target G.C. Hummingbird Cake

3rd Place
Megan Miller, Orange County BOCC
$10.00 Target G.C. Coconut Tres Leches
New Central Florida Chapter NIGP UPPCC Certifications!

You're hard work and dedication paid off... And now it's time to celebrate! Congratulations are in order for our fellow members on their recent certification...

Mr. John R. Duckworth, CPPB, Volusia County, Deland, FL  
Mrs. Brenda L. Leo, CPPB, City of Port St. Lucie, Port St. Lucie, FL

Ms. Juliet L. Misconi, CPPO, CPPB, City of Palm Bay, Palm Bay, FL

and other recipients from the Central Florida area include the following:

Mr. Brian J. Clem, CPPB, Volusia County School District, Daytona Beach, FL
The Central Florida Chapter of NIGP invites you to the 2018 Winter Workshop: Bonds, Drafting Problems in Legal Documents, and BIG Success.

Speakers currently scheduled include:
- "Proper Surety Bonding"—Frank J. Germonto, Vice-President Unique Surety and Insurance Services, LLC
- "Common Language Misuse in Legal Documents" David Shields, Attorney for Seminole County
- "Small Steps to BIG Success" by David Duhn, National Joint Powers Alliance (NJPA) Lead Contract Administrator

Chapter Business Meeting at 9:00 am - 9:45 am (45 minutes)
Winter Workshop 9:45 am - 3:15 pm (4 credit hours!)
Lunch is included.

The complete schedule is on www.cfcnigp.org.

$25 NIGP Members, $30 Non-NIGP Members
Save the Date for Family Day!
Saturday, April 7th, 2018
Wekiva Island Group Picnic!!!

Please join the Central Florida Chapter of NIGP as we share a day at Wekiva Island. The picnic will start around 1:00 pm, and end before the park closes. We have reserved the Classroom and Sanctuary Deck location at the park, http://wekivaisland.com! $1 per person entrance fee.

The Chapter will provide the hamburgers and hot dogs. If you would like to bring something different to grill, feel free. Please bring a side dish, an appetizer, or a side dish to share.

The Tooting Otter is Wekiva Island’s outdoor and indoor bar and you can buy cocktails there! Alcohol is not allowed at the picnic site.

Please register on the Chapter web site to attend the event (we don’t want to run out of food!). Contact Diane Wetherington at 407-246-3633 or by email at diane.wetherington@cityoforlando.net for more information.

See you there!!!
FAPPO
51st Annual Conference
and Trade Show
May 22 - 25, 2018

Rosen Centre Hotel
9840 International Drive
Orlando, FL 32819
Phone #1-800-204-7234

FAPPO Room Rates
$149.00 / Night
See You in Nashville, TN!  August 19-22, 2018

Attending Forum is an excellent opportunity to grow your public procurement knowledge and network with colleagues from around North America. Visit the NIGP Forum Website for registration forms and ALL information related to Forum 2018.

Save the Date!!!!
FORUM 2018
Nashville, TN

Keeping up with
NATIONAL
Words are not enough to show our appreciation for our generous Chapter members who contributed 267 pounds of food to Second Harvest Food Bank; and a table full of toys for the Lake Nona Ronald McDonald House Treasure Shoppe – but we will say it anyway – THANK YOU!!
Your co-chairs
Susan Blair             Teresa Smith
City of Palm Bay        GOAA

Ronald McDonald House says Thank You!
CFC NIGP delivers toys for the Ronald McDonald House “Treasure Shop” in Lake Nona!
### Community Service Committee—Donation Receipt

**DONATION RECEIPT FROM CENTRAL FLORIDA CHAPTER NIGP**

COMMUNITY SERVICES COMMITTEE (Please print clearly so form can be returned to you timely)

<table>
<thead>
<tr>
<th>Donated by:</th>
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<tbody>
<tr>
<td>Agency:</td>
<td></td>
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<tr>
<td>Email:</td>
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<tr>
<td>Donated to: (list charity)</td>
<td></td>
</tr>
<tr>
<td>Type of donation:</td>
<td></td>
</tr>
<tr>
<td>Value:</td>
<td></td>
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</tbody>
</table>

**AREA BELOW FOR COMMITTEE CHAIRS USE ONLY**

COMMUNITY SERVICES CHAIR

Approved by / Date

SCHOLARSHIP CHAIR

Accepted by / Logged / Date:

*Not eligible for scholarship points unless signed by Community Services & Scholarship Chairs*

Thank you for your generosity. We appreciate your support!

---

Your co-chairs
Susan Blair            Teresa Smith
City of Palm Bay       GOAA

---

*No act of kindness, however small, is ever wasted.*

---

Thank you for your generosity. We appreciate your support!
PROFESSIONAL DEVELOPMENT COMMITTEE MESSAGE

Certification

Upcoming Examination dates. For those that are looking to test, some important dates are mentioned below in the table that might be useful. For more details on certification, visit the Universal Public Procurement Certification Council (UPPCC) website at http://www.uppcc.org.

<table>
<thead>
<tr>
<th>Exam Dates</th>
<th>Apply by:</th>
<th>Apply w/ late fee by:</th>
<th>Register for exam by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 7, 2018 - May 19, 2018</td>
<td>January 29</td>
<td>February 12</td>
<td>March 26</td>
</tr>
<tr>
<td>October 15, 2018 - October 27, 2018</td>
<td>July 30</td>
<td>August 13</td>
<td>September 20</td>
</tr>
</tbody>
</table>

Prometric Testing Center
2301 Lucien Way, Suite 150
Maitland, FL 32751

Study Groups

If you are planning on taking the CPPB or CPPO exam this year please contact Lisa Kesecker at (keseckel@osceola.k12.fl.us) or Fatima Calkins at (FCalkins@goaa.org) to join one of our Study Groups. Several groups are studying now preparing for the May Exam dates. Others will be forming soon for Exams in October. Don’t miss the opportunity to study with other CFC-NIGP members.

CFCNIGP Sponsored Classes / Seminars Scheduled

The Professional Development Committee is eager to help you meet your educational goals. Currently we have Four (4) classes scheduled for the Chapter, however, there are more classes scheduled throughout the State of Florida. All classes can be found on the Training Matrix.

- Contract Administration in the Public Sector
  - Feb. 28-Mar 2, 2018
  - 3-Day Class
  - School Board of Seminole Co., FL

- Introduction to Public Procurement
  - Feb 28-Mar 2, 2018
  - 3-Day Class
  - Greater Orlando Aviation Authority

- Strategic Procurement Planning
  - March 21-23, 2018
  - 3-Day Class
  - School District of Osceola Co., FL

- Fundamentals of Leadership & Management Pending
  - October 18-19, 2018
  - 2-Day Class
  - Orange County BOCC
Hosting a Seminar

If you are interested in hosting a 1-day, 2-day, or 3-day class at your agency location, we encourage you to review the “How to Become a Host Site” document, which can be found on our chapter site in Archive. Contact Lisa Kesecker at (keseckel@osceola.k12.fl.us) with any further questions or to begin the seminar scheduling process.

With over 30 classes to choose from, visit the NIGP website for Face-to-Face Course information at: http://www.nigp.org/eweb/StartPage.aspx?Site=NIGP&webcode=pd_ep_f2f

NIGP Webinars

NIGP Webinars are 90-minute topical online classes that provide time-challenged professionals the opportunity to earn contact hours without ever having to leave the office. All you need is a computer. Offered throughout the year, Webinars are a great way for you and the entire procurement team to stay abreast of the best practices and current issues in the profession.

### Upcoming Webinars

<table>
<thead>
<tr>
<th>Date</th>
<th>Webinar Title</th>
</tr>
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<tbody>
<tr>
<td>February 14, 2018</td>
<td>Webinar – Chameleon Contracting</td>
</tr>
<tr>
<td>February 22, 2018</td>
<td>Webinar - Do Your Own Procurement Training Program</td>
</tr>
<tr>
<td>March 7, 2018</td>
<td>Webinar - Creating Value Through Market Research</td>
</tr>
</tbody>
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For more information or to sign up go to: http://www.nigp.org/grow-professionally/education/webinars

**Webinar Fees**

**Complimentary to NIGP Members** / $190.00 Non-Members *

*Non-Member Fee includes a one-year complementary NIGP membership (for eligible individuals).

### 2018 Professional Development Survey to be released online!

Provide your input on the following:

- What Classes are you interested in taking this year?
- Are you trying to obtain any new certifications this year?
- Do you need certain classes to recertify?

Your contributions will assist the Pro-D Committee in scheduling classes for YOU in 2018!

Lisa Kesecker, Pro-D Chair
MENTORSHIP

MENTEE

MENTOR

Some of the Benefits:

⇒ Guidance to the Mentee.
⇒ Share knowledge and experience
⇒ Customize plan to meet Mentee’s goals.
⇒ Assist Mentee thru certification process
⇒ Scholarship points
⇒ Mentee Learns the NIGP nuances
⇒ Mentor gives feedback for progress and assessment
⇒ Mentor feels sense of achievement by “giving back”

Mentors needed.

Take advantage of the Mentoring Program!

Contact Info
Maureen Straughn
mstraughn@octaxcol.com
407-836-2780

Fatima Calkins
fcalkins@goaa.org
407-825-2044
UCF Career Readiness Week – Need 2 Volunteers

Tuesday, February 6, 2018 from 10:00 a.m. to 3:00 p.m.

This event will provide UCF students and alumni an opportunity to have their resume critiqued and to practice their interview skills with an employer.

- Resume critiques will be in 30 minutes in length and will take place in the morning and afternoon.
- Practice interviews will be 30 minutes in length (20 minutes for interview and 10 minutes for feedback) and will take place in the afternoon.

Externs Learn Real Life Professional Skills!

If you are interested in volunteering, please contact your Internship/Externship committee:

Fatima F Calkins
fcalkins@goaa.org
407-825-2044
Continuing Education & Professional Development

Non-Accredited

Our Chapter offers Non-Accredited training in our workshops and symposiums. This year, our Chapter provided 7.5 Non-Accredited credit hours for only $25! Look to our website for future class and training opportunities towards your recertification!

Contact hours may be earned for the completion of education activities that are not accredited or for attendance to conferences, meetings, events, etc. in this section of the Application for Recertification.

All activities must be related to public procurement or designed to either prepare or enhance one’s ability to perform in a current or future procurement role. A description is required for each activity. The description should relate the content of the activity to one of the six knowledge domain areas of the current CPPO/CPPB Body of Knowledge and/or describe how the activity enhances performance in a current or future procurement role.

One (1) contact hour may be earned for each clock hour of education, including partial hours, up to a maximum of eight (8) hours per day. For attendance at industry meetings, conventions and other similar events such as the annual NIGP Forum & Products Exposition, contact hours may only be earned for sessions and workshops that are instructor-led and include a speaker, instructor, trainer, facilitator or moderator. Networking, tradeshows, entertainment and social events are excluded and are not applicable for contact hours. This exclusion applies to stand alone events as well as those that are part of larger events such as the annual NIGP Forum & Products Exposition.

Documentation is not required to be included with the application for activities recorded in this section, but may be requested by UPPCC Staff during the evaluation process. The certificant should be prepared to provide documentation for any activities submitted in the event the documentation is requested. If requested, acceptable forms of documentation for non-accredited continuing education include any one of the following:

1. Proof of attendance may be documented using a certificate of training, attendance, participation, completion, etc. or a transcript from the continuing education provider. Certificates should include the name of the attendee, sponsoring organization, activity title, dates and location (city, state/province).

2. NIGP members may submit a copy of his/her member profile or NIGP transcript as documentation for NIGP National training/education.

If you need assistance, or just would like another set of eyes, contact me and I’ll be happy to assist!

CFC-NIGP Recertification Counselor:
Tabatha Freedman, MBA, CPPO, CPPB
tfreedman@volusia.org or 386-822-5788
CERTIFICATION

CFC-NIGP Recertification Counselor: Tabatha Freedman, MBA CPPO, CPPB
tfriedman@volusia.org or 386-822-5788

What's The Best Way To Prepare For the Exam?

Certification Preparation Recommended Timeline

5 MONTHS BEFORE TEST
Body of Knowledge Review (UPPCC)
NIGP Foundation courses & texts

4 MONTHS BEFORE TEST
Study Group

3 MONTHS BEFORE TEST
NIGP Prep Classes (CPPO & CPPB)
NIGP Online Prep (CPPO & CPPB)
NIGP Online Assessment

2 MONTHS BEFORE TEST
Webinars Contact-an-Expert (NIGP Member-exclusive)

1 MONTH BEFORE TEST
Personal Study

UPPCC RECERTIFICATION at a Glance

CPPB and CPPO are certifications offered by the Universal Public Procurement Certification Council (UPPCC). This information is being provided to support NIGP members.

- Certificants must hold a valid current certification and must apply for recertification every five years. No examination is required.
- Current employment is not a prerequisite.
- There is a single Application for Recertification for CPPB, CPPO and Dual Recertification.
- All certificants must earn a minimum of 45 contact hours in at least two out of the three categories listed below:

<table>
<thead>
<tr>
<th>Category</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuing Education – Accredited</td>
<td>Courses that meet a quality standard set by a 3rd party. Higher education courses that offer credit hours and NIGP courses that offer CEUs (approved by IACET)</td>
</tr>
<tr>
<td>Continuing Education – Non-Accredited</td>
<td>NIGP webinars, Educational workshops of NIGP Forum, NIGP courses that do not offer CEUs, Chapter educational events</td>
</tr>
<tr>
<td>Professional Contributions</td>
<td>Leadership roles in procurement organizations at the national and chapter level, authoring a published article, teaching (up to 20 contact hours)</td>
</tr>
</tbody>
</table>

Visit www.nigp.org for more details
CHAPTER RESOURCES NOW AVAILABLE ON YOUR SMART PHONES!

Follow @CFCNIGP for news, resources and updates about the chapter.

“Like” the Central Florida Chapter of NIGP fan page on Facebook to see how others are discussing, teaching and sharing procurement news.

Join the Central Florida Chapter of NIGP group on LinkedIn to participate in procurement discussions and information exchange opportunities.

Join the Central Florida Chapter of NIGP group on GovLoop for additional interaction with government procurement professionals.

Subscribe to the Central Florida Chapter of NIGP blog to receive news on procurement topics and participate in information exchange opportunities.
TIPS FOR USING www.CFCNIGP.org

Using our website is easy! Here are shortcuts to 4 common tasks:

Important: Review your member profile and keep it up to date
☐ On the home page under Member Services, click “Review/Update Your Profile.”
☐ Sign in with your user name and password.
☐ Review and update your login, password, email address, employer and personal contact information.
☐ Click on tabs at the top of your profile to register for meetings, renew membership, add certifications, join committees and more.
☐ Don’t forget to click “save” where indicated!

Forgot your user name or password?
☐ On the home page under Member Services, click “Review/Update Your Profile.”
☐ Under “Forgot Your Log-in?” Enter the email address you have on file.
☐ You’ll receive an email linking you directly to your member profile where you can enter a new user name and/or password.

Register online for meetings and events
☐ On the home page under Upcoming Events, click “details” to go to a meeting’s information page.
☐ Click “register.” If you have a profile, log in with your user name and password to complete registration. If not, click “register as a non-member” to create a profile and complete your registration.

Become a new member or renew your current membership
☐ Click Membership at the top of the home page.
☐ Determine which membership level applies to you.
☐ New Members: click “Join Online” next to your membership level in the first chart. Fill out the online form to create your member profile and complete registration.
☐ Current Members: click “Renew Online” next to your membership level in the second chart. Sign in with your user name and password to complete your renewal.

Questions? Email: president@cfcnigp.org
WHY JOIN AS AN AGENCY?
- Provides your staff access to all NIGP benefits at less than 50% of the individual member fee (for each staff added to your member roster)
- FREE webinars and recordings
- FREE savings measurement tool
- FREE access to the Profiler Self-Assessment Tool
- FREE posting of career opportunities
- EXCLUSIVE ACCESS to expansive online library
- EXCLUSIVE ACCESS to active online communities
- EXCLUSIVE SCHOLARSHIPS
- EXCLUSIVE GROUP DISCOUNTS for NIGP events

WHY JOIN AS AN INDIVIDUAL?
- FREE webinars and recordings
- FREE savings measurement tool
- FREE access to the Profiler Self-Assessment Tool
- FREE posting of career opportunities
- EXCLUSIVE ACCESS to expansive online library
- EXCLUSIVE ACCESS to active online communities
- EXCLUSIVE SCHOLARSHIPS
- EXCLUSIVE GROUP DISCOUNTS for NIGP events

SAVE MONEY FOR YOUR CHAPTER

REBATE PROGRAM
Save Money for your Chapter
A $25 rebate is given to Chapters for having non-National members apply for and become new Agency or new Individual Members of the Institute.

THE MORE YOU RECRUIT, THE MORE MONEY YOU GET!

Questions:
Contact
customercare@nigp.org
or
800-FOR-NIGP
(800-367-6447)
PUZZLE - VOLUNTEER

Congratulations to the December newsletter puzzle winner: Karen Elty, City of Orlando

Name: 

Agency: 

Remember to turn in your completed puzzle prior to the start of the Chapter meeting for your chance to win a Free Lunch!
MEMBERSHIP MEETING MINUTES
December 8, 2017
Start 12:15 PM   Ended 2:40 AM

12:15 – 1:00 PM
Rick Grimm, NIGP came to speak to our chapter after winning NIGP’s “Document Challenge”, the chapter also received a donation of $1,000 from NIGP for one (1) of our local charities (Susan Blair presented NIGP’s check to “Community of Hope” in Brevard County).

1:15 PM
- State of the Chapter Address – Mike Thornton
  o Spring Workshop and Fall Workshop
  o 299 Active Members with 44 New Members this year
  o Sister Chapter – Alaska/Hawaii
  o Pro-D Classes we held 10 classes this year
  o Family Day – Ice Hockey
  o CPPB/CPPO Study Groups
  o Mentorship program
  o Awards for chapter members
  o Document Challenge
  o NIGP Large Chapter of the Year Award
  o Reverse Trade Show
  o Ronald McDonald House two (2) Share-A-Meal events

- Welcome – Diane Wetherington, President

- Introductions and Recognition of Guests & New Members – Diane Wetherington

Guests:
Ruth Reichard Central Florida Expressway Authority
Megan Miller Orange County BOCC

New Members:
Chavila McFarland OUC

OLD BUSINESS
- Secretary’s Report and Approval of Previous Minutes Lisa Kesecker
  - Approval of Previous Minutes
    o Motion by Denise Schneider, Seconded by Carrie Woodell.
    o No Discussion
    o Motion Passed

- Treasurer’s Report and Approval – Tabatha Freedman
  o Motion to approve the Treasurer’s report by Lisa Kesecker, Seconded by Juanita Barden
  o No Discussion
  o Motion Passed

- Vice President’s Report – Mike Thornton
  - Winter Workshop – January 26, 2018, 10:00 AM – 3:00 PM at Renaissance Senior Center, 3800 S. Econolockhatchee Trail, Orlando, FL 32829.
CFC NIGP
Board Meeting Minutes
December 8, 2017
Page 2 of 3

- “Property Surety Bonding” – Frank J. Germont, Vice-President of Unique Surety and Insurance Services, LLC.
- “Common Language Misuse in Legal Documents” Attorney for Seminole County
  - Afternoon speakers to be determined.
- Scholarship updates and deadlines (Forms are out on the website).
  - Deferment forms are due December 15, 2017; make sure you get a confirmed receipt.
  - Scholarship Applications are due January 31, 2018 send them to Scholarship@cfccnigp.org
- Buyer of the Year and Manager of the Year nomination forms are on the website.
  - Applications for BOY are due January 7, 2018.
  - Applications for MOY are due February 11, 2018.

- Proposed By-Law changes – Carrie Woodell
  - Motion to accept the by-law changes – Denise Schneider seconded by John Schmidt
  - No Discussion
  - Motion passed

- Press release to volunteer at NIGP “Purpose-Driven Leader” – Carrie Woodell
  - Deadline extended through January 5, 2018, questions please feel free to reach out to Carrie. This is a great opportunity for chapter members to get involved in NIGP.

- President’s Report – Diane Wetherington
  - Reverse Trade Show – we are looking at the same location as this year in Maitland.
  - Chapter of the Year Award.
  - Proposed Budget with the following changes to the budget listed below:
    - Under Income – Program Income – Meeting/Seminar/Workshops, increase the budget from $3,000 up to $5,000.
    - Increase the cost for Summer Symposium in 2018 to $50/person.
    - Under Expenses – Funded NIGP Course delete this for 2018.
    - Under Reverse Trade Show – RTS Meals delete $9,500 since it is included in the Facility Rental cost at Maitland Civic Center.
    - Under Technology Expenses – Website Maintenance decrease from $3,500 down to $3,000.
    - Under Other Expenses – Reconciliation Discrepancies delete the $500 listed to $0.

- Elections “Slate of Officers” – Juanita Barden
  - President – Damaris Nazario, Osceola County Board of County Commissioners
  - Vice President – Tabatha Freedman, Volusia County
  - Secretary – Lisa Kesecker, School District of Osceola County, FL
  - Treasurer – Jessica Graham, Orange County Public Schools

No nominations from the floor
  - Motion to accept the slate of officers by Denise Schneider, seconded by Carrie Woodell.
    - No Discussion
      - Vote for Damaris Nazario for President - All in Favor
      - Motion Passed
      - Vote for Tabatha Freedman for Vice President - All in Favor
      - Motion Passed
      - Vote for Jessica Graham for Treasurer - All in Favor
      - Motion Passed
      - Vote for Lisa Kesecker for Secretary - All in Favor
      - Motion Passed

- Committee/Task Force(s)
  - Motion made by Diane Wetherington to give $500 to our local charities,
  - Discussion - Denise made a motion to double the amount providing $1000 to both Ronald McDonald House and Second Harvest Food Bank. Seconded by Carrie Woodell.
Community Services – Susan Blair
  o  Thanking members for bringing in can goods for Second Harvest Food Bank and Toys for the Ronald McDonald House “Treasure Shop” in Lake Nona.
  o  Tabatha wanted to remind everyone that due to the $1000 award from the Document Challenge “Community of Hope of Brevard County” also received $1000 earlier this year. So all three (3) of our local charities received $1000 in 2017.

Professional-Development (upcoming classes) – Lisa Kesecker
  Contract Administration in the Public Sector 3 Day Class School Board of Seminole Co., FL
    February 28-March 2, 2018
  Introduction to Public Procurement 3 Day Class Greater Orlando Aviation Authority
    February 28-March 2, 2018
  Fundamentals of Leadership & Management 2 Day Class Orange County Government
    October 18-19, 2018 (Pending)

Internship/Externship/Mentoring – Fatima Calkins
Looking for volunteers for next year.
Would like to thanks to several agencies who are taking advantage of the Internship program
  o  Toho Water Authority
  o  Osceola County Board of County Commissioners
  o  Seminole County Public Schools
  o  Orange County Convention Center
With all our new Member’s we are looking for Mentors to start mentoring them next year.

Legislative Updates – Bobbye Marsala
Reviewing legislative updates and letting members know of any changes that effect procurement.

Members from 1987 – 30 Years with the Chapter “Charter Members”
  Denise Schneider
  Bobbye Marsala
  Barbara Kiser

New Certifications
  CPPB – Jessica Graham (May 2017)
  CPPO – Pamela Wilson (May 2017)

Job Postings
Brevard County Schools - Has a Senior Buyer opening

Drawings 50/50 - Total Amount Collected $164.00
  JoAnn Flick, City of Daytona Beach, FL received $82.00 in the drawing and donated $20 to the Second Harvest Food Bank.

Puzzle Contest – Karen Elty, City of Orlando will receive a free lunch voucher:

Dessert Contest:
  1. Denise Schneider, GOAA  $25.00 Target G.C.  Turtle Cheese Cake
  2. Liz Frias, Orange County Convention Center $15.00 Target G C.  Hummingbird Cake
  3. Megan Miller, Orange County BOCC  $10.00 Target G C.  Coconut Tres Leches

Meeting Adjourned 2:40 PM
Membership Meeting Agenda,
December 8, 2017

9:00 AM

Welcome – Diane Wetherington, President

- Introductions and Recognition of Guests & New Members – Diane Wetherington

- Installation of 2018 Board of Directors – President, Vice President, Treasurer, Secretary – Cheryl Olson

- Past President, Presentation of Gavel

- MEETING TRANSITION TO PRESIDENT DAMARIS NAZARIO -

OLD BUSINESS
- Secretary’s Report and Approval of Previous Minutes – Lisa Kesecker
- Treasurer’s Report and Approval – Jessica Graham
- Vice President’s Report – Tabatha Freedman
  Call for Speaker Topics / Presentations
- President’s Report – Damaris Nazario
  Scholarship Updates
  Scholarship Deadline
  Buyer of the Year & Manager of the Year applications

NEW BUSINESS
- Adopted Budget - APPROVAL
- Committee/Task Force(s)
  Updates from Chairs
  ◊ Community Service
  ◊ Pro-D
  ◊ Internship/Externship/Mentoring
  ◊ Open Floor
- Recognition of new certifications
- Job Postings, Announcements, New Positions, Purchasing News
- Drawings 50/50
- Puzzle Contest
- Other New Business

CHAPTER MEETING IS ADJOURNED

2018 WINTER WORKSHOP STARTS AT 10:00 AM