

Tampa Bay Area Chapter NIGP, Inc.

# NEWSLETTER

FROM THE DESK OF THE PRESIDENT.....



Dear Chapter Members and Colleagues,

2012 is a new year, with new opportunities and new challenges. Wow..... it's hard to believe 2011 is over and we start again. In 2011, we saw some amazing things happen for our Chapter. We were named NIGP Medium Chapter of the Year, we had a finalist for Manager of The Year, we were recognized by NIGP National for having one of the Highest Percentage of Nationals Members in 2011 and as a Chapter we celebrated our 30<sup>th</sup> Birthday!

What will 2012 bring you're wondering? Hopefully a very aggressive calendar of events that has been adopted by your 2012 Board. Among those events scheduled over the next few months are: our first Chapter Essay Contest, our first ever Day at The Races Horse Track Event in March, Buyer and Manager of The Year submissions, our first Reverse Trade Show of the year in April to be held in Tampa, Golf Tournament in May, 2012 National Forum in August and finally we'll end the year with a second Reverse Trade Show in October to be held in St. Petersburg.

Have we not kept you busy enough? Well how about some classes? Our Professional Development Chair is working on a three day class, a two day class and one day class. OK..... we will even try to throw in a one day class subsidized by the Chapter.

Hopefully the events the Board has planned for our Chapter in 2012 will keep all of us motivated, interested and involved. While the Board can plan, strive and attempt to grow our Chapter, it takes each and every one of us to make the Tampa Bay Area Chapter of NIGP successful, not just for 2012 but for years to come. This Chapter belongs to each and every member and it takes each and every member volunteering, attending events, selling booths, admissions or tee times, giving of time and effort to make our Chapter successful...are you up for the challenge?

*Mina Kaeding, CPPO, CPPB, Ph.D.*  
**Chapter President**



[www.nigp-tampabay.org](http://www.nigp-tampabay.org)

**ISSUE 46**  
**January 2012**

## 2012 OFFICERS

PRESIDENT

MINA KAEDING, CPPO,  
CPPB, Ph.D.

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CPPB, FCPM, FCPA

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CPPB, C.P.M.

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FCCM

## BOARD MEMBERS & COMMITTEE CHAIRS

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(813) 272-4372

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C.P.M., FCCM  
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Golf Tournament  
Jay Jackus, CPPO, CPPB  
(727) 942-5615

Reverse Trade Show  
Malcolm Wilson

Trade Show Chair  
Open

## A Commitment to Improving Processes

In this current economic environment, it is easy to put continuous improvement processes on the back burner. Most of us are “treading” water, just trying to get by with the staff that we have; but it is important for us to remember that continuous improvement is a never-ending process. To be a successful department and a value to your organization, continuous improvement should be a part of your department’s action plan. Continuous improvement (CI) is an effort to discover and eliminate the main cause of problems and/or discover how to be more efficient at what we do. It takes real commitment for CI to be part of your daily activities, especially if you are a supervisor, manager, or director of a department. Leaders need to be committed to continuous improvement.

Briefly defined, commitment is a promise to achieve an end result. When we discuss commitment in the same sentence as continuous improvement, we also need to remember that commitment is the foundation of personal integrity and conviction. If we are truly committed to continuous improvement, our focus should be on eliminating the finger pointing when problems occur and then work together to remove activities that have no value to our organizations.

Over the years, I have found that continuous improvement works really well in a team environment; and in my opinion, is easier to implement and less stressful when approached as a group/teams. Teams can be organized by function of their type of work, by demographics, etc., I have also discovered is that it is imperative that all parties involved understand what continuous improvement is and what it isn’t: Continuous improvement -

- Is done in small steps,
- It involves everyone
- It means making things better
- It is NOT fighting each other
- Its goal is NOT to blame people for problems or errors
- It is simply a way of looking at how we can do our work better!

Some individuals may not know where to begin or how to develop a continuous improvement process. One way that I have found success with is a system named ADDIE. It involves the following:

**Analysis Phase** (Target your specific problem, everyone reviews the existing process, and everyone brainstorms for solutions. You can also enlist outside assistance through customer surveys. Communication is key in this phase.)

**Design Phase** (Generate solutions, identify your resources, identify baselines to measure, develop and process performance objectives.)

**Development Phase** (Formulate a detailed procedure for implementation, a product of this phase is a detailed plan of action – step by step. Indicate on this plan who is responsible for what, and when.)

*(Processes continued from page 2)*

**Implementation Phase** (Execute the solution, put a plan into action, have all stakeholders involved in this process.) This phase involves change be prepared for resistance. *“The will to succeed is important, but what’s even more important is the will to prepare.” Coach Bobby Knight*

**Evaluation Phase** (Monitor your implementation, evaluate your process based upon the baseline measurements.)

In summary, remember, continuous improvement will bring about change. Change is difficult for many people, however, if you make the right thing to do, the easy thing to do, it will make the entire process easier for everyone involved.



Also, it is important to find ways to provide training for staff and let them know in advance that training will be provided. Let them know that you will be taking small steps and receiving feedback at each stage of any change. Most important in my experience is that if changes are required in your process, you should wait until the time is right to make the change (in other words don't implement change at your busy time of year or at year-end close out) and most important - tailor your approach to the needs of your group - this is not a one-size fits all. Each team has its own unique style, characteristics, etc. Use this information to your advantage and your team's advantage.

I like to think that continuous improvement is similar to sports games. Just like a coach, you need to build on your victories, diagnose your losses and most of all celebrate the efforts of all involved! Teams need coaches, cheerleaders, training camps, practice drills, coordinators, and special teams and a playbook that everyone needs to know (your plan).

Don't hesitate to use your special team members – these are individuals who have usually reached upper management and have handled quite a few special assignments – these individuals can be great motivators.

While a good CI plan is essential to success, achieving goals requires solid execution. Don't hesitate to act. If you always do what you have always done, you will always get what you have always gotten...Continuous improvement means finding better solutions.

*“If there is a better solution...find it!” Thomas Edison*

*Kendra Goodman, CPPO, CPPB*

**Purchasing Agent  
District School Board of Pasco County**

## 18th Annual Buyer/Seller Golf Tournament

It is hard to believe we are on the verge of sponsoring our 18th annual golf tournament, where has the time gone? For the second consecutive year the outing will be held at the Seven Springs Golf & Country Club in New Port Richey. We are scheduled for an 8:00 shot-gun start (we all start at the same time) four person or best ball scramble.

Prizes will be awarded to the top three teams as well as to the winners of the longest drive, closest to the pin and putting contests. The \$75.00 entry will entitle you to greens fee, cart, drink tickets entry into ALL contests, door prizes and Bar-B-Q Chicken luncheon.

For those of you who do not play golf; invite your vendors, co-workers or the folks you serve on a daily basis. I've yet to work at an agency that did not have an abundance of golfers; all you have to do is ask. For those vendors who claim not to play, there are a number of sponsorship opportunities available; the basic being a hole sponsor. \$100 will secure a hole sponsor sign at a designated hole with the company's name imprinted. sponsorship of contests such as putting, long drive and closest to the pin are available as well as sponsorship of the beverage cart. As with all chapter events, door prizes are always accepted! The more donations received the more profit the chapter will realize.

For those of you working toward the Orlando Forum, scholarship points can be earned; either by signing up golfer/ hole sponsors or by working the event. We have openings for registration as well as spotters for the contests. If you or a prospective participant have any questions please contact me @ 727 943-4871 or email [jjackus@ctsfll.us](mailto:jjackus@ctsfll.us)



- WHERE:** Seven Springs Golf & Country Club  
16101 Trophy Dr.  
New Port Richey, Florida  
(727) 376-0035  
[www.ssgcc.com](http://www.ssgcc.com)
- WHEN:** Friday, May 18, 2012  
8:00 A.M. Shotgun Start
- FORMAT:** 4 Person Scramble, select your own foursome (if unable to organize a foursome we will place you with a group).
- COST:** \$75.00 per person includes; green fee, cart, prizes, 2 drink tickets, entry in longest drive, closest to the pin and putting contest & Barbecue Chicken luncheon.
- PRIZES:** Prizes will be awarded to 1st, 2nd & 3rd place foursomes.
- CONTESTS:** Longest drive, closest to the pin, putting and accuracy will be held.
- DEADLINE:** APRIL 27, 2012

## NIGP TAMPA BAY 2012 Golf Tournament Registration Form

I accept your invitation.

Name: \_\_\_\_\_

Company/Agency: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Forms of payment accepted are **money order, cash, credit card or check.**

Register w Credit Card Online at:

<http://www.nigp-tampabay.org/GolfTournament.asp>

Or...Payment must be included with this form if mailing or faxing.

**If using credit card as method of payment, you can opt to fax to:  
727-937-1766 or email to [jjackus@ctsfl.us](mailto:jjackus@ctsfl.us)**

Card#	Expiration	Card Security Code
Billing Address	City/State	Zip Code
Cardholder's Name		
Master Card or Visa (circle one)		Debit or Credit (circle one)

I am interested in Hole Sponsorship (\$100.00 each) \_\_\_ Yes \_\_\_ No

I am interested in supplying a door prize \_\_\_ Yes \_\_\_ No

My guests will be:

1.	3.
2.	4.

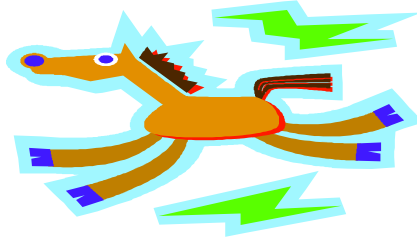
TOTAL GOLFERS \_\_\_ X \$75.00 = \$ \_\_\_\_\_

PLEASE RETURN THIS PORTION OF THE FORM WITH YOUR CHECK OR MONEY ORDER MADE PAYABLE TO THE TAMPA BAY AREA CHAPTER OF NIGP BY **April 27, 2012**

Mail To: Tampa Bay Area Chapter NIGP  
c/o Jay Jackus  
2769 Oak Bend Ct. New Port Richey, FL 34655

Registered By: \_\_\_\_\_

## First Ever! NIGP-TB DAY AT THE RACES!



We're not horsing around...OK maybe a little...we want you to come mingle, meet and have fun with vendors, Chapter members and friends at our First Tampa Bay Area Chapter of NIGP Day at the Races Event MARCH 24, 2012 at 11 a.m. until the last race.

This is a new fundraising event for YOUR Chapter and a new opportunity for YOU to earn scholarship points. Why should you get involved? Because in 2011 with your assistance the Chapter was able to give back to its members over \$70,000 in lunches, classes, registrations and re/certification dollars. It takes money, participation and time for your Chapter to do what it does for you.....

Registration consists of two different forms... the difference... price to register.

**1 Form for you to send to VENDORS soliciting participation.**

**1 Form for you to use to register YOURSELF, FRIENDS, or FAMILY MEMBERS.**

**Registration & pay by PalPal is also available online at [www.nigp-tampabay.org](http://www.nigp-tampabay.org)**

For each paying person you register you will receive 5 scholarship points.

For questions or information please contact

[corey.murphy@sdhc.k12.fl.us](mailto:corey.murphy@sdhc.k12.fl.us) or [mina.kaeding@sdhc.k12.fl.us](mailto:mina.kaeding@sdhc.k12.fl.us).



## 45th Annual FAPPO Conference—FAPPO Bucks



### AHOY MATIES!!



The 45<sup>th</sup> Annual FAPPO Conference and Trade Show is sailing the high seas MAY 13-16 so don't get caught walking the plank! Take advantage of FAPPO bucks to offset the cost of joining the crew! Here's a sneak preview of what we are loading on the pirate ship (trade show):

- Lunch – grilled chicken Caesar salad, cheesecake with berries
- FAPPO Relaxation station with snacks (on one of the trade show floor aisles)
- NIGP Relaxation station with snacks (on one of the trade show floor aisles)
- Captain Jason Sparrow – long lost cousin of Captain Jack Sparrow as Crewmaster of Ceremonies
- Treasure hunting for members – winner will receive free 2013 conference attendance
- Vendor booth competition
- Trade show “buddy” program – for first timers

### **A good time will be had by all! Here's the way to earn FAPPO bucks:**

1. **Register a new member(s) of an Agency** who have had no previous FAPPO membership - **You earned TWENTY-FIVE \$\$FAPPO BUCKS\$\$!**
2. **FAPPO Exhibitor Application** - **Contact the Executive Director to obtain a special number for your Agency and send a blast e-mail to your vendors the application.** The special number for your agency on the application will identify the Exhibitors Applications as they come in as being recruited by your agency for credit. Vendor applications that are received with your Agency number will earn **ONE HUNDRED \$\$FAPPO Bucks\$\$** or **10%** of their registration fee if they sign up as gold or platinum exhibitors for your Agency. Only Applicable to vendors who haven't exhibited in the past two years.
3. **Returning Vendors:** The recruiting Agency will earn **FIFTY \$\$FAPPO Bucks\$\$** if their vendor signed up in the previous year.

Any questions contact Chris Rewis, Polk County Procurement at (863) 534-6706 or [chrisrewis@polk-county.net](mailto:chrisrewis@polk-county.net). I'm ready to sign you up for our crew!

## PROFESSIONAL DEVELOPMENT NEWS

**Upcoming Classes for 2012 - Selections Based on Your Survey Responses!**  
**ALL REGISTRATION FEES REFLECT A 60% SUBSIDY FROM YOUR CHAPTER**

*Legal Aspects of Public Procurement*  
*Three Days - May 2012*

*CPPB Preparation*  
*Two Days –August 2012*

*Ethics - A Survival Kit for Public Procurement*  
*One Day—SUPER-Subsidized \$50 Includes Breakfast and Lunch!*  
*June 22, 2012*

*Marketing 101 For the Procurement Professional*  
*One Day - October 2012*

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Details: <http://www.nigp-tampabay.org/ProfessionalDevelopment.asp>



### IT'S YOUR NEWS LETTER

**THANK YOU FOR YOUR CONTRIBUTION.....**

*Thanks to all who contributed*

*...without you these pages would be blank...*



*Suggestions for exciting speakers for our Chapter Meetings? Contact  
Kendra Goodman at 813-794-2222*

## *Excellence in Public Procurement*



Tampa Bay Area Chapter NIGP, Inc  
www.nigp-tampabay.org

NOTE: THE NEWSLETTER IS POSTED ON THE WEBSITE

### **PUBLICATIONS**

Email the news from your corner of the world to:

barbara.grilli@stpete.org

Phone: 727-893-7224      Fax 727-892-5325

**KEEP IN TOUCH....IT'S YOUR NEWSLETTER**

### **Tampa Bay Area Chapter National Institute of Governmental Purchasing, Inc. 2011—2012 Meeting Schedule**

January 20, 2012	CHAPTER LUNCHEON
February 10, 2012	Board Meeting, Airport Warehouse
March 9, 2012	CHAPTER LUNCHEON— <u>Speaker Warren Geltch</u>
March 24, 2012	Day at the Races Event 11 a.m.
April 20, 2012	Reverse Trade Show, University Area Commun. Cntr.
May 18, 2012	Golf Tournament
May 13-16, 2012	FAPPO in Tampa, FL
June 8, 2012	CHAPTER LUNCHEON
July 13, 2012	Board Meeting, Airport Warehouse
August 18-22, 2012	National Forum - Seattle WA
September 14, 2012	CHAPTER LUNCHEON
October 12, 2012	Board Meeting, Airport Warehouse
October 26, 2012	Reverse Trade Show at Coliseum, St. Petersburg
November 9, 2012	Board Meeting, Airport Warehouse
December 7, 2012	CHAPTER LUNCHEON - Holiday Program, Officers

