



January/February 2010

MINNESOTA NIGP

North Star News

MINNESOTA NIGP

President's Message



Happy New Year to Everyone!

Change: to alter, to transform, to switch, to vary, to modify, to exchange or to give change.

Change is a constant – we see it as the sun rises and sets each day, as the temperature rises and falls and as the seasons change. We also see it as our loved ones age and their health changes. Change is inevitable, and we have to learn to accept it, roll with it or adjust to it (*easier said than done sometimes*).

This past year, I saw change in my own family. My Dad (who is in his 70's) suffered a series of small heart attacks caused by clots. Now, I knew my parents were getting older, and I accepted this change by telling them they should ask for help doing some things like putting stuff away in the attic, cleaning the high windows in their living room, staying off ladders or having my husband drive the motor home to Florida for their winter vacation. However, reality struck when I could see the changes in Dad's appearance after his heart attacks – he looked so frail, and he tired out so easily. How did they handle this? Dad healed, they changed their diet, took medication, exercised, put together their health care directives and had their wills made up. Now that all that is done, they are getting on with life. In other words, they rolled with it by taking care of what needed to be done, and changing what needed to be changed.

In 2009, we saw changes in our economy. As it affected our governmental entities,

we adjusted our budgets, modified our purchasing practices, and in some cases, saw changes in staffing levels. On a personal level, we may be adjusting to frozen or reduced wages, increases in our share of insurance benefits, layoffs or reduced wages of family members, and tightening of our own budgets.

2010 brings changes to the MN NIGP Board. We welcome back all of our returning Officers and Board Members: Rose Hanson as President, Andrea Bolstad as Secretary, Jerri DesJarlait as Board Member, Bob Ledebuhr as Board Member and Mike Scanlan as Past President. In addition, we welcome our new Officers and Board Members: Deb Palmer as Vice President, Barb Paul as Board Member and Bev Rausch as Board Member.

We've also made a change to our program year. We will be returning to scheduling our Chapter Meetings on a bi-monthly basis. This will give members 6 opportunities (*including the Fall Conference*) for networking and education/training towards certification/recertification.

2010 is a new year, and while we will continue to adjust to the changes that 2009 brought, we are hoping for positive changes in the new year. Let's all hope we can roll with it – take care of what needs to be done, change what needs to be changed, and get on with life.

Happy New Year to all
Rose Hanson,
2010 President

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Treasurer's Report:



MN NIGP Board Meeting Minutes October 16, 2009

MEETING CALLED BY	President, Michael Scanlan called the meeting to order at 12:25 p.m.		
TYPE OF MEETING	Board Meeting		
NOTE TAKER	Chris Marquette		
ATTENDEES	Larry Bruckner, Rose Hanson, Michael Scanlan, Andrea Bolstad, Jerri DesJarlait, Dan Duffy, Chris Marquette, Susan Groth, Bob Ledebuhr		
COMMITTEE REPORT	DISCUSSION	PERSON RESPONSIBLE	ACTION
Secretary Report	Chris handed out August Board minutes.	Chris Marquette	Motion to approve by Rose 1 st , Jerri 2 nd . APPROVED
Treasurers Report	Dan distributed the Treasurers Report. Checking Account Ending Balance as of 10/16/09 is \$20,493.43 There are still some outstanding bills from the Fall Conf.	Dan Duffy	Motion to approve by Andrea 1 st , Bob 2 nd APPROVED
Nominations	Larry Report: There have been no nominations for awards yet this year. Deadline for nominations is November 15, 2009.	Larry Bruckner	1. Rose made a motion to change the language in the Distinguished Member of the Year award from "Outstanding Contributions to their Agency for the current year" to "Outstanding contributions to the Chapter for the current year." Sue 2 nd <u>APPROVED</u> This change will be made immediately. 2. Dan made a motion to change Buyer of the Year award to Procurement Professional of the Year. Andrea 2 nd <u>APPROVED</u> This change will take place at the beginning of the next year. 3. Chris made a motion to extend the nomination deadline one week to November 22, 2009. Dan 2 nd <u>APPROVED</u>

As Mike Scanlan, our 2009 President and a past Board Member looks to the approaching retirement horizon...the following quote might be appropriate for the times ahead for him.....As someone put it, "Life begins at retirement."

"Retirement has been a discovery of beauty for me. I never had the time before to notice the beauty of my grandkids, my wife, the tree outside my very own front door.

And, the beauty of time itself." ~Hartman Jule

Minnesota NIGP chapter members wish Mike and his wife a retirement filled with wonderful blessings!

MN NIGP Board Meeting Minutes con't

COMMITTEE REPORT	DISCUSSION	PERSON RESPONSIBLE	ACTION
Membership	<p>Bob Report: As of October 16, 2009, we have 108 paying members. This compares to 128 from 2008.</p> <p>Bob will work with Barb to put Membership Renewal application in the next newsletter.</p> <p>We'll encourage members to fill out renewals on-line.</p> <p>Bob will work with Barb to remove National NIGP PIN# from the Membership Renewal application and add a note box for certifications and payment options. Once Bob has drafted changes he'll e-mail them to the Board.</p> <p>Bob will send out an e-mail reminder to our Membership about renewals.</p> <p>After some discussion, it was decided that our membership dues are still appropriate.</p>	Bob Ledebuhr	No formal votes were taken on membership items.
Governance	<p>Andrea Report: She will talk to Mary Pitelko regarding the Public Procurement Month proclamation.</p> <p>The Board is short one position for next year. The Board can vote to fill this position.</p>	Andrea Bolstad	<p>1. Rose made a motion to appoint Jerri DesJarlait to the Board for 2010. Larry 2nd</p> <p><u>APPROVED</u></p>
Education	<p>Susan Report: We had 7 attendees for the 2 day Performance Based RFP seminar. The seminar schedule for 2010 has been set.</p> <ul style="list-style-type: none"> - CPPB Prep seminar will be held February 24-25, 2010. - Sourcing in the Public Sector will be held May 12-15, 2010 - Development and Managing RFP's will be held on October 27-29, 2010. 	Susan Groth	No formal votes were taken on Education
Program	<p>Mike Report: The November Chapter meeting schedule and location has been set.</p> <p>Justin Kaufman has confirmed as our trainer/speaker for the November 13th meeting from 9:30-11:30am.</p> <p>Topic: "Negotiations for Government - Tips and Tactics"</p> <p>Meeting will be held at MinCor's main office in St Paul.</p>	Michael Scanlan	No formal votes were taken on Program
Fall Conference	<p>Rose Report: The Fall Conference was great!! Everyone seemed to enjoy it. Speakers were very good. Some financial figures are still coming in.</p>	Rose Hanson	No formal votes were taken on the Fall Conference Report
NEW BUSINESS	Newsletter items must be sent to Barb by October 22, 2009.		
ACTION ITEMS			
Dan Duffy made a motion to adjourn the meeting, Jerri DesJarlait 2 nd , APPROVED – Meeting Adjourned 2:25 p.m.			

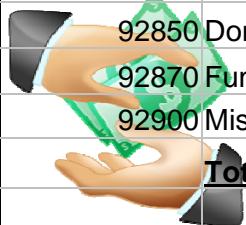
Minnesota NIGP General Chapter Business Meeting.....November 13, 2009

MEETING CALLED BY		President, Mike Scanlan called the meeting to order at 9:20 am	
TYPE OF MEETING		General Chapter Business Meeting	
NOTE TAKER		Rose Hanson	
ATTENDEES		Beverly Rausch, Carole Wiese, Bob Ledebuhr, Jay McCleary, Rose Hanson, Micky Gutzmann, Jody Jacoby, Nicole Jensson, Larry Bruckner, Jon Klinkenberg, Bradley Miller, Jerri DesJarlait, Susan Groth, Ben Jackson, Andrea Bolstad, Barb Paul, Mike Scanlan, Linda Traster, Patrick Story	
COMMITTEE REPORT	DISCUSSION	PERSON RESPONSIBLE	ACTION
Secretary Report	Minutes from September Chapter meeting were approved distributed at this meeting.	Chris Marquette	Motion to Approve by Barb Paul 2 nd Bob Ledebuhr APPROVED
Treasurers Report	A Treasurer's report was not submitted, but Mike Scanlan read the account balances as identified on the Bank Statement. Checking Account - \$20,493.43, CD - \$8,989.24.	Dan Duffy	Motion to Approve by Susan Groth 2 nd Jerri DesJarlait APPROVED
Governance	Nothing new to report	Andrea Bolstad	None
Membership	Bob is requesting a change to the Membership Application. Individual and Agency rates would remain the same, however he is requesting the inclusion of the following additional member designations and rates: Associate - \$0.00; Student - \$25.00; Faculty - \$25.00; Retired - \$0.00	Bob Ledebuhr	Motion to Approve by Jay McCleary 2 nd Ben Jackson APPROVED
Education	7 people attended the two-day Performance Based Request for Proposals seminar in October – great program. Next year's education schedule is set – schedule is as follows: February 24-25 – CPPB Test Prep; May 3-8 – CPPB Testing; May 12-14, Sourcing in the Public Sector; and October 27-29 – Developing & Managing RFPs.	Sue Groth	None
Program	No Report Given	Mike Scanlan	None
Fall Conference	Fall Conference was determined to be a success. Final financial report was unavailable at this time	Rose Hanson	None
Nominations	Larry announced that due to a lack of nominations for awards to date, the deadline for applications would be extended to November 15 th . If no nominations are received at that time, there will be no awards given at the January Meeting	Larry Bruckner	None
NEW BUSINESS	No new business		
Barb Paul made a motion to adjourn, 2 nd Jay McCleary APPROVED – Meeting Adjourned 9:45 am			

Treasurer's ReportDan Duffy

Checking Account Balance (12/1/09)	\$7,494.36
Income (12/01/09 - 12/11/09)	\$0.00
Expenses (12/01/09 - 12/11/09)	\$0.00
Ending Balance	\$7,494.36
 Certificate of Deposit	 \$8,933.40
 Total	 \$16,427.76

MN-NIGP 2009 Budget Year					
	12/11/09	2009	2009	2009 Year	2009 Year
		Budgeted	Budgeted	to Date	to Date
Account Description		Income	Expenses	Income	Expenses
91100 Membership		6,000.00		5,215.00	
91200 Interest		60.00		33.17	
91300 Seminars		1,800.00		2,002.50	
91400 Fall Conference		10,000.00		7,300.00	
91450 Fund Raiser		0.00		0.00	
91500 Miscellaneous		0.00		25.00	
92100 Chapter Meetings			1,000.00		620.36
92110 Speaker Fees			1,000.00		0.00
92120 Guest Meals			50.00		0.00
92200 Board Meetings			500.00		251.48
92250 National Forum			725.00		0.00
92300 Seminars			260.00		420.93
92400 Newsletter/Directory			1,500.00		1,200.00
92450 Website			210.00		99.75
92500 Postage			100.00		40.33
92550 Office Supplies			125.00		0.00
92600 Nat'l Dues/Insurance			750.00		660.00
92700 Awards			350.00		271.22
92750 Educational Reimbursement			700.00		0.00
92800 Fall Conference			12,000.00		13,341.57
92850 Donations			0.00		200.00
92870 Fund Raiser			0.00		0.00
92900 Miscellaneous			250.00		46.00
Totals		17,860.00	19,520.00	14,575.67	17,151.64
			(1,660.00)		(2,575.97)





MN Chapter National Institute of Governmental Purchasing General Meeting

January 22, 2010

Holiday Inn & Suites
3 Appletree Square
Bloomington, MN 55425

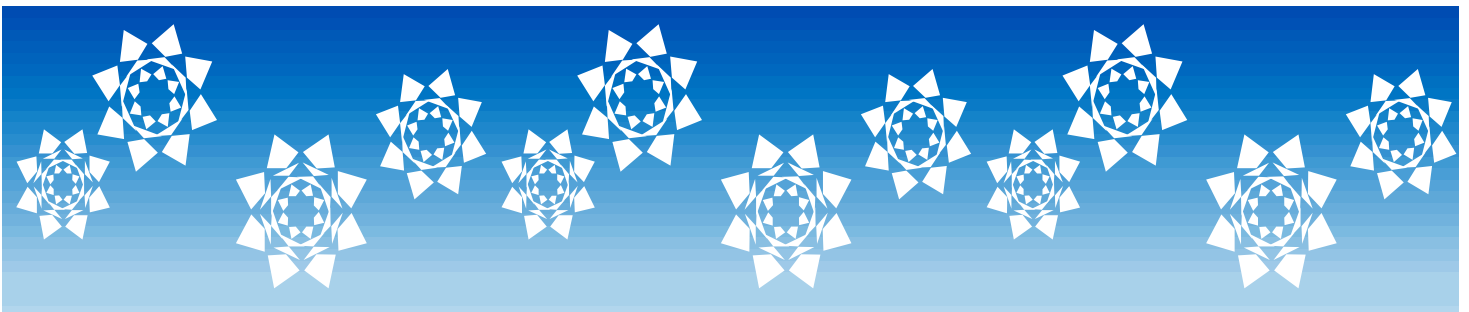
Agenda:

- 8:30-9:00 Registration & Networking
9:00-9:15 Breakfast
9:30-10:30 Business Meeting, Thank You's & Awards:
Secretary's Report - Chris
Treasurer's Report - Rose
Governance Report - Andrea
Membership Report - Bob
Education Report - Susan
Installation of 2010 Officers
2010 Fall Conference Report - Deb
New Business: 2010 Budget - Rose
Nominations Report
2009 Thank You's - Mike
2009 Awards – Larry
- 10:30– Noon Program: “How to Get Along in the Generation Gap” with Cathy Woodbury from HRM.....

Please pre-register at the following website address:

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

by January 19, 2009





MN NIGP 2010 Schedule



Date	Board Meeting	General Meeting	Seminar/ Certification Program	Training/Program Sessions	Location
January 22		X			Holiday Inn & Suites Bloomington, MN
February 10	X				Red Wing
February 24/25			X	CPPB Prep	Metro Airports Commission
March 12		X		Buy American	St. Paul
April 14	X				Red Wing
May 3-8			X	CPPB Testing	Metro Airports Commission
May 12-14			X	Sourcing in the Public Sector	Metro Airports Commission
May 21		X		TBD	City of Bloomington
June 9	X				Red Wing
July 16		X		Best Value Methods	Rochester
August 11	X				Red Wing
August 12-17				NIGP Annual Forum	San Antonio, TX
September 16-17 (Tentative)				Fall Conference	TBD
October 6	X				Red Wing
October 27-29			X	Developing & Managing RFP's	
November 5				TBD	Metro Airports Commission
December 8	X				Red Wing

Here it is, a New Year. We got to make some resolutions, as well as interest and tax payments in this joyful season. It's the start of a New Year of trials and tribulations, and if everybody that does anything gets caught, it will be mostly trials. -Will Rogers

Education Notes.....Bev Rausch

New NIGP Seminar Registration Fee Structure

Effective **January 1, 2010**, NIGP will offer face-to-face educational courses using a revised pricing model. This new model includes an early registration discount for those attendees who register and commit early, thereby helping the chapter reduce the number of cancelled seminars. Fewer cancellations help NIGP support your chapter initiatives while also supporting the profession by ensuring classroom education is available to our members. .

The new pricing **provides a \$75 savings** for those able to register 60 or more days prior to the start of the seminar. Those registering 30-59 days prior to the event will pay the standard NIGP seminar rate, which has not increased, but is still \$50 less than those registering 14-29 days prior.

3-Day Course Example

- Register 60 or more days prior, NIGP members pay \$550; Non-members pay \$725 (**saves \$75** off the late price)
- Register 59-30 days prior, NIGP members pay \$575; Non-members \$750 (**save \$50** off the late price)
- Register 14-29 days prior, NIGP members pay \$625; Non-members \$800.

This revised pricing structure is reflective of the fee structure for the NIGP Annual Forum. Our data shows that under this model, more than 60% of all Forum attendees register during the early bird registration phase. Only 1% of all attendees register after the late fees are implemented. We believe offering an early registration discount for incentives for seminars will result in more early commitments and fewer last minute registrations. Additionally, this refreshed pricing structure will add a stronger incentive to break the cycle of members waiting until the last minute to register for a class. Without providing an incentive to commit early, we have reinforced the negative behavior of members who hold off until the last moment to see if a class will be confirmed or not before committing themselves. Just a few of your members thinking and acting this way can cause a class cancellation.

We continue to look to you, our chapter leaders, to identify the course content most desired by your chapter members, and are here to support your communication efforts to maximize attendance at each event. Our ultimate goal is to support the members by ensuring classroom instruction is available to them as often as possible, as well as supporting the chapters in their efforts to offer education to their members.

Please contact Patrice Freeman at pfreeman@nigp.org with questions or support for your chapter's professional development initiatives.

Best regards,

Patrice Freeman, Chapter Events Coordinator

New Seminar Registration Fee Structure

NIGP National Member Fees:

NIGP One Day Seminars	NIGP Two Day Seminars	NIGP Three Day Seminars
Early Registration - \$135	Early Registration - \$335	Early Registration - \$550
Standard Registration- \$160	Standard Registration- \$360	Standard Registration- \$575
Late Registration- \$ 210	Late Registration- \$ 410	Late Registration- \$ 625

Non- Member Fees:

NIGP One Day Seminars	NIGP Two Day Seminars	NIGP Three Day Seminars
Early Registration - \$200	Early Registration - \$475	Early Registration - \$725
Standard Registration- \$225	Standard Registration- \$500	Standard Registration- \$750
Late Registration- \$ 275	Late Registration- \$ 550	Late Registration- \$ 800

MINNESOTA NIGP PRESENTS..



CPPB Prep Session

Date: February 24-25, 2010

Location: Metro Airports Commission

6040 28th Ave South, Minneapolis MN

Contact Hours: 16 hours

UPPCC Re-Certification Points: 2

Instructor: Bill Davison, CPPO

Course Objective and Intended Outcomes:

In an effort to prepare candidates for the computer-based CPPB exam containing 175 questions, this course provides a review that addresses key information on topics identified in the 2008 UPPCC Body of Knowledge. Considered as a tool to help the student in assessing their own strengths and weaknesses, as they relate to the subject matter, this course is only a part of the candidates overall study plan for preparation. Participation in this class does not guarantee success on the examination.

Course Syllabus:

This course addresses the 10 domain areas identified in the Body of Knowledge.

- Administration aspects of purchasing (19%)
- Procurement requests (17%)
- Solicitation and evaluation of bids/proposals (20%)
- Supplier analysis (8%)
- Negotiation process (3%)
- Contract award and administration (18%)
- Internal/external relationships (9%)
- Materials Management (2%)
- Human Resources/Personnel (2%)
- Forecasting and Strategies (2%)

Registration Fee: (New 2010 Fees)

Register 60 or more days prior: NIGP members pay \$335; Non-members pay \$475

Register 59-30 days prior: NIGP members pay \$360; Non-members \$500

Register 14-29 days prior: NIGP members pay \$410; Non-members \$550.

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: Bev Rausch, CPPB; Phone: 952-563-8795
or email: brausch@ci.bloomington.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.

MINNESOTA NIGP PRESENTS



Sourcing in the Public Sector
Date: May 12-14, 2010
Location: Metro Airports Commission
6040 28th Ave South, Minneapolis MN

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

Instructor: Mr. Peter A. Rigterink, CPPO, CPPB, VCO

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: (New 2010 Fees)

Register 60 or more days prior: NIGP members pay \$335; Non-members pay \$475

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MINNESOTA NIGP PRESENTS...



Developing and Managing RFP's
Date: October 27-29, 2010
Location: Metro Airports Commission
6040 28th Ave South, Minneapolis MN

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

Instructor: Mr. Ronald L. King, CPPO, VCO, CPPB

Objectives:

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

- Describe the RFP planning and development process
- Describe RFP team roles and responsibilities
- Identify and describe the different types of evaluation methodologies and their associated application
- Describe proposal handling processes
- Define and describe the concept of the RFP negotiation process
- Identify and describe how to manage post award issues 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

- Pre-test
- Planning for the RFP – Part One
- RFP Document Development

Day Two

- RFP Document Development – Part Two
- Handling Procedures
- Evaluation Process and Methodology

Day Three

- Negotiations
- Terms and Conditions
- Completing the Process
- Review
- Post Test

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

Registration Fee: (New 2010 Fees)

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Congratulations to Today's Purchasing Professionals

I have now been a public purchasing official for almost 28 years. In that time our profession has seen many changes. I believe most importantly we have gone from a group of people that were not recognized by the public, or our own organizations, for what we did to save public tax dollars to a profession that now is looked at to bring new ideas and strategies on how to procure items for our agencies at the best overall cost. This change has taken a long time, and I feel it has come about because people in the profession have embraced the idea that education and certification are the keys to being recognized as true professionals.

I consider myself one of the lucky people who got started in the public purchasing field. Less than a month after I started working for the City of Red Wing as the "Purchasing Agent", I received a phone call from a man named Richard Pearson. He identified himself as the purchasing manager from Anoka County, and he invited me to come to a meeting of the newly formed Minnesota Chapter of NIGP. It only took a couple of minutes during this conversation for me to realize this was a group of people that had the knowledge and experience to help me do my new job better. I agreed to attend my first chapter meeting in January of 1982, and I can proudly say that I am still attending almost every Minnesota Chapter meeting as of this time. That first meeting was incredible. I was in a room full of people that were willing to answer my questions and share their ideas. Many of these people became friends and colleagues that were always there when I needed help, but none more so than "Dick" Pearson. The word mentor comes to mind, but that does not say enough. Dick not only would answer any questions I needed help with; he also is the individual that told me about NIGP at the national level. He explained to me about the educational classes and the certification program that was offered and the National Conference that was held each year to bring purchasing agents from around the country together to share ideas. All of this information was incredible, but without Dick taking me under his wing and explaining what was out there, I would never have known about these opportunities.

You see, back then NIGP was an organization, like its members, that was not known for the value that it could bring to public purchasing. NIGP had members all over the country and in Canada, but they did not have the same recognition as the American Public Works Association or the other associations for government officials. In 1987, I earned my CPPB. It was the 713th certificate ever issued. No kidding, only 713! My new certification meant I could now put those four letters on my business card, but no one knew what it meant. This was a problem that took a long time to overcome, but I believe we are to the point that the letters CPPB and CPPO are now recognized throughout our various agencies as a professional certification that identifies an educated, well trained, and dedicated individual in the government purchasing field. Purchasing professionals are now part of the upper management teams at many agencies. We are consulted early on by all departments about upcoming projects and purchases that will be needed throughout our organizations. We are expected to know about joint purchasing contracts, best value bids, just in time delivery schedules, managing contracts well into the millions of dollars, and any other aspect of government purchasing that might come up. We are expected to be professionals.

Another way that we can see how far our profession has come is to look at the vendor community. When I started, most vendors saw the purchasing agent of a government entity as someone that was just getting in the way between them and their contract with the parks, police, fire, or public works department. We were looked at as an unnecessary step for them to complete a sale. Now the vendor community looks to us to make sure that our purchasing practices are fair for everyone. They want to know that if they can give a competitive bid on a project, we will evaluate each bid equally and make the award based on the criteria spelled out in our bid specifications. The vendor community is looking to our purchasing professionals to form partnerships that can be long lasting, partnerships that will benefit their company but at the same time give us a better value while still meeting the needs of our users. Our vendors are now becoming certified through NIGP, so they can better help us purchase goods and materials that will give the best value for tax payers' dollars. This in and of itself is a huge indication of how far our profession has come over the past generation.

There are many individuals that have had a hand in making these changes happen. Many of the past and current board members for NIGP have long proclaimed the importance of education and certification. All of the people that were involved with the original partnership with Florida Atlantic University to get started on a curriculum that would be accredited throughout the country's higher education institutions should be commended. There were many members that pushed for better course materials and better instructors, so they could sell the value of this certification program to their supervisors back home and get funding for attendance. All of these people had a hand in making public purchasing the profession it is today. In my opinion there is no one person more responsible for these incredible strides for our entire profession than Rick Grimm. As the Executive Director for NIGP, Rick has moved this organization forward with passion, leadership, and thoughtful strategic planning. Rick was a purchasing agent on the front line, so he understood what was needed to bring this profession to the forefront in all government procurement. Now if you are one of the thousands of people that hold a CPPB or CPPO certification you no longer need to spend time explaining to everyone what those letters stand for. Our colleagues at work and the vendors that we do business with understand that these four letters mean they are dealing with a professional in the public purchasing field. We are educated, we are well trained, and we are dedicated to the communities that we serve. We are certified **PROFESSIONALS**. I would like to say thank you to everyone who has had a hand in changing the way purchasing agents are perceived. Especially I would like to thank Rick for his vision and dedication during his tenure at NIGP.

Finally I will say congratulations to everyone that currently holds a CPPB or CPPO certificate. You have earned the right to be called a true professional. You are an expert in the public purchasing field. I will also challenge each of you to share your commitment with new purchasing agents. Take the time to teach them the importance of education and certification. Make sure our profession continues to be recognized for the value that we can bring to our agencies. Public purchasing has come a long way in the past twenty eight years, but I am sure that we can achieve more. You can achieve more, but only if you share your expertise with those that will come to our profession in the future.

Contributing Editor:
Jay McCleary, CPPO



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

**INVOICE/APPLICATION
2010**



Dues: Individual - \$60 Agency - \$60 (per individual for first four; \$25 per individual thereafter)

Name of Applicant: _____ Certification _____

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

Name of Agency: _____ Position/Title: _____

Name of Department: _____ Address of Agency: _____

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 _____ National Member since _____

National Membership Number _____ since _____

Notes: _____

Make checks payable to
Minnesota Chapter of NIGP
Submit application form and check to:
MN NIGP Treasurer
229 Tyler Rd. N.
Red Wing, MN 55066

MN-Chapter Federal Tax ID Number (TIN) is 41-1981156

Membership applications are due January 31, 2010



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

**MN Chapter of
NIGP**
(National Institute
of Governmental
Purchasing)

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

MN NIGP 2010 Board Committee Assignments

Membership Chairperson:
Bob Ledebuhr

Governance Chairperson:
Jerri Deslarlait

Awards/Nominations Chairperson:
Barb Paul

Education Chairperson—Bev Rausch

Program Chairperson—Rose Hanson

Fall Conference Chairperson:
Deb Palmer

If any member would like to share the responsibilities and participate on any of the above listed committees, please feel free to contact the respective chairperson.

Coffee Filters—Who Knew! (A wise purchase!)

Coffee filters Who knew! And you can buy 1,000 at the Dollar Tree for almost nothing even the large ones.

1. Cover bowls or dishes when cooking in the microwave. Coffee filters make excellent covers.
 2. Clean windows, mirrors, and chrome... Coffee filters are lint-free so they'll leave windows sparkling.
 3. Protect China by separating your good dishes with a coffee filter between each dish.
 4. Filter broken cork from wine. If you break the cork when opening a wine bottle, filter the wine through a coffee filter.
 5. Protect a cast-iron skillet. Place a coffee filter in the skillet to absorb moisture and prevent rust.
 6. Apply shoe polish. Ball up a lint-free coffee filter.
 7. Recycle frying oil. After frying, strain oil through a sieve lined with a coffee filter.
 8. Weigh chopped foods. Place chopped ingredients in a coffee filter on a kitchen scale.
 9. Hold tacos. Coffee filters make convenient wrappers for messy foods.
 10. Stop the soil from leaking out of a plant pot. Line a plant pot with a coffee filter to prevent the soil from going through the drainage holes.
 11. Prevent a Popsicle from dripping. Poke one or two holes as needed in a coffee filter.
 12. Do you think we used expensive strips to wax eyebrows? Use strips of coffee filters..
 13. Put a few in a plate and put your fried bacon, French fries, chicken fingers, etc on them. It soaks out all the grease.
 14. Keep in the bathroom. They make great "razor nick fixers."
 15. As a sewing backing. Use a filter as an easy-to-tear backing for embroidering or appliqueing soft fabrics.
 16. Put baking soda into a coffee filter and insert into shoes or a closet to absorb or prevent odors.
 17. Use them to strain soup stock and to tie fresh herbs in to put in soups and stews.
 18. Use a coffee filter to prevent spilling when you add fluids to your car.
 19. Use them as a spoon rest while cooking and clean up small counter spills.
- OH, YEAH THEY ARE GREAT TO USE IN YOUR COFFEE MAKERS TOO.**

Board of Directors

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Rose Hanson, CPPB
City of Red Wing
229 Tyler Rd. N.
Red Wing, MN 55066-1826
651-385-3674

Vice President
Deb Palmer, CPPB
Olmsted County
2122 Campus Dr. SE
Rochester, MN 55904-4744
507-328-7085

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6040 28th Ave. S
Mpls., MN 55450-2799
612-726-8163

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50 Sherburne Avenue, # 112
St. Paul, MN 55155-1490
651-201-2449

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A2205 Government Ctr
Mpls, MN 55422-3706
612-348-4469

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MN Dept of Health
1645 Energy Park Drive
St. Paul, MN 55108
651-917-4861

Bob Ledebuhr, C.P.M.
Rochester Public Utilities
4000 East River Rd NE
Rochester, MN 55906-2813
507-280-1674

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