



March/April 2011

North Star News

President's Message



INNOVATION – A CRITICALLY IMPORTANT SKILL AND MINDSET

March is Purchasing Month. What better way to celebrate and demonstrate your value than coming up with an innovative idea that could save your agency money. There are many definitions of the word innovation. One definition that comes to mind is, “a new idea or method that has the ability to deliver new value to a customer”. We have many customers that we serve but to me the ultimate customer is the taxpayer. Many, if not all of us are or have been innovators at some point in our lives. In our current economy we are all continually being asked to do more with less. Some of us are willing and continual innovators, others may need to be encouraged to come up with innovative ideas. Some of us can come up with new ideas on our own while others may do better in a group setting.

How many times have we heard the phrase, “that’s the way we’ve always done it”. When I hear someone make that statement it sends a few messages to me. Either this individual or group is not at all interested in change, not willing to change or they are just plain afraid of change. Perhaps they have never been encouraged to change or they have been shutdown when they suggested a new idea or method of performing a task. Is failure a part of change and innovation? Of course it is, but think about all the wonderful innovations we enjoy today that didn’t happen on the first try. For all managers and supervisors out there,

PLEASE encourage your staff to come up with new ideas and if you agree to let them try it out, then you MUST agree to support them if it fails to work out as planned.

The time is NOW for all of us to become active innovators. Change can be difficult and time consuming so we tend to keep putting it off. We’re already stressed out with everything we have on our plate so it’s easier to just keep doing what we know. I know that the older I get I view change differently than I did 20 or 30 years ago but deep down I know that I need to continue to find more efficient ways of doing things. Innovation should be an integral part of our lives, both at work and at home. How many of you never gave a second thought to the number of miles you drive until the price of gas started to sky-rocket. All of sudden we become acutely aware that the price of gas is eating into our budget so we carpool, ride public transportation, plan out our route to stretch our gas dollars. We could have been doing that even when gas was under \$1.00/gallon and getting more bang for our buck but most of us didn’t until the price crept closer to \$2.00, then \$3.00 and who knows where it will end. The point is that there is money out there to be saved and it doesn’t take a scientist or an engineer to come up with it.

Challenge yourself and your co-workers to come up with at least one innovative idea to assist your agency in doing more with less. No ideas is too small. Demonstrate your value to your agency. Every little bit helps so go forth and be INNOVATORS!

Deb Palmer, CPPB
President, MN NIGP



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Treasurer's Report

As of 3/2/11

Checking: \$15,151.67

CD: \$9,238.64

1

MN NIGP Board Minutes.....February 9, 2011

MEETING CALLED BY	President, Deb Palmer called the meeting to order 11:35 a.m.
TYPE OF MEETING	Board Meeting
NOTE TAKER	Andrea Bolstad
ATTENDEES	Rose Hanson, Andrea Bolstad, Barb Paul, Jody Jacoby. Heidi Solheid, Deb Palmer. Bev Rausch, John Sullivan,

COMMIT-TEE RE-PORT	DISCUSSION	PERSON RESPONSIBLE	ACTION
Secretary Report	Andrea reported that the December Board Minutes were approved thru an email vote on January 5, 2011 with a 5 yes, 0 no and 3 abstain. Final Minutes were printed in our January-February Newsletter. February Board minutes will be printed in our March-April 2011 Newsletter	Andrea Bolstad	No formal vote taken. Email vote, see Discussion
Treasurers' Report	<p>1. Jody Distributed the Treasurers' Report for 2/9/2011</p> <p>2. Checking Account Ending Balance \$9,590.21 Income: \$6,387.75 Expenses: \$1,300.27 COD: \$9,236.64</p> <p>Jody expressed her frustration with the Bank. On two occasions they deposited in wrong accounts. She caught the errors, but they were very rude to her. They also told her that our board members needed to go into their bank to sign for the account instead of mailing them as we have always done in the past. Jody will check to see if they have changed their policy. Rose said other banks did not have the mail in option, which is one reason why we chose them.</p> <p>3. Our Budget was approved by the membership at the January Meeting.</p> <p>4. Jody will check to make sure National and the state has the correct address for our Treasurer for checks</p> <p>5. Tax Exempt Status: Rose passed to Jody the information on filing for Tax Exempt status. We are Tax exempt nationally which is never ending, but we are not tax exempt in Minnesota. Do we want? Jody will check into this when she has the time to do so.</p> <p>6. Jody mentioned that she has not been to our Safety Deposit Box and doesn't know what is in it. Rose believes our original charter is there.</p> <p>7. Jody reported that she has 107 applications, but not all have paid yet.</p>	Jody Jacoby	1. Rose made motion to accept Treasurers Report as amended, Bev 2 nd , APPROVED
Member-ship	<p>Carole excused, so Deb Reported. We have approximately 90 members. 70 are renewing members and 20 are new members. Reminder, we are not doing the MMD mailing.</p> <p>Barb will send Carole the new member letter. Carole will send this to all our new members.</p> <p>Mickey Gutzman will write something for our Newsletter spot lighting one of the new members. For future newsletter editions we will pick random new members and have a Spot Light on them. Carole Weise will coordinate this random membership Spot Light</p>	Carole Weise	<p>No formal votes were taken on membership items.</p> <p style="text-align: right;">Con't. on Page 4</p>

MN NIGP Board Minutes continued.....from page 3

Governance	<p>Heidi reported that she has completed the appropriate application to the Governor's Office for our Purchasing Month Proclamation. It should take 2-3 weeks to receive it. Heidi will scan and send to all of us.</p> <p>Andrea told her to print out all the documents from our web-site on by-laws and policies and to bring to each meeting in case we need to know the information</p> <p>Our current By-Laws indicate that the Board members and Officers are exempt from paying membership dues to the Chapter. Our board members and officers continue to pay the dues, so after a discussion the board decided that we need to change our by-laws to make them not exempt. Heidi will work on language to change the By-Laws and bring to our next board meeting. The changes will need a vote of membership attending the chapter meeting</p>	Heidi Solheid	No formal votes were taken on Governance items.
Nominations And Newsletter	<p>Barb opened up discussion on our current Awards Program. Deb Palmer wanted our members to know that it is perfectly fine to nominate themselves. Barb passed out a list of our Award Recipients from 1983 to present. We discussed allowing anyone to nominate a member for an award, but that nominee would be responsible for completing the application forms. After much discussion, it was decided to revise our Award Process. Barb will make the revisions and come back to the Board in April for further discussion.</p> <p>Barb brought up the look of our Web-Site. She feels it needs to be updated on information and the look. Rose and Deb said that a company called Star Chapter has been contacting them repeatedly. A motion was made to NOT go with Star Chapter to host our web-site. Barb will update the web-site.</p>	Barb Paul	Rose made the motion to Not change our web-site Host/Domain to Start Chapter. Bev 2 nd , motion approved. We will continue running our web-site internally.
Education	<ol style="list-style-type: none"> 1. Beverly reported that our Agreement form has been sent to National. 2. We will be holding two 3-day seminars: April 27-29, 2011 Contract Administration, Bill Davison will be our instructor. September 7,8,9 Sourcing in Public Sector we will be whatever instructor they send us, we did not request one. 3. Bev has a list of what the Iowa and WI chapters are holding for seminars. She will put this information in our Newsletter. 4. The CPPB Testing dates for 2011 are, May 2-14 and October 17-29. After much discussion it was decided that we would hold a CPPB Prep Class. Suggestion would be to hold it during the August Forum. Bev will advertise this in our newsletter 5. Deb Palmer brought up the discussion about Recertification and the new requirements. Bev will put something in the newsletter about what is required. 	Bev Rausch	No formal votes were taken on Education
Program	<p>Deb Palmer reported on plans for our meetings this year.</p> <p>March 11th, Department of Health, Topic: Purchasing Training Manuals and Open Forum. She encouraged all of us to bring our training manuals.</p> <p>July meeting in Red Wing, we are 95% sure Don Olson will be speaking. Topic: Value we bring to our organizations.</p> <p>She will put a list of Webinars available from Olmsted County in our Newsletter</p>	Deb Palmer	<p>No formal votes were taken on Program</p> <p>Con't on page 5</p>

MN NIGP General Chapter Minutes...continued from page 2

Fall Conference	<p>John Sullivan report: Tiffany is working on finding a location for our Fall Conference. There are others in his office who are helping with the planning. If you are interested in working on the Fall Conference Committee contact John.</p> <p>Bernie asked about the survey results from the Fall Conf 2010. Deb Palmer responded that the majority wanted to continue with a 2-day overnight conference in the Twin Cities</p>	John Sullivan	No formal votes were taken on Fall Conference.
New Business	2011 Budget. Jody Jacoby presented the draft of the 2011 budget as prepared by the Board. After much discussion, the budget was voted on.	Various	1. Carole Weise made a motion to approve the budget, 2 nd by Jill Schmidt APPROVED
Nominations	<p>Rose Hanson Presented Thank You's and Certificates to various chapter members for their participation on various committees and perfect attendance.</p> <p>Barb Paul and Rose Hanson presented the 2011 Chapter Awards Manager of the Year: Deb Palmer Best Practices Award: Olmsted County Distinguished Member: Andrea Bolstad</p>	Barb Paul	No formal votes were taken on Nominations
ACTION ITEMS			
<p>Meeting Adjourned 10:20 a.m.</p> <p>The Program portion of the Meeting Began after a break. Program: "New Year – New You... Goal Setting, Time Management" with a pinch of humor by Vicky Snyder, a professional speaker from Rochester, Minnesota</p>			

MN NIGP Board Minutes.....continued from page 4

Fall Conference	<p>John Sullivan reported that based on the survey results we are keeping a two day conference. His staff (Tiffany Smith) is working on a proposal to find a location. She is looking at the Metro Area and Otsego. The date for Conference will be October 6-7, 2011. If anyone is interested in serving on the Committee let John know. So far he has Tiffany coordinating the meals and lodging, Andrea and Deb are doing games. We will also have Ben Jackson, Jody, Heidi, Rose and Barb.</p> <p>Barb Passed out a sheet for each of our Fall conferences since 1995 that lists the location the program/speakers and Motto. We do not have a Theme/Motto yet for 2011. Less is More?</p> <p>Lots of discussion about separating out fees, hotel fees and overnight stay. Nothing resolved as of yet. We do want to have more Purchasing Related speakers</p> <p>The First Fall Conference committee meeting will be after the March Chapter Meeting.</p>	John Sullivan	No formal votes were taken on the Fall Conference
Old Business	<p>Newsletter articles are due to Barb Paul in a couple of weeks</p> <p>The January meeting was great. John will need to start thinking early Fall about where to hold the January 2012 meeting.</p>		
New Business	Chapter Award application. Rose will be participating in a webinar tomorrow on how to apply for Mid-Size Chapter of the Year award. The application is due May 2 nd and submitted on CD or flash Drive. It was recommended that she use the Flash Drive from Fall conference last year.		
ACTION ITEMS			
<p>The next board meeting will be held April 6, 2011 in Red Wing</p> <p>Rose made a motion to adjourn the meeting, Barb 2nd, APPROVED Meeting Adjourned 2:05 p.m.</p>			



Treasurer's Report.....Jody Jacoby

As of 3/2/2011

Checking Account Balance	\$14,677.69
Income	522.61
Expenses	\$48.63
Ending Balance	\$15,151.67
Certificate of Deposit	\$9,238.64
Total	\$24,390.31

MN-NIGP 2011 Budget Year		2011	2011	2011 Year	2011 Year
		Budgeted	Budgeted	to Date	to Date
Account	Description	Income	Expenses	Income	Expenses
111100	Membership	6,000.00		5,430.00	
111200	Interest	25.00		3.34	
111300	Seminars	1,000.00		1,437.75	
111400	Fall Conference	7,000.00			
111450	Fund Raiser	0.00			
111500	Miscellaneous	0.00		39.27	
119100	Chapter Meetings		1,500.00		537.77
112110	Speaker Fees		2,000.00		350.00
112120	Guest Meals				0.00
112200	Board Meetings		350.00		48.63
112250	National Forum		675.00		0.00
112300	Seminars		1,400.00		0.00
112400	Newsletter/Directory		1,200.00		200.00
112450	Website		300.00		0.00
112500	Postage		100.00		0.00
112550	Office Supplies		100.00		0.00
112600	Nat'l Dues/Insurance		600.00		0.00
112700	Awards		400.00		185.00
112750	Educational Reimbursement		700.00		0.00
112800	Fall Conference		14,000.00		0.00
112850	Donations		100.00		0.00
112870	Fund Raiser				0.00
112900	Miscellaneous		225.00		27.50
	Totals	17,860.00	23,650.00	6,910.36	1,348.90
			(9,625.00)		5,561.46





MN NIGP 2011 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 Bldg
August 10	X				Red Wing
August 25-29				National Forum	National Harbor, MD
Sept. 7-9			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

MARCH CHAPTER MEETING...a note from the President

Our March meeting will be held at the Health Department on the 11th. The topic is "Developing Purchasing Manuals". I ENCOURAGE all members to attend and bring any and all information, samples, etc. of manuals you have developed, use or are in the process of developing.

This will be a great opportunity to perhaps improve existing manuals or get information on developing one. Olmsted County will kick-off the meeting by sharing our Internal Staff Policies and Procedures Manual and the brochure we created for our end users. One of our goals for the past several years has been to develop a manual for our vendors on "How to do Business with Olmsted County" (hopefully this year it will be created!). If you have a vendor manual please bring that along too or any other manuals and brochures you think would be useful to share with our members.

We have approximately 2 hours devoted to our topic and you certainly don't want to listen to me for 2 hours so PLEASE bring something to share or come with a list of questions about what should be in your Purchasing Policies and Procedures or Vendor Manuals.



MN NIGP Chapter Meeting

March 11, 2011

Minnesota Health Department

Snelling Office Park
1645 Energy Park Drive
St. Paul, MN



9:00 Meet & Greet/Refreshments

9:15 Ice Breaker

9:30 Business Meeting:

Secretary - Andrea Bolstad

Treasurer's - Jody Jacoby

Membership - Carole Weise

Governance - Heidi Solheid

Nominations - Barb Paul

Education - Bev Rausch

Fall Conference — John Sullivan

Program—Deb Palmer

Old Business/New Business

10:00– Noon Program:

Open Forum: Developing Purchasing Manuals.

Entities are strongly encouraged to bring their manuals.

Pre-register by March 8th at:

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

DI RECTIONS:

From the North, heading South on 35W

Take the MN-36/Cleveland Avenue exit, exit number 23B, on left. Keep right at the fork in the ramp; Merge onto MN-36 E; Take the South Snelling Avenue exit ; Proceed (about 1 mile) to the Energy Park Drive ramp; Turn right on Energy Park Drive; It is the first building complex on the right.

From the South, heading North on 35W

Take the 94 East exit; Merge onto 94 East; Merge left to take the MN-280 North ramp; Merge onto MN-280 North; Take the Kasota Avenue/Energy Park Drive exit; Turn right onto Energy Park Drive; Proceed on Energy Park Drive for about 1 mile. The building is on the left, just before Snelling Ave.

From the West, heading East on 94

Take the MN-280 North ramp; Merge onto MN-280 North; Take the Kasota Avenue/Energy Park Drive exit; Turn right onto Energy Park Drive; Proceed on Energy Park Drive for about 1 mile; The building is on the left, just before Snelling Ave.

From the East, heading West on 94

Take the Snelling Avenue exit; Turn right on Snelling Avenue and proceed North past Hamline University; Take the Energy Park Drive ramp; Turn right on Energy Park Drive;



Please Note: Fall Conference Committee will meet immediately after the general meeting; and lunch will be available as coordinated through email.



Seminars being offered by Neighboring Chapters

Iowa Public Procurement Assoc.:

Contracting for Public Sector Services – March 17-18, 2011 – Ames
Developing and Managing Requests for Proposals – April 6-8, 2011 – Iowa City
Adding Value to the Procurement Process – May 4, 2011 – Ankeny
Intro to Public Procurement – September 13-15, 2011 – Des Moines
Principles and Techniques of Problems Solving – October (date TDB) – Davenport



Wisconsin Association of Public Purchasers:

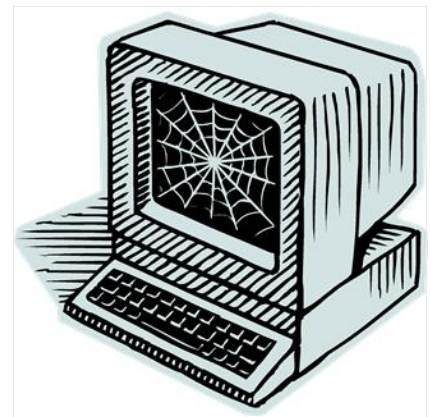
Performance Based Request for Proposals – May 19-20, 2011 – Pewaukee, WI
Introduction to Public Procurement – May 18-20, 2011 – Pewaukee, WI

NIGP Webinars

Olmsted County has purchased the following webinars. NIGP has authorized Olmsted County to share these webinars with our Chapter. If we don't find speakers and topics for our May and November meetings we could view one of these webinars. While these webinars are informative, it would be much better if we had "live" speakers but these can be our back up plan

LIST OF WEBINARS OLMSTED COUNTY PURCHASED

- *Bonding: The Good, the Bad and the Ugly*
- *Life Cycle Costing: Principles and Advantages*
- *Negotiating the Contract: Getting to Yes*
- *Managing Relationships with Suppliers and End Users*
- *The Ins and Outs of Specifications*
- *Debriefing Suppliers and Avoiding Protests*
- *Do I Have to Take the Low Bid? Tools for Obtaining Qualified Contractor*
- *Another Role Model? The Public Purchaser as Peacemaker*
- *Effective Negotiations: a Framework for Planning and Execution*
- *Finding, Understanding and Using the BLS Price Indexes*
- *Writing Specifications that Result in Competition*



Stay Tuned for upcoming news on the 2011 Fall Conference!

MINNESOTA NIGP Presents.....



Contract Administration
Date: April 27-29, 2011
Location: Metro Airports Commission
6040 28th Ave South, Minneapolis MN

Contact Hours: 24 hours
UPPCC Re-Certification Points: 3
Instructor: Mr. Bill Davison, CPPO

Objectives:

Upon successful completion of this course participants will be able to:

- Identify and define terms, concepts and principles of the contract administration process
- Describe the steps needed to design, develop and formulate the CAP and PAP
- Given a contractual problem or issue describe an appropriate remedy
- Identify and define contract modification types, uses and applications
- Describe dispute resolution methods
- Describe how contract administration can be continually improved to enhance contract performance in accordance with the commonly accepted practices of the profession

Course Outline:

The following is an outline of the material that will be covered in this three-day course. Practical examples, group exercises and case studies will be utilized during the entire course.

Day One:

Introduction to Contract Administration
The Parameters & Value of Contract Management Considerations
Planning for Performance
The Contract Administration Team: Roles & Responsibilities

Day Three:

Delays in Contract Performance
Disputes and Appeals
Contract Payments
Contract Termination
Contract Closeout Activities

Day Two:

Initial Contract Administration Activities
Software Management: The Contractual Perspective
Inspection and Acceptance
Contract Modifications
Data Deliverables

This outline may be modified slightly at the course instructor's discretion.

Registration Fee:

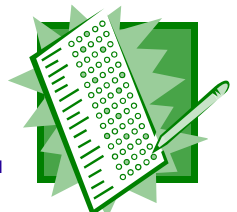
Register 60 or more days prior: NIGP members pay \$570; Non-members pay \$745

Register 59-30 days prior: NIGP members pay \$595; Non-members \$770

Register 14-29 days prior: NIGP members pay \$645; Non-members \$820.

To Register Visit: www.nigp.org **Download Registration Form** from the NIGP Seminar Schedule and Fax Registration to 703.736.9639 Attn: Patrice Freeman.

To Register Online please go to the NIGP Seminar Schedule and find your seminar. Click the register here link. At the end of the registration process you will be asked for a credit card or P.O., so please have your information ready..



Minnesota NIGP presents...



Sourcing in the Public Sector
Date: September 7-9, 2011
Location: Metro Airports Commission
6040 28th Ave South, Minneapolis MN

Contact Hours: 24 hours
UPPCC Re-Certification Points: 3
Instructor: TBD

Objectives:

- Upon successful completion of this course participants will be able to:
- Describe how to determine responsiveness and responsibility when evaluation suppliers
- Describe how to create and maintain a vendor data base while reaching out to global suppliers/ green suppliers/minority suppliers, etc.
- Identify when prequalification is appropriate and methods of prequalifying suppliers and products
- Determine appropriate sourcing strategy while balancing risk and price through market research and the use of pricing and award strategies
- Describe how to develop and maintain short term and long term supplier relationships

Course Outline:

The following is an outline of the material for this course. Practical examples, group exercises and case studies will be utilized throughout the course. The content presented during any given class may vary depending on the background and experience of the participants.

Day One

- A Framework for Sourcing
- Stages in the Solicitation Process
- Requirements Analysis
- Sourcing Suppliers

Day Two

- Specification and Standards
- Authorization and Approvals
- The Sourcing Document:
Instructions & General Terms/Conditions
- The Sourcing Document -
Special Terms and Conditions

Day Three

The Sourcing Document: Technical Specifications or Statement of Work
The Sourcing Documents - The Bid Proposal Form
Receiving, Opening and Evaluating Bid/Proposal Responses
Post-test

This outline may be modified slightly at the course instructor's discretion.

Registration Fee:

Register 60 or more days prior: NIGP members pay \$570; Non-members pay \$745
Register 59-30 days prior: NIGP members pay \$595; Non-members \$770
Register 14-29 days prior: NIGP members pay \$645; Non-members \$820.

To Register Visit: www.nigp.org **Download Registration Form** from the NIGP Seminar Schedule and Fax Registration to 703.736.9639 Attn: Patrice Freeman.

To Register Online please go to the NIGP Seminar Schedule and find your seminar. Click the register here link. At the end of the registration process you will be asked for a credit card or P.O., so please have your information ready.

MN NIGP Seminar Coordinator: Susan Groth, CPPB; Phone: 651.201.2451
or email: susan.groth@state.mn.us

For questions regarding registration, please contact Patrice Freeman at the NIGP national office, email: registrationinfo@nigp.org or call: 1.800.367.6447 ext. 276.





MN NIGP 2011 Educational Opportunities

The Minnesota Chapter of NIGP is pleased to sponsor the following educational opportunities during 2011: Contract Administration on April 27-29 and Sourcing in the Public Sector on September 7-9, 2011. Both are 3-day foundation classes and will be held at the Metropolitan Airport Commission Offices in Minneapolis.

National requires a minimum of 8 people be registered at least 30 days prior to the start of the class. Registration for the Contract Administration class must be received by NIGP by March 27th so please don't delay if you are interested in the April Contract Administration class. This topic is timely given the increased emphasis on agency accountability for managing contracts.

We also are planning to offer the **CPPB Prep course** on August 25-26, 2011. Please contact me if you are intending to take the CPPB certification test in October 2011 and would be interested in attending.

We also would like to offer training opportunities for members needing education points for re-certification. Below is a list of one-day seminars that are available through NIGP. The cost would be \$175.00 for National members and \$240.00 for non-members. We would appreciate your input on which classes you would be interested in having the Chapter sponsor.

Please get back to me at 952-563-8795; e-mail: brausch@ci.bloomington.mn.us by March 15th to allow time to schedule these additional classes.

I'm interested in taking the CPPB class in October, 2011 Yes No

Class Title	Interest?	Priority, if yes! (1-high; 8-low)
Adding Value to the Procurement Process	Yes No	
Effective Management of Construction Contracts	Yes No	
Ethics: A Survival Kit for Public Procurement	Yes No	
Managing Your End-Users and Suppliers: It's All About Relationships	Yes No	
Marketing 101 for the Procurement Professional	Yes No	
Principles and Techniques of Problem Solving	Yes No	
Protests and Disputes: What's a Buyer to Do?	Yes No	
World Class Procurement Practices	Yes No	

Name: _____ Agency _____

Email: _____ Phone #: _____





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



**INVOICE/APPLICATION
2011
(January 1, 2011 – December 31, 2011)**

Dues: Active: Individual - \$65 Agency - \$65 (per individual for first four; \$30 per individual thereafter)
Associate: Student - \$25 Faculty Member - \$25 Retired Purchasing Professional

Applicant: _____ Certification _____

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

Agency Name: _____

Department: _____ Position/Title: _____

Agency Address: _____

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 _____ Board Member

National Member 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

Payment by Check EFT

Membership applications are due January 31, 2011
(Each applicant must complete an application form)





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

Minnesota
NIGP

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

March Proclaimed "Purchasing" Month



Member Spotlight...Bernie Kopischke



How did you get into Purchasing? I started working for the Purchasing Division right out of high school, in 1966, as a clerk typist. Within a couple of years I moved up in classification to what we called a Buyer's Aide. The position was still quite a bit of support work, but it was also a position that allowed me to learn more about the aspects of purchasing. From there I moved up to a full buying position, the title of which has changed over the years.

How many years in Purchasing? I will be celebrating 45 years in Purchasing this June.

What was your most unusual Procurement? During my almost 40 years of actually purchasing products and services, I purchased about everything you can think of except pharmaceuticals. But I can't really think of any purchase that really sticks out in my mind as being unusual.

Which Procurement are you most proud? I am most proud of what I have been doing as the Contract Manager of the WSCA/NASPO Computer Contracts since 2004. I not only work with a tremendous team of professional purchasing and technical people from other States, but with a whole group of very good Contractors. The State people I work with are dedicated to making these Contracts the best they can be, thereby saving their States thousands of dollars by purchasing through this cooperative effort.

What's the biggest challenge you feel Public Procurement has today? I know this sounds like a cliché, but having to do more and more and more with less people is the biggest challenge I see. Consequently we all try to keep afloat by spending an increasing number of hours at work, or working from home. The biggest challenge is not getting completely burned out. There is a stronger need than ever to actually take time away from work to concentrate on ourselves, on our health and well-being.

What advice would you give a person today if they wanted to enter the public procurement field? My advice to those entering the public procurement field is to avail yourself of as many educational opportunities as possible. I'm not just talking about formal education such as a college degree. I am also talking about educating yourself by joining with your fellow public purchasers and exchanging ideas and knowledge. There is a saying that knowledge is power. But the most powerful tool is collective/cooperative purchasing. There are also many, many courses that a person can take, such as the ones offered through NIGP, that are directly associated with what we do as professional purchasers. For instance, even if your laws or rules do not allow for negotiating contracts, take negotiations classes anyway. Every time you are trying to come to an agreement with your end users on how to purchase something, or how to write specifications, you need to use good negotiations skills to arrive at a reasonable solution. Become CPPB certified. And, finally, do your best to not let the politics of the moment interfere with your work and the legal and ethical requirements you need to follow.

Home town? I was born in St. Paul, MN, but moved to Lindstrom, MN in 1997.

What do you like to do outside of Work? I am very active in the German community in Minnesota and in Milwaukee, Wisconsin. My husband and I belong to several German clubs, the most active of which are German Karneval clubs in both Minnesota and Wisconsin. The clubs were formed to try to continue the Karneval traditions that are still going on in Germany. I also enjoy spending time with my family and with my husband's children and our grandchildren.

Favorite book, vacation or movie? I love to travel, both in the US and abroad. I also enjoy reading books that would probably be classified as suspense novels by such authors as Sanford, Patterson, DeMille, Grafton, etc.

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