

Minutes of the Middle Tennessee Public Purchasing Association
May 17, 2008
NES, 1214 Church Street, Room 315, Nashville, TN



President Brian Wilcox called the meeting to order at 12:00 Noon
There were no first timers or guest at the meeting this month

Minutes of April 17, 2008 chapter meeting, which had been which had been distributed by e-mail, were considered. Stephen Yates made a motion to accept then as written and Mike Spore then seconded the motion. Motion was approved by voice vote.

The treasurer's report dated May 9, 2008, which was also distributed by e-mail, was considered. Mike Spore made a motion to approve them as presented and Helen Crowley seconded the motion. The motion was approved by voice vote.

Brian, Curry Corder and Sondra Howe presented the 2007 Audit Report. Curry gave a brief summary of the report (attached).

Besides Curry the audit committee consisted of Amanda C and Jay.

There were five (5) findings and recommendations; one was to have an audit every six (6) months with a December audit done before the new Treasurer takes office.

Brian Directed everyone to the Board's response to the audit (attached) which outlined the strategy to respond appropriately to the findings and recommendations. Sondra is implementing the recommendations. One is the Purchase and Payment voucher which was distributed to the members.

Brain then summarized the rest of the responses.

Sondra distributed an "Explanation of Adjustments" to the checkbook. She also reported that:

The new Purchase/Payment voucher would have to be signed by both the President and Treasurer.

All check would require two (2) signatures and the authorized signers were:

Brain Wilcox – President

Sondra Howe – Treasurer
Ken Hackett – Secretary

The account name on the account had been updated to MTPPA
See summarized the adjustments to the checkbook and what would be reported monthly on the Treasure's Report

Brain stated that the Board of Directors felt that this info needed to be presented to the members. He thanked Curry and Sondra for their effects and asked if any topics the members had for discussion.

Additional Business

Changes to the By-law and Constitution would be done soon
Budget to be done soon

Officers and committee chairs for reports:

Vice President, Programs, Kim Hopkins: No Report

1st Vice President, Professional Development, Sheila Douglas: An NIGP Class on Legal Issues is being planned for October 2008. Six people have expressed interest and we need eight to hold the class. She asked that everyone encourage anyone who may be interested to sign-up.

2nd Vice President, Membership, Stephen Yates: The welcome committee is working to make newcomers feel welcome. The directory will be published as soon as Paula Cole's computer is fixed, it had crashed. Sandra Wilson will be doing the spotlight on a member and Greg Polak stated the mail out to other non-represented agencies has been mailed.

Secretary Ken Hackett asked that everyone who plans on attending to please let him know 2 days before the meeting and be sure to make the sign in sheet

Treasurer Sondra Howe reported that we had 65 paid member will send invoices the 1st of June to those who have not paid and that the change NIGP has made to LEAP classed registration has made it a lot simpler and the chapter get the check

The program in May was Procurement Jeopardy, with hosts Kim Hopkins and Brian Wilcox.

The meeting was adjourned about 1:00PM