



January/February 2011

MINNESOTA NIGP

North Star News

MINNESOTA NIGP



President's Message



HAPPY NEW YEAR!

It's hard to believe we are already embarking on another year. This past year has presented many challenges due to the economy and it appears this trend will continue through 2011. Rather than viewing this as a problem, let's view this as an opportunity to become even better at finding ways to streamline processes and save money for our agencies. It's easy to become complacent at times and just keep doing things the same way we've always done them. When we're faced with our agencies downsizing and agency budgets deflating, we need to become more creative in finding methods to save money in order to stretch all our dollars. This is not only true in our work lives but in our personal lives as well. We are survivors and this sinking economy might be just the "jolt" we need to sit up and take notice of how we can save money without sacrificing quality. If you've come up with some cost savings ideas for your agency please share them and together we will survive.

Your NIGP Board is hard at work planning various training opportunities for 2011 that will provide you with the tools you need to meet the challenges/opportunities you are all facing. I'd like to welcome our new Board members: Carol Wiese – Board Member, Heidi Solheid – Board Member and John Sullivan – Vice President. I'd also like to welcome back our returning Board members:

Rose Hanson – Past President, Andrea Bolstad – Secretary, Jody Jacoby – Treasurer, Barb Paul – Board Member and Bev Rausch – Board Member. Thank you all for your commitment and dedication to our Chapter and our membership. We are planning and developing more committees in 2011 that will give all our members an opportunity to play a role in making our Chapter a success. Rose has been hard at work putting together all the required documents for our Chapter to submit to National for the "Chapter of the Year" award. We look forward to serving our members and providing "top-notch" training and networking at a very low cost.

We will kick off 2011 with a breakfast buffet, meeting, award presentations and training at the MN DOT Training and Conference Center in Arden Hills on January 28th. Our speaker will be Vicky Snyder, a professional speaker from Rochester. Vicky did a presentation for one of our Fall Conferences several years ago. She is very energetic and humorous. Her presentation will be about goal setting, time management and motivation with some humor thrown in on the side. Sounds like a recipe doesn't it? We can think of it as our recipe for starting out the New Year. I look forward to seeing you in January and serving as your 2011 Chapter President.

Deb Palmer, CPPB
2011 Chapter President

January General Meeting—January 28, 2011
MN DOT Training and Conference Center
"Goal Setting, Time Management and Motivation"
[more info. on Page 7](#)

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Treasurer's Report:



MN NIGP General Chapter Meeting... November 5, 2010

Draft, to be approved in January

MEETING CALLED BY	President, Rose Hanson opened the meeting at 9:35 a.m.
TYPE OF MEETING	Chapter Meeting
NOTE TAKER	Andrea Bolstad
ATTENDEES	Jan Bevins, Andrea Bolstad, Larry Bruckner, Virginia Davis, Auburn Dees, Mark Evangelist, Micky Gutzmann, Richard Halsted, Rose Hanson, Ben Jackson, Jody Jacoby, Nicole Jensson, Steve Karkola, Jonathan Klinkenberg, Joan Kowalski, Bob Ledebuhr, Miriam Lopez-Rieth, Jay McCleary, Natalie McGuire, Karen Neiss, Deborah Palmer, Barb Paul, Mary Pittelko, Don Pleau, Beverly Rausch, Marianne Sobek, Heidi Solheid, Dawn Udean, Kayle Vaaler, Susan Van Hese, Laron Weddington, Carol Wiese, Lynette Zauner

COMMITTEE REPORT	DISCUSSION	PERSON RESPONSIBLE	ACTION												
Secretary Report	Andrea distributed the Minutes from the September 2010 Chapter meeting.	Andrea Bolstad	Motion to approve by Carol Wiese 1 st , Bob Ledebuhr 2 nd . APPROVED												
Treasurers Report	<p>Jody Jacoby distributed the Treasurers Report.</p> <table style="margin-left: 40px; border-collapse: collapse;"> <tr> <td style="padding-right: 20px;">Checking Account Balance (10/6/10)</td> <td style="text-align: right;">\$16,182.85</td> </tr> <tr> <td>Income (10/6/10 – 11/5/10)</td> <td style="text-align: right;">\$1.90</td> </tr> <tr> <td>Expenses (10/6/10 – 11/5/10)</td> <td style="text-align: right;"><u>\$5,476.34</u></td> </tr> <tr> <td>Ending Balance</td> <td style="text-align: right;">\$10,708.41</td> </tr> <tr> <td>Certificate of Deposit</td> <td style="text-align: right;"><u>\$9,214.25</u></td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;"><u>\$19,922.66</u></td> </tr> </table> <p>Jody passed out Fall Conference Hotel Receipt</p>	Checking Account Balance (10/6/10)	\$16,182.85	Income (10/6/10 – 11/5/10)	\$1.90	Expenses (10/6/10 – 11/5/10)	<u>\$5,476.34</u>	Ending Balance	\$10,708.41	Certificate of Deposit	<u>\$9,214.25</u>	TOTAL	<u>\$19,922.66</u>	Jody Jacoby	Motion to approve by Carol Wiese 1 st , Jay McCleary 2 nd , APROVED
Checking Account Balance (10/6/10)	\$16,182.85														
Income (10/6/10 – 11/5/10)	\$1.90														
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Certificate of Deposit	<u>\$9,214.25</u>														
TOTAL	<u>\$19,922.66</u>														
Membership	Bob Reported that we will end our year with 106 members. 11 of which are new people.	Bob Ledebuhr	No formal votes were taken on membership items.												
Governance	Nothing New To Report	Jerri DesJarlait (excused)	No formal votes were taken on Governance items.												
Education	<p>Bev Rausch reported that we had 16 people attend the RFP class. The instructor was Ron King from Virginia.</p> <p>Next years classes, she is looking for input. We are tentatively holding the Contract Administration class and Planning and scheduling.</p>	Bev Rausch	No formal votes were taken on Education Items												
Program	Rose reported that the next Chapter Meeting will be held in January. We will be presenting our 2010 Awards, and will need the membership approval on our budget and schedule for 2011. If you are interested in hosting a chapter meeting next year, let Rose know.	Rose Hanson	No formal votes were taken on Program items												
Fall Conference	Deb Palmer reported on the Fall Conference. Our attendance was down. We had 30 people attend. Based on the survey responses, attendees were very satisfied with the location and the speakers. She is sending out a survey to our members asking for input on the 2011 Fall Conference. We will need to decide if we have a 2 day conference or a 1 day conference for example. Discussion followed.	Deb Palmer	No formal votes were taken on Fall Conference.												
Nominations	<p>Barb provided all Awards information and asked for nominations to be faxed or emailed to her by November 15th. Jody Jacoby strongly encourages us to nominate.</p> <p>Barb announced our 2011 new Board members will be Carol Wiese and Heidi Solheid.</p> <p>Barb explained that we did not have any candidates for the 2011 Vice President Position. There were 10 write ins on our Ballot. Of those 10 only one agreed to serve. John Sullivan will serve as the 2011 Vice President</p>	Barb Paul	<p>No formal votes were taken for Old Business</p> 												

MN NIGP Board Meeting MinutesDec. 8, 2010

COMMITTEE REPORT	DISCUSSIONS	PERSON RESPONSIBLE	ACTION
Secretary Report	Andrea reported that the October Board Minutes were approved thru an email vote on October 14, 2010 with a 6-0 vote. Final Minutes were printed in our November-December Newsletter. December Board minutes will be printed in our	Andrea Bolstad	No formal vote taken. Email vote, see Discussion
Treasurer's Report	<p>1. Jody Distributed the Treasurers Report for December 8, 2010.</p> <p>2. Checking Account Ending Balance (11/5/10): \$10,708.41 Income: (11/5/10 – 12/8/10) \$1.40 Expenses: (11/5/10 – 12/8/10) \$2.83 Certificate of Deposit: \$9,236.64</p> <p>3. Recommendation was made to raise the cost of membership to \$65 per person up to 4 people and \$30 for each person after that.</p> <p>4. A recommendation was made for Jody to look into Money Markets instead of leaving the balance in our checking account. Jody will check into this and get back to the Board for discussion and vote.</p> <p>5. Bev will check with national on where Check is being sent – if to the PO Box, they were told to change this previously</p> <p>5. Further Discussion and changes to budget. A preliminary budget set for 2011. To be printed in the next newsletter and presented for approval to our membership at the January Chapter Meeting.</p>	Jody Jacoby	<p>1. Bob made motion to accept Treasurers Report as amended, Deb 2nd, APPROVED</p> <p>2. Bob made a motion to raise the membership rates, 2nd by Deb, APPROVED</p> <p>5. Jerri made Motion to accept the Preliminary Budget and Deb 2nd,</p>
Membership	Bob reported that we are ending 2010 with 106 members. 11 are new and 95 were retained from 2009. Bob stated that he will submit the required reports to National	Bob Ledebuhr	No formal votes were taken on membership items.
Governance	Jerri reported that the Proclamation needs to be ordered from the Governor's Office in January, so we receive it by our	Jerri DesJarlait	No formal votes were taken on Governance items.
Nominations	Barb reported that we received three (3) nominations this year. One for each award, Manager of Year, Best Practices Award and the Distinguished Member Award. Barb will send an email to board members not affected by the	Barb Paul	No formal votes were taken on Nomination items
Education	Beverly lead a discussion on which classes we will host in 2011. We will be holding two 3-day seminars: April 27-29, 2011 Contract Administration September, 2011 (exact Dates TBD) Sourcing in Public Sector We can add the one day seminar on Ethics – the board will	Bev Rausch	No formal votes were taken on Education
Program	Rose lead the discussion on our schedule for 2011. Chapter meetings: January 28th – Dept of Transportation or Dept. of Health March 11 th – Dept of Transportation or Dept. of Health May 13 th – Metropolitan Airports Commission July 15 th , Red Wing Public Works at Park Building November 18 th - Minncor con't. on page 4	Rose Hanson	



MN NIGP General Meeting Minutes Con't

New Business	Happy Birthday Deb Palmer	Various	No formal votes were taken for New Business
Old Business	No Old Business	Various	No formal Votes were taken on Old Business
ACTION ITEMS			
Jay McCleary made the motion to adjourn the meeting. Bev Rausch 2 nd . APPROVED. The meeting adjourned at 9:57 a.m.			



MN NIGP Board Meeting Minutes Con't

Program	<p>Board Meetings: Will be held Red Wing Public Works</p> <p>February 9th - Noon to 2:00</p> <p>April 6th - Noon to 2:00</p> <p>June 8th – Noon to 2:00</p> <p>August 10th – Noon to 2:00</p> <p>October 5th – At the Fall Conference</p> <p>December 7th – Noon to 2:00</p>	Rose Hanson	No formal votes were taken on Program
Fall Conference	<p>Deb Palmer passed out the survey results for our 2010 Fall Conference.</p> <p>John Sullivan was excused from the Board Meeting. Deb Palmer lead the discussion on our 2011 Fall Conference. We are looking for a theme for 2011, let John know if you have ideas. Based on the results of the survey we will continue to hold a two day event. We will look at our options of local or outstate and whether or not we have an over night stay included.</p>	Deb Palmer	No formal votes were taken on the Fall Conference
Old Business	Newsletter articles are due to Barb Paul by December 17 th .		
New Business	<p>1. 2011 Committee Assignments were decided: Nominations – Barb Paul Education – Beverly Rausch Membership – Carol Weiss Governance – Heidi Solheid</p> <p>Rose recommended the Board look at starting a Mentorship program for 2011. Rose also recommended that we invite all chapter members interested in serving on the 2012 Board to our June Board meeting. This way they can get a feel for what is expected of board members. Hopefully more people will volunteer.</p>		

ACTION ITEMS

The next board meeting will be held February 9, 2011 in Red Wing

Bob made a motion to adjourn the meeting, Jerri 2nd, APPROVED Meeting Adjourned 2:00 p.m.



Finance ReportJody Jacoby

Checking Account Balance (11/05/10)	\$10,708.41
Income (11/5/10—12/8/10)	\$ 1.40
Expenses (11/5/10—12/8/10)	<u>- \$ 283.10</u>
Ending Balance	\$10,426.71
 Certificate of Deposit	 <u>\$ 9,238.64</u>
 Total	 \$19,665.35

MN-NIGP 2010 Budget Year
December 8, 2010

Account	Description	2010 Budgeted Income	2010 Budgeted Expenses	2010 Year to Date Income	2010 Year to Date Expenses
101100	Membership	\$5,000.00		5,450.00	
101200	Interest	\$75.00		24.17	
101300	Seminars	\$1,500.00		407.25	
101400	Fall Conference	\$7,000.00		7,873.06	
101450	Fund Raiser	\$0.00		0.00	
101500	Miscellaneous	\$0.00		650.00	
102100	Chapter Meetings		\$750.00		1,115.93
102110	Speaker Fees		\$750.00		0.00
102120	Guest Meals		\$25.00		0.00
102200	Board Meetings		\$350.00		289.27
102250	National Forum		\$675.00		675.00
102300	Seminars		\$260.00		1,026.00
102400	Newsletter/Directory		\$1,200.00		1,200.00
102450	Website		\$270.00		39.90
102500	Postage		\$100.00		0.00
102550	Office Supplies		\$100.00		43.87
102600	Nat'l Dues/Insurance		\$650.00		568.00
102700	Awards		\$300.00		277.23
102750	Educational Reimbursement		\$670.00		350.00
102800	Fall Conference		\$10,000.00		8,668.76
102850	Donations		\$0.00		0.00
102870	Fund Raiser		\$0.00		0.00
102900	Miscellaneous		\$100.00		730.30
Totals		\$13,575.00	\$16,200.00	\$14,404.48	14,984.26
			-\$2,625.00		(579.78)

2011 Proposed Budget..... Jody Jacoby

		2010	2010	2010	
		Budget	Actual	Difference	2011 Proposed Budget
111100	Membership	5,000.00	5,450.00	450.00	6,000.00
111200	Interest	75.00	24.17	-50.83	25.00
111300	Seminars	1,500.00	407.25	-1,092.75	1,000.00
111400	Fall Conference	7,000.00	7,873.06	873.06	7,000.00
111450	Fund Raiser	0.00	0.00	0.00	0.00
111500	Miscellaneous	0.00	650.00	650.00	0.00
	Total Income	\$ 13,575.00	\$ 14,404.48	\$ 829.48	\$14,025.00
112100	Chapter Meetings	750.00	1,115.93	365.93	1,500.00
112110	Speaker Fees	750.00	0.00	-750.00	2,000.00
112120	Guest Meals	25.00	0.00	-25.00	0.00
112200	Board Meetings	350.00	289.27	-60.73	350.00
112250	National Forum	675.00	675.00	0.00	675.00
112300	Seminars	260.00	1,026.00	766.00	1,400.00
112400	Newsletter/Directory	1,200.00	1,000.00	-200.00	1,200.00
112450	Website	270.00	39.90	-230.10	300.00
112500	Postage	100.00	0.00	-100.00	100.00
112550	Office Supplies	100.00	43.87	-56.13	100.00
112600	Nat'l Dues/Insurance	650.00	568.00	-82.00	600.00
112700	Awards	300.00	277.23	-22.77	400.00
112750	Educational Reimbursement	670.00	350.00	-320.00	700.00
112800	Fall Conference	10,000.00	8,668.76	-1,331.24	14,000.00
112850	Donations	0.00	0.00	0.00	100.00
112870	Fund Raiser	0.00	0.00	0.00	0.00
112900	Miscellaneous	100.00	730.30	630.30	225.00
	Total Expense	16,200.00	14,784.26	-1,415.74	23,650.00

Have a program idea for a future chapter meeting, or would like to present a class to the chapter? Having great procurement professionals in the MN NIGP Chapter can't be overlooked and you are encouraged to actively participate in the leadership of our chapter. Contact our 2011 Chapter President, Deb Palmer at 507-328-7085 or through email at palmer.deb@co.olmsted.mn.us with your ideas.

"An idea that is developed and put into action is more important than an idea that exists only as an idea." Buddha



MN NIGP General Chapter Meeting

January 28, 2011

DOT Training and Conference Center

1900 W. Co Rd 1

Shoreview MN 55126

Agenda:

- 8:30-9:15 Registration, Networking and Breakfast
- 9:15-10:00 Business Meeting, Thank You's & Awards:

Secretary's Report - Andrea
 Treasurer's Report - Jody
 Governance Report - Jerri
 Membership Report - Bob
 Education Report - Bev
 Nominations Report - Barb
 2010 Thank You's - Rose
 2010 Awards – Barb
 Old Business

Installation of 2011 Officers

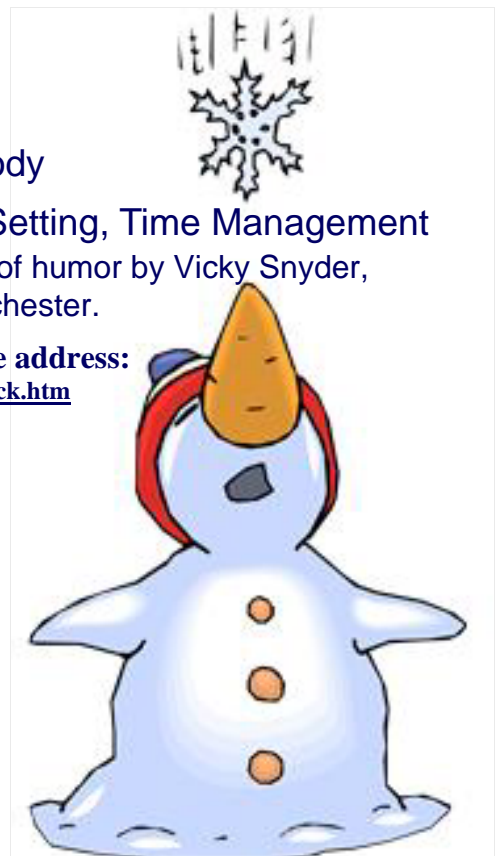
New Business: 2011 Budget - Jody

- 10:15– 12:15 Program: “New Year—New You...Goal Setting, Time Management and Motivation” with a pinch of humor by Vicky Snyder, a professional speaker from Rochester.

Please pre-register at the following website address:

<http://www.mnnigp.org/PreRegistrationFeedback.htm>

by January 24, 2011 at noon.





MN NIGP

2011 Tentative Schedule



Date	Board Meeting	General Meeting	Seminar/Certification Program	Training/Program Sessions	Location
January 28		X		"New Year—New You: Goal Setting, Time Mgmt & Motivation"	DOT Training Center
February 9	X				Red Wing
March 11		X		Open Forum: Purchasing Training Manuals	MN Dept. of Health
April 6	X				Red Wing
April 27-29			X	Contract Administration	Metro Airports Comm
May 13		X		TBD	Metro Airports Comm
June 8	X				Red Wing
July 15		X		TBD	Red Wing City Park
August 10	X				Red Wing
August 25-29				National Forum	National Harbor, MD
September (TBD)			X	Sourcing in the Public Sector	Metro Airports Comm
October 5	X				TBD
October 6-7		X		Fall Conference	TBD
November 18		X		TBD	MinnCorr
December 7	X				Red Wing

Time Management: Tips to reduce stress and improve productivity

- Plan each day.** Planning your day can help you accomplish more and feel more in control of your life.
 - Prioritize your tasks.** Time-consuming but relatively unimportant tasks can consume a lot of your day.
 - Say no to nonessential tasks.** Consider your goals and schedule before agreeing to take on additional work.
 - Delegate.** Take a look at your to-do list and consider what you can pass on to someone else.
 - Take the time you need to do a quality job.** Doing work right the first time may take more time upfront...
 - Break large, time-consuming tasks into smaller tasks.** Work on them a few minutes at a time until you get them all done.
 - Practice the 10-minute rule.** Work on a dreaded task for 10 minutes each day. Once you get started, you may find you can finish it.
 - Evaluate how you're spending your time.** Keep a diary of everything you do for three days to determine how you're spending your time. Look for time that can be used more wisely.
 - Limit distractions.** Block out time on your calendar for big projects. During that time, close your door and turn off your phone, pager and e-mail.
 - Get plenty of sleep, have a healthy diet and exercise regularly.** A healthy lifestyle can improve your focus and concentration, which will help improve your efficiency so that you can complete your work in less time.
 - Take a time management course.** If your employer offers continuing education, take a time management class. If not, find out... if a local community program has a course scheduled.
 - Take a break when needed.** Too much stress can derail your attempts at getting organized. When you need a break, take one. Take a walk. Do some quick stretches at your workstation.
- **Try one for 2-4 weeks, if it works add another; if not try a different one. (www.mayoclinic.com/health/time-management)



**MINNESOTA CHAPTER
OF THE NATIONAL INSTITUTE OF
GOVERNMENTAL PURCHASING**



**INVOICE/APPLICATION
2011**

Dues: Individual - \$65 Agency - \$65 (per individual for first four; \$30 per individual thereafter)

Name of Applicant: _____ Certification _____

Certificate No. _____ Original Issue Date: _____ Expiration Date: _____

Name of Agency: _____ Position/Title: _____

Name of Department: _____ Address of Agency: _____

City: _____ State: _____ Zip Code (9 digit) _____

Phone Number: _____ Fax Number: _____

Email Address: _____ Internet Address: _____

Type of Application: New-Individual Renewal-Individual New-Agency Renewal-Agency

Member Status: MN Chapter Member since _____ National Member since _____

National Membership Number _____ since _____

Notes: _____

Make checks payable to
Minnesota Chapter of NIGP
Submit application form and check to:
Minnesota Chapter NIGP
% Metropolitan Council
Attn: Jody Jacoby
390 North Robert Street
St. Paul, MN 55101-1805

MN-Chapter Federal Tax ID Number (TIN) is 41-1981156

Membership Applications/Fee are due January 31, 2011



NorthStar News
151 4th St. SE
Rochester, MN 55904

MN Chapter of
NIGP
(National Institute
of Governmental
Purchasing)

We're on the Web:
www.mnnigp.org

How To Make Lasting Changes For New Year's or Any Time

Any Time Is A Good Time For Healthy Changes

By Elizabeth Scott, M.S.,
About.com Guide

Updated December 29, 2009/

Think in Terms of "Goals", Rather Than "Resolutions":

While most people make resolutions that they're determined to keep, a better tactic would be to create goals. What's the difference, you may ask? With traditional resolutions, people generally approach change with the attitude, "From now on, I will no longer [name a given behavior you'd like to change]". The problem with this is, after one or two slip-ups, people feel like failures and tend to drop the whole effort, falling easily back into familiar patterns. By setting goals, one instead aims to work toward a desired behavior. The

key difference is that people working toward goals expect that they won't be perfect at first, and are pleased with any progress they make. Rather than letting perfectionism work against them, they allow motivation and pride to do their magic. The following ideas can help you with meeting your 'New Years Goals':

Remember That It's A Process: Expect to work your way up, rather than maintaining perfection and feeling let-down if you don't achieve it immediately.

Work Your Way Up: In setting goals for new behavior, aim for once or twice a week, rather than everyday. For example, instead of saying, "I'll go to the gym everyday", plan for "every Wednesday" or, better yet, sign up for a fun exercise class, and you can work your way up to more often.

Set Yourself Up To Succeed: Set small, attainable goals, and add more steps as you complete each one. This way you gradually work your way toward the life you want and the necessary changes, but you experience much more 'success' along the way, rather than feeling like a failure if you don't experience ultimate change overnight.

Have A Goal Each Month: If you're like most people, you may have several changes you'd like to make in your life; if so, it may be a good idea to tackle one each month. This way, 1) you can focus more, as you won't be trying to make several sweeping changes at once; 2) you can re-commit yourself each month to a new idea, so you keep growing all year and self-improvement becomes a way of life; and 3) you can build on each success, so you can first free up time before you take on a new hobby or get involved in an important cause, for example. Also, habits generally take 21 days to form. This setup enables you to devote energy to forming new habits more easily before moving on to the next, so you're not relying solely on will-power.

Reward Your Progress: While many of your resolutions carry their own reward, changing your habits can be challenging, and it's sometimes easier to do so if you have a little extra help. (Remember how positive reinforcement from a supportive teacher helped you learn, even though the knowledge itself was its own reward?) Providing extra rewards for yourself can help you to stay on track and maintain your motivation, even if you sometimes don't feel like making the effort solely for the sake of the benefit the change itself will create. The following are ways you can create rewards for yourself:

Team Up: Have a buddy who knows your goals, and encourage each other, even if you're working on separate goals. This will provide you with someone who can give you a high-five when you deserve one, and a little encouragement when you need it.

Reward Small Successes: Divide your goal into bite-sized steps and have a reward waiting at the completion of each.

Align Rewards With Goals: Have rewards that are in line with your achievements (like new workout clothes for every 5 gym visits, or a beautiful new pen if you stick with your journaling habit for two weeks).

As for the goals you set, it's important that you choose your goals wisely, or it will be hard to make them stick. You also want to pick goals that will really help improve your life, so the effort will have a nice payoff. I suggest these "Top 10 Resolutions for Stress Relief" or these "Top 5 Changes for a Healthy Lifestyle." Good luck!

Board of Directors

President

Deb Palmer, CPPB

Olmsted County
2122 Campus Dr. SE
Rochester, MN 55904-4744
507-328-7085

Vice President

John Sullivan

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Andrea Bolstad

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Treasurer

Jody Jacoby

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Rose Hanson, CPPB

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Barb Paul

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Beverly Rausch

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Heidi Solheid

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Minneapolis, MN 55401-2213
612-673-2727

Carole Weise

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St. Paul, MN 55155
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