

# EXECUTIVE DIRECTOR'S REPORT

## SJ CHAPTER OF NIGP

JANUARY 2008

**CONGRATULATIONS** to our new officers who were elected and installed during our December 12, 2007 Chapter meeting by Mayor/Freeholder Len Desiderio. President Frank Hartman, First Vice President Yvonne Lewis, Second Vice President Margaret Vitelli, Secretary Tammy Fetherman, Treasurer Judson Moore and the President named Tom Hassett as Board Member at large. At the Executive Board Meeting held January 8, Gordon Ball was named Executive Director and Palma Conover was named Assistant Executive Director. Please see our names and phone numbers reported elsewhere in this Newsletter.

**UPCOMING MEETINGS** include our next meeting on March 11 at the Crab Trap in Somers Point where the speaker will be addressing the Procurement Fair/Reverse Trade Show in Atlantic City which is scheduled for April 26. This is an opportunity for all to increase our potential bidders at little cost to our members. An application for the March 11 meeting is attached. Please register as early as possible. The April 26 Procurement Fair discussed above is our next event. May 21 at the Crab Trap Restaurant the speaker will be discussing alternative fuels. The National Conference is July 26 to 30 in Charlotte North Carolina. October 24 we will be resurrecting by popular request our meeting at Elaine's Dinner Theater to announce the Nominating Committee Report and update of new laws. December 10 will be our Election and Installation of Officers Meeting with a guest speaker still to be named.

**MEMBERSHIP APPLICATION** forms are included in this Newsletter. Please be sure to include the check off as to whether or not you are a member of the National. It does not impact YOUR costs but the Chapter has to pay a fee to the National for each member. If you are not a National member, we have to pay them a higher fee.

**COMMITTEE APPOINTMENTS** have been started but the Board is looking for volunteers for the following committees; Budget, By-Laws, Membership, Legislative, Technology, Nominating, and Newsletter. If you are interested please contact any member of the Board of Directors prior to the next meeting.

**A CHAPTER MEMBER EDUCATIONAL INTEREST SURVEY** is included in this flyer as well. Please complete this and return it to me if any of these courses interest you which are offered by NIGP.

**RUTGERS TRAINING** is also being offered in our area this Spring. PPP I will be offered in Blackwood this Spring and in Cape May Court House this Fall. PPP II will also be offered in Blackwood this Spring. Municipal Finance Administration for Public Purchasing will be offered in Cape May Court House this Spring as will a four hour course in Specification Writing. Any interest in other 4 hour classes?

**THE ANNUAL NIGP FORUM** will be in Charlotte as previously reported. Information can be obtained by going to the NIGP web site at; [www.nigp.org](http://www.nigp.org). Early registration ends April 30 which means the cost to register increases if payment is not received by that date. This is the last drivable Forum for a few years so if you have ever wanted to go, this may be your last chance at an inexpensive trip to the Forum. Also, there are three hotels being used again this year. You must register early to get your choice of hotels.

**THE RUTGERS SPRING CONFERENCE** will once again be held at the Sheraton Hotel in Atlantic City. Information is coming shortly from Rutgers. This year, it will be held the end of April. The topics will be of current interest to all and includes, for the first time, a game to keep everyone attentive. The ever popular update on current laws will still be a very important feature of this Conference.

## 2008 SJ NIGP

### BOARD OF DIRECTORS

OFFICE	NAME	TELEPHONE
President	Frank Hartman	609-291-9105
First Vice President	Yvonne Lewis	609-794-4000 x 4045
Second Vice President	Margaret Vitalli	609-886-2005 x 123
Secretary	Tammy Fetherman	609-693-8188 x 12
Treasurer	Judson Moore	856-785-3100 x 17
Asst Ex Director	Palma Conover	609-343-2316
Executive Director	Gordon Ball	609-846-2003

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**Have you checked our web site lately? Go to [www.sjnigp.org](http://www.sjnigp.org) and be sure you have your speakers turned on! You can download the certificate from the December Meeting, download the Meeting Notice for March and find allot of valuable information and links of value to Professional Procurement people. You can also contact your officers through this site. If you have any suggestions for inclusion on the site, feel free to contact myself or Palma Conover.**

Dear Chapter Member:

**Chapter Member Educational Interest Survey**

To assist us in planning for our 2008 *NIGP Hosted Educational Seminars* we would like to survey the membership as to what educational seminars they would like to see the chapter host in the upcoming year. We want to make sure that the chapter is offering the educational opportunities our members are interested in.

Please check all courses that you would be interested in:

**Three-Day Seminars**

Contract Administration	
Developing and Managing RFP's in the Public Sector	
Introduction to Public Procurement	
Legal Aspects of Public Purchasing	
Negotiate to Win-Win	
Planning, Scheduling and Required Analysis	
Sourcing in the Public Sector	

**Two-Day Seminars**

Alternative Dispute Resolution	
Capital Acquisitions	
Change Management for the Procurement Professional	
CPPO Review: Preparing for the CPPO Exam	
Contracting for Public Sector	
Customer Service: The Key to Success in Procurement	
Effective Contract Writing	
Fundamentals of Leadership & Management	
Get What You Need Through Successful Negotiation Strategies	
Inventory and Warehouse Management	
Logistics and Transportation	
Performance Based Requests for Proposals	
Project Management for Workgroups	
Procurement Under Federal Programs and Grants	
Risk Management in Public Contracting	

**One-Day Seminars**

Adding Value to the Procurement Process	
CPPB Review: Preparing for the CPPB Exam	
Effective Management of Construction Contracts	
Ethics: A Survival Kit for Public Procurement	
Fixed Assets Management	
Managing Your End-Users and Suppliers: It's All About Relationships	
Marketing 101 for the Procurement Professional	
Principles and Techniques of Problem Solving	
Protests and Disputes: What's a Buyer to Do?	
World Class Procurement Practices	