**SOUTHERN NEW JERSEY CHAPTER 6**

**Of the**

**NATIONAL INSITIUTE OF GOVERNMENT PROCUREMENT**

**Minutes of Regular Board Meeting on April 5, 2017 at the Crab Trap Restaurant, Somers Point NJ**

Chapter President Trish Mooney called the meeting to order at 6:30 p.m. and Judson Moore lead the Flag Salute. Mary Lou Stanton gave the invocation. Board Members present this evening are Gordon Ball, Palma Conover, Judson Moore, Tammy Bacon, Trish Mooney, Nicola Reid, Tom Hassett, Patricia Garvey and Cynthia Garland. Present this evening are 35 attendees.

**Treasurer’s Report:** Judson Moore distributed the report. Palma Conover made a motion to accept the report as presented, seconded by Tom Hassett.

**Secretary’s Report:** Tammy stated the December minutes will be available on the SJNIGP website in an attempt to “Go Green!”. Palma Conover made a motion to approve the December minutes, seconded by Tom Hassett.

**Guest Speaker:** President Trish Mooney introduced Mary Lou Stanton, Retired Purchasing Agent for Somerset County. Mary Lou gave an extremely informative presentation on Effective Contract Administration/Procurements Role in Public Sector. There is Contract Management – All the activity (lust to dust) which overlaps administration and also Contract Administration – Comes after award, need internal controls. A minimum requirement is great specifications!

Specifications: Strive for quality and remember ABC’s when writing spec, Accurate, Brief, Concise. Also remember KISS, Keep it Simple stupid! Your specs must have consistency and of course MUST be in writing. Communication and cooperation are essential for successful spec writing. Remember the 3C’s and be Clear, Correct and Concise. Mary Lou also reminded everyone to keep all manuals up to date. Thank you to Mary Lou for a very valuable presentation.

**Rutgers**: President Mooney introduced Kathleen Cupano from the Center for Government Services, Rutgers Continuing Education. Kathy reported that registrations are down about 1% for the Purchasing Courses available.

Kathy announced the 48th Annual Rutgers University Public Purchasing Educational forum will be held on May 3 and 4, 2017 at a different venue. The Forum will be held at the Golden Nugget Hotel this year. Kathy asked everyone to please join us for a very interesting program titled “Purchasing Processes: Old, New and Forgotten”. Hope to see you there. Thank you to Kathy for joining us and keeping us updated.

**GPANJ**: President Mooney introduced Michele DeFrancis from GPANJ. Michele thanked us for inviting her and spoke about the GPANJ and SJNIGP working together on Legislation and stand behind bills that need opposing. She also invited us to tour her facility. We will work on getting together a tour for green credits.

**Executive Director Report:** Gordon Ball reported on the following:

* Please check our website SJNIGP.org for our Treasurer and Secretary Reports. Going green!
* Membership invoice is due for 2017 (also on website) $65.00 Member/$25.00 Associate
* NIGP National Conference will be in August in Salt Lake City Utah (there’s a discount for retirees)
* DLGS hired Paul Urbish as a Legislative Analyst. Paul will be attending Rutgers Instructor Meetings and Mary Lou stated she invited him to the County Purchasing Agents meetings as well.
* We are in the process of re-writing the SJNIGP brochure, stay tuned!
* December’s QPA test had a passing rate of 59%.
* Make sure to use the new requirements for your Stockholders Disclosure Statement.
* NJSTART, Brian Gallagher will be giving a demonstration at the Purchasing Forum.
* We need to band together and support S728/A1118 as presented by the Joint Legislative Committee. This proposed legislation will increase the Pay to Play AND Prevailing Wage thresholds to $40,000. Palma Conover made a motion that the SJNIGP supports this Legislation, seconded by Frank Hartman.

Gordon reminded everyone to pick up the attendance certificate.

**New Business:** President Mooney asked if there was any new business to be discussed? Nicola Reid announced that September 26, 2017 there will be a one day seminar at Bally’s by Access NJ/CNA Services for NJ residents with disabilities if anyone is interested in learning what this is about. Trish asked for a motion to adjourn.

Meeting adjourned at 8:00 p.m.

Respectfully Submitted:

Tammy J. Bacon

Tammy J. Bacon, Secretary