

**AIRPORT PURCHASING GROUP
BOARD OF DIRECTORS MEETING
MINUTES
Tuesday, May 11, 2010
1:30 P.M.**

PRESENT

**Tom Middleton
Larry Waxman
Don Olson
Christine Miller
Denise Schneider
Erin Henderson
Karen Hatten
Robert Fisher**

ABSENT

**Jack Dale
Brad Johnson
Missy Jones**

1. Updates/Follow-Up:

President

- Update/Discussion

Quorum not present at 1:37 PM.
Quorum present later in meeting.
Minutes of April 13, 2010 reviewed and approved as written.

CONFERENCE UPDATES:

Southwest has finally been confirmed for keynote speaker for this year's meeting;
Denise added that Air Tran will be the featured speaker at next year's meeting.

Don added that tour is a "GO" and shuttle bus will be available and will accommodate 25 people. There will not be a security issue as we will be escorted by a San Antonio Airport person - Kimberly Coleman. The Director of the Aviation Department will provide us an overview prior to our tour of the facility.

Vice President-Larry

- Update

Treasurer-Missy

- Update

Board Consultant-Don

- Update



APG consultant
activity report for May

A couple of points brought up regarding [Tradition Energy](#) and who should be contacting them and who will be responsible for sending out survey. Don and Tom will discuss the particulars outside meeting. Tom added that Board decided at prior meeting that Tradition would have to pay whatever cost there would be with Ashdown to process the survey. He further added that he would check the hourly charge and follow up with copies to Don and Karen when he locates. Ashdown will bill Tradition Energy as to whatever time it takes them to complete. (see Don's report for further information)

[National Association of Purchasing Card Professionals \(NAPCP\)](#)

No additional info at this time; discussion is on hold until after their annual meeting. Will follow up with them this week. NAPCP is interested in doing something for us but not sure what.

[APG WEBSITE](#)

Don has provided Karen with recommended text to use for the Cooperative Purchasing page. Don noticed a [US Bank](#) ad on the website today. Looks good.

[HGAC](#)

We should be receiving a rebate of \$666 soon for a fire truck ordered and delivered to MSP. Don has not heard from HGAC this past month.

August 8-10 Atlanta – Large Hub Forum-Maintenance Directors

Will James coordinating this event; Don will be in touch with him and discuss APG and what we are doing and benefits of being a part of APG. Don waiting for Lee Spangrud from MAC (who's on planning committee) for cost to have a display booth if any and, will pass on the information to Board once he has it.

Cooperative Purchasing. Wrote an article and how it might add a value to purchasing department(s). Wrote for another client.

[US BANK](#)

Don spoke to them this morning (May 11th). There have been over 7,000 transactions five months into the new rebate period and the aggregated total volume is \$3.2 million. Cincinnati not up and going at this moment. Rebate period ends October 31 each year. (see Don's report for further information)

Denise (FAPPO) looking to change up its P-Card program. Would this be something we'd be interested in. Don asked if there are any members of APG in the group? Would they FAPPO be able to be a P-Card member. Denise/Don will discuss this offline later in week.

P-Card Program. Don sent Ryan Kelly a flyer showing we are marketing the program.

[BOARD BUSINESS](#)

Tom should have a nominating Committee by May 12, 2010. (see Don's report for further and more detailed information concerning recommended dates in preparing for the annual business membership meeting at conference)

By Law Changes (Don) if we are going to make any changes to it, now is the time to get out to the membership. Larry looking at 2008 version. Don thinks it has been revised one time since Don left. Don forwarding his latest and greatest version of the By-Laws on to Larry.

Tom asking if Larry could take on the **Nominating Committee** duties; Don has a list of three/four potentials to contact.

Brochure

The newly designer brochure/flyer is ready to use; Denise and Brad have already put it to use.

Professional Development-Christine

- Update

Public Relations-Denise

- Update

Denise added how to contact us to the brochure. It looks fine. This will be a good networking tool.

Membership -Brad

- Update

Website Coordinator-Karen

- Update

Hot Topics quote in hand and to be added to the MEMBERS ONLY section; members will have posting capability with password as well as be able to post attachments. Cost to add this: \$1200.00 includes software package; TORUM is the software.

Our hosting fees to **increase by \$10 per month**. Current monthly fee is \$90.00.

Denise made motion to approve purchase/implementation software package. I seconded it. ADDITION OF HOT TOPICS - **Motion passed**.

Current Ashdown rates: \$110 per hour and billed in 10 minute increments.

Cooperative Purchasing Tab needs to be added. Karen needs a little bit more information. Don will get the text/info to Karen.

Karen offered to assist Christine with the scholarship application.

Cooperative Purchasing Alliance-Jack

- Update

CAPA-Robert

- Update
Planning the Fall [CAPA](#) Conference September 27 and 28 in Edmonton
Full day seminar on Law of Competitive Bidding by local consultant
Election of a new slate of officers
And, he is looking forward to the NIGP/APG Conference in San Antonio in August.

2. **Other Business**

3. **Adjourn**

**Christine moved adjourn 2:17 PM
Meeting adjourned.**