

MIDDLE TENNESSEE PUBLIC PURCHASING ASSOCIATION

Chapter No. 22 of the
National Institute of Governmental Purchasing



MTPPA Newsletter

January - March, 2008

Dear public purchasing colleagues:

Happy New Year!

I wish to thank the 2007 officers of MTPPA one more time for their service to, as well as their time, energy and efforts on behalf of, the chapter. President **Curry Corder**, Vice President of Programs **Amanda Cochran**, Acting Vice President of Professional Development **Stan Melton**, Vice President of Membership **Robin Dieterich**, Secretary **Jay Thompson**, and Treasurer **Ken Hackett** -- job well done! Thank you!

I am already having fun working with my colleagues on the 2008 chapter board of directors: Vice President of Programs **Kim Hopkins**, Vice President of Professional Development **Sheila Douglas**, Vice President of Membership **Stephen Yates**, Secretary **Ken Hackett**, and Treasurer **Sondra Howe**. I am so impressed with their commitment to and enthusiasm for the chapter. Thank you for the confidence you have placed in us to provide leadership to the chapter this year.

Your 2008 officers have met and are getting organized for the New Year. Please see separate news item reporting on the board's goals for 2008.

Like any membership organization, MTPPA is strongest when each member is involved and committed to the success of the chapter. Please do not wait to be asked to address a need. Instead, I encourage you to step forward and offer your services. For example, see separate news item on this page on the need for committee members.

I know I speak for the board when I say we welcome your comments and suggestions. Please do not hesitate to express them to any of us. See contact information below and inside.

I look forward to your support and involvement in 2008. See you at our monthly meetings!

Yours very truly,

Brian Wilcox
2008 President, MTPPA
brianw@franklin-gov.com
615/550-6614

Help wanted! MTPPA is looking for volunteer members to step forward and provide quality leadership by serving on the 2008 committees of the chapter. See p. 3 of this edition of the *MTPPA Newsletter* for a listing of the committees. See Article VII of our Chapter Bylaws (<http://www.mtppa.net/Constitution.htm>) for more information about the function of the standing committees. Contact the 2008 committee chairperson or 2008 chapter president Brian Wilcox (brianw@franklin-gov.com) if you have questions or are interested, willing and able to serve the chapter in this valuable way. Thanks!

Inside:

- 2008 Chapter Officers (p. 2)
- 2008 Chapter Committees (p. 3)
- 2008 Membership Application (p. 4)
- News of the Chapter (pp 5 & 6)
- MTPPA 2008 Schedule (p. 7)
- Spotlight on the MTPPA Constitution (p. 8)
- Spotlight on the NIGP Code of Ethics (p. 8)

Check out our chapter website (<http://www.mtppa.net/>). Thank you **Cassandra Swan** for taking over maintenance of the website in 2008!

Why does MTPPA exist? According to our Chapter Constitution:

The objectives of this chapter are:

- to establish cooperative relationships among its members for the development of efficient purchasing methods and practices in the field of educational, governmental and public institutional procurement;
- to encourage maintenance of ethical standards in buying and selling;
- to promote uniform public purchasing laws and simplified standards and specifications;
- to collect and disseminate useful information for its members;
- to promote the interchange of ideas and experiences within the purchasing professions;
- to encourage research and investigation and to sponsor such other activities as maybe useful in providing its members with knowledge for efficient procurement; and
- to strive by all legitimate means to advance the purchasing profession.

NIGP...Just the Facts:

- Total number of NIGP member agencies is 2438.
- Total number of individuals this represents is 15,460.
- Total number of NIGP Chapters is 76.
- Total number of chapter members reported by chapters is 11,585.
- To view the annual NIGP 2007 Diversity and Demographic Data, go to <http://www.nigp.org/genlinfo/2007DiversityReport.pdf>.
- To view and/or update your NIGP member profile, go to <http://www.nigp.org/>, click on "Members Only" and then "My Member Profile."

MTPPA 2008 Chapter Officers and Board of Directors				
President	Brian Wilcox	City of Franklin	615/550-6614	brianw@franklin-gov.com
Vice President, Programs	Kim Hopkins	Metro Nashville	615/862-6748	kim.hopkins@nashville.gov
1 st Vice President, Professional Development	Sheila Douglas	Nashville Electric Service	615/747-3823	sdouglas@nespower.com
2 nd Vice President, Membership	Stephen Yates	State of Tennessee	615/741-3856	stephen.yates@state.tn.us
Secretary	Ken Hackett	Metro Nashville	615/862-6648	ken.hackett@nashville.gov
Treasurer	Sondra Howe	Metro Nashville	615/862-6738	sondra.howe@nashville.gov
Immediate Past President	Curry Corder	Metro Nashville Public Schools	615/271-1743	curry.corder@mnps.org

**MTPPA Newsletter is published by
Middle Tennessee Public Purchasing Association,
a chapter of the National Institute of Governmental Purchasing.**

**Please send chapter news items and articles of interest to Brian Wilcox at
brianw@franklin-gov.com.**

MTPPA 2008 Chapter Committees*			
Program Committee:			
Kim Hopkins	Metro Nashville	615/862-6748	kim.hopkins@nashville.gov
Professional Development Committee:			
Sheila Douglas	Nashville Electric Service	615/747-3823	sdouglas@nespower.com
Darin Anderson	Nashville Electric Service	615/ 747-3742	danderson@nespower.com
Membership Committee:			
Stephen Yates	State of Tennessee	615/741-3856	stephen.yates@state.tn.us
Nominating Committee:			
Audit Committee:			
Curry Corder	Metro Nashville Public Schools	615/271-1743	curry.corder@mnps.org
Purchasing Month Committee:			
Special Events Committee:			
*First person listed is chair of the committee.			

\$\$\$ From the Treasurer, Sondra Howe: Membership dues are only \$15 per year and are for the calendar year. Please use the attached membership form and send to me along with your check. Thanks. *Sondra*

**Mid-TN Public Purchasing Association
A Chapter of NIGP
2008 Membership Application
January 1, 2008 through December 31, 2008**

Circle one: New Member Renewing Member
NIGP Member? Yes No

Name & Certification: _____

Title: _____

Agency: _____

Address: _____

City: _____ **State:** _____ **ZIP:** _____

Telephone: _____ **Fax:** _____

E-mail: _____

Dues are \$15.00 per person.
Mail completed application and payment to:
Ms. Sondra Howe, MTPPA Treasurer
Metro Purchasing
222 3rd Avenue North, 6th Floor
Nashville, TN 37201

Mid-TN Public Purchasing Association provides professional enrichment and leadership for men and women employed in the field of public purchasing.

During the months of January through October, chapter meetings are the third Thursday of the month, from 11:30 a.m. to 1:00 p.m., and are held at the headquarters of Nashville Electric Service, 1214 Church Street, Nashville (37246). The dates, times and locations of the November and December meetings are to be announced.

For more information, contact any chapter officer or visit the chapter web site:
www.MTPPA.net.

News of the Chapter:

Monthly membership meeting program speakers scheduled for January-March (for more information, contact VP **Kim Hopkins** (kim.hopkins@nashville.gov)):

- **January:** What better way to bring in the New Year than with our very own Police Chief, Ronal Serpas.
- **February:** From the great State of Tennessee's Attorney Generals Office, MTPPA will have a guest that will discuss bid collusion, bid rigging and what you can do to spot it and report it.
- **March:** A special guest will appear to help MTPPA celebrate Purchasing Month 2008!

Professional Development plans to date for 2008 (for more information, contact VP **Sheila Douglas** (sdouglas@nespower.com)):

- **March 13 CPPB Review Class:** Mary "Jane" Lopez, CPPO has agreed to be our instructor for the March 13th CPPB Review Class. She retired from the state of Colorado and was our instructor for the last LEAP class. Jane is an excellent teacher and we are fortunate that she was available. The Review will be held at Nashville Electric Service in Room 121. The cost for NIGP national members is \$160 and for nonmembers is \$225.
- **March 14 CPPB Exam:** The Exam will be offered March 14th and will be proctored by the NES Human Resource Department. The cost for NIGP national members is \$350 and for nonmembers is \$450.
- **April 9-11 LEAP Class - Planning, Scheduling & Requirement Analysis:** Instructor: John Zeyer.
- **October 15-17 LEAP Class - Legal Aspects of Public Purchasing:** Instructor: Ken Hayslette.

March is Purchasing Month!

Once again, NIGP has designated the month of March as National Purchasing Month 2008 and asks all NIGP chapters to assist by raising the level of recognition and excellence of the profession.

Would a few enthusiastic MTPPA members step forward and offer to plan and facilitate the chapter's efforts this year? Maybe you have some ideas of your own, or maybe you'd like to help us build on what chapters have done in the past (the NIGP website has write-ups at <http://www.nigp.org/chapter/networker/> and then click on one of the Purchasing Month Chapter Connection options).

Please let 2008 chapter president **Brian Wilcox** (brianw@franklin-gov.com) know if you have questions or are interested, willing and able to serve the chapter in this valuable way. Thanks!

Attendance sign-in sheets to reflect who has paid dues for 2008.

In an effort to help members know whether the chapter has received and recorded payment of the current year dues, attendance sign-in sheets at monthly membership meetings will indicate which members have paid dues for 2008. Please be sure to notice.

Update on MTPPA membership directory.

Paula Cole, who has graciously undertaken this project, has set a cut-off date for photos and corrected information of no later than January 31, 2008. The on-line directory should be published by March 1, 2008. If you are not sure if your picture and contact information is up to date, please contact Paula (paula.cole@state.tn.us). Your cooperation will be greatly appreciated.

Chapter Photographer. Member **Angie McDonald** has agreed to continue as Chapter Photographer for 2008. Thank you Angie!

Goals of the 2008 Board: Your 2008 Board of Directors has set the following goals for the New Year:

- Promote professional development by offering LEAP classes and UPPCC certification review and test opportunities.
- Promote broader membership by reaching out to unrepresented public agencies.
- Establish a program of pairing new members with veteran members.
- Promote networking among members.
- Collect membership dues in a timely manner.
- Publish in the chapter newsletter and the chapter website a schedule of upcoming events.
- Publish an updated membership directory.
- Pursue excellent programs and speakers for the monthly membership meetings.
- Comply with NIGP submittal deadlines for chapter officer and member data and financial report.
- Take advantage of chapter officer orientation training offered by NIGP.
- Select and implement as many as appropriate of the best practices recommended by NIGP for chapter operations, using performance criteria identified by NIGP's chapter officer orientation training, "measuring chapter success" and "chapter-of-the-year" award.
- Establish a budget for the chapter's operating revenues and expenses.
- Make a recommendation to the chapter about whether dues should be raised effective in 2009.
- Establish a handbook of information to pass on to the 2009 chapter board of directors.
- Not undertake any chapter fundraising unless a specific need presents itself.
- Publish the chapter newsletter on a quarterly basis, with the content to remain focused on news of the chapter, professional development opportunities and achievements, and news of general interest to the membership.
- Consolidate into one monthly e-mail distribution the announcements of the upcoming meeting with the minutes of the previous meeting.
- Meet as a board on a quarterly basis or as needed.

NIGP's 63rd Annual Forum and Products Exposition. Online Registration to the 63rd Annual Forum and Products Exposition is now available. Register before April 30th 2008 as an early bird registrant and receive a \$50 discount. First-time Forum attendees receive an additional \$50 discount. Here are some FAQs:

- **When is the Forum?** July 26-30, 2008.
- **Where?** Charlotte, North Carolina.
- **Who should attend?** Anyone involved in the purchasing of goods and services for the public sector.
- **Why should you attend?** The NIGP Annual Forum and Products Exposition is the largest North American educational conference **exclusively** for individuals in Public Purchasing! This is a once-a-year opportunity to engage in professional development and to discover new products and services in the Products Expo. *Get your share of new ideas, innovative techniques and network with your peers to find out what they are doing to meet the demands placed on them by their customers and constituencies.*
- **Where can I get more information?** Go to the NIGP 2008 Forum website (<http://www.nigp.org/events/Forum.htm>) or email NIGP at forum@nigp.org or call NIGP at 1-800-FOR-NIGP, ext. 227 or ext. 242.

December holiday banquet: Did you enjoy yourself at the MTPPA annual banquet? Is it fair to say that "a good time was had by all?" Special thanks to **Helen Crowley** and **Paula Cole** for planning and organizing this wonderful event, and to all who attended for sharing time with each other at a busy time of year.

Pictures compiled by Chapter Photographer **Angie McDonald** are available by going to the website <http://photoshow.comcast.net/watch/JM6CN9Kp> and then click "watch."

MTPPA Schedule¹ of Events for 2008:

Date	Event*
January 17	Regular chapter meeting
February 21	Regular chapter meeting
March 1-31	Purchasing Month
March 13	CPPB Review Class
March 14	CPPB Exam
March 20	Regular chapter meeting
April 9-11	LEAP Class - Planning, Scheduling & Requirement Analysis
April 17	Regular chapter meeting (location to be determined)
May 15	Regular chapter meeting
June 19	Regular chapter meeting
July 17	Regular chapter meeting
July 26-30	NIGP's 63rd Annual Forum and Products Exposition, Charlotte, NC
August 21	Regular chapter meeting
September 18	Regular chapter meeting
October 15-17	LEAP Class - Legal Aspects of Public Purchasing
October 16	Regular chapter meeting
November DD	Chapter meeting; date, time and location to be announced
December DD	Chapter meeting; date, time and location to be announced
*	<i>Unless noted otherwise, regular chapter meetings are held at the headquarters of Nashville Electric Service, 1214 Church Street, Nashville (37246), and are scheduled for 11:30 a.m. to 1:00 p.m.</i>

¹ Current as of January 3, 2008.

Spotlight on the NIGP Code of Ethics:

Most of us are aware that a condition of membership in NIGP is acceptance of the NIGP Code of Ethics. But when was the last time you took a look at the Code? Did you know that "guidelines" accompany the Code?

Over the course of 2008, this section of the *MTPPA Newsletter* will present two or three of the 11 guidelines that accompany the NIGP Code of Ethics. To review the complete text of the NIGP Code of Ethics, go to <http://www.nigp.org/genlinfo/2001CodeofEthics.pdf>. This issue of the *MTPPA Newsletter* presents guideline nos. 1, 2 and 3:

I. RESPONSIBILITY TO YOUR EMPLOYER

- Follow the lawful instructions or laws of the employer.
- Understand the authority granted by the employer.
- Avoid activities which would compromise or give the perception of compromising the best interest of the employer.
- Reduce the potential for any charges of preferential treatment by actively promoting the concept of competition.
- Obtain the maximum benefit for funds spent as agents for the employer.

II. CONFLICT OF INTEREST

- Avoid any private or professional activity that would create a conflict between your personal interest and the interests of your employer.
- Avoid engaging in personal business with any company that is a supplier to your employer.
- Avoid lending money to or borrowing money from any supplier.

III. PERCEPTION

- Avoid the appearance of unethical or compromising practices in relationships, actions and communications.
- Avoid business relationships with personal friends. Request a reassignment if the situation arises.
- Avoid noticeable displays of affection, which may give an impression of impropriety.
- Avoid holding business meetings with suppliers outside the office.
- When such meetings do occur, the meeting location should be carefully chosen so as not to be perceived as inappropriate by other persons in the business community or your peers.

Spotlight on the MTPPA Chapter Constitution and Bylaws:

Did you know that our chapter operates under a Constitution and Bylaws? Would you like a refresher on what topics they cover?

Over the course of 2008, this section of the *MTPPA Newsletter* will summarize aspects of the Chapter's Constitution and Bylaws. This issue of the *MTPPA Newsletter* summarizes the Constitution. Future 2008 issues will summarize the Bylaws. The complete text of the Constitution and Bylaws may be found on the chapter's website at <http://www.mtppa.net/Constitution.htm>.

There are four articles of our chapter's constitution, as follows:

- **Article I** establishes the name of the chapter: *Mid-TN Public Purchasing Association (MTPPA), a chapter of NIGP.*
- **Article II** establishes the objectives of the chapter (these are recited verbatim on p. 2 of this newsletter).
- **Article III** establishes the types of membership (regular, honorary and retired), and the rules for admission ("an applicant becomes a member upon acceptance of the application and payment of dues.")
- **Article IV** identifies the governing body ("Board of Directors") and provides a general description of the duties and responsibilities of each of the officers.