

## Registration Form

**Early Registration before June 16, 2008 - \$225**  
**Final Registration: before August 1, 2008 - \$250**  
(Includes 2-day training, Thursday night lodging & meals)

Mail Registration form and fee to: Rose Hanson CPPB,  
MN NIGP Treasurer, % City of Red Wing Public Works  
229 Tyler Rd No. Red Wing, MN 55066-1826

**Make checks payable to: MN Chapter NIGP**

Name: \_\_\_\_\_ Agency: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_

**Room Requirement:**       Smoking;  Non-smoking     Handicapped Accessible

- I request a single occupancy room  
 I will be sharing a room with \_\_\_\_\_ (please make arrangements with that individual prior to pre-registration).

**I will be arriving at the Conference Center on Wednesday night. Note: Members are responsible for Wednesday's meals/lodging.**

**Please note:** You must make your own room reservations for Wednesday (*not Thursday*). Call the Holiday Inn, Elk River at (877) 863-4780. You must reference our Government Rate and our Group name MN Chapter of NIGP. Individual will have to provide a credit card to hold this reservation. Check in is 4:00 p.m. and check out is 11:00 a.m.  
Thursday night's room reservations will not be made until the registration fee has been paid to the MN NIGP treasurer.

I will donate \_\_\_\_\_ to the silent auction fundraiser. (please bring item(s) to conference).

**Enclose payment with completed registration form!**

Payment method:  Check  EFT (EFT # \_\_\_\_\_)

**Contact Rose Hanson at 651-385-3674/rose.hanson@ci.red-wing.mn.us for further information and/or with special needs!**

**Cancellation of MN NIGP Seminar or Conference:** Individuals who register to participate in a MN NIGP sponsored seminar or conference may cancel their registration at any time prior to the first day of the seminar or conference; however no refund will be issued for cancellations made within 14 days of the seminar's/conference start date or for individuals who fail to attend, except for extenuating circumstances. Each request will be considered on a case by case basis. See policy information on the website at [www.mnnigp.org/](http://www.mnnigp.org/) for more information.

Minnesota Chapter -NIGP  
Rose Hanson, CPPB  
% City of Red Wing Public Works  
229 Tyler Rd No.  
Red Wing, MN 55066-1826

# 14<sup>th</sup> Annual MN NIGP Fall Conference

*"At the Lake  
in 2008"*

**September 11-12, 2008**  
**Holiday Inn**  
**Elk River, Minnesota**



**Educational  
Opportunities  
for  
Purchasing  
Professionals**

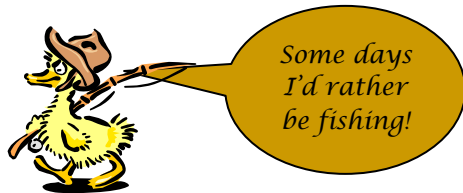
# Conference Schedule

## Thursday - September 11, 2008

- 8:00 a.m. Registration/Breakfast
- 8:15 a.m. Ice Breaker: "Don't Rock the Boat"
- 9:00 a.m. Program: "Procurement Manuals" w/John Kennedy, CPPO, C.P.M.
- Noon Lunch
- 1:00 p.m. Program: "Procurement Professional Development" and "The Public Purchaser as Peacemaker" w/John Kennedy, CPPO, C.P.M.
- 4:00 p.m. Business Meeting/Election
- 4:30 p.m. Purchasing Networking Activities
- 6:00 p.m. Dinner ....Free time & evening activities TBA.

## Friday - September 12, 2008

- 7:30 a.m. Breakfast
- 8:00 a.m. Program: "Fraud, Scams and Security"
- 11:00 a.m. Break
- 11:30 a.m. Purchasing Activities – Auction Wrap-up
- Noon: Lunch
- 1:00 p.m. "Embracing Laughter for Wellness" w/Mary Huntley and Edna Thayer
- 3:00 p.m. Conference Adjourned



# Program/Speaker Info.....

## Thursday, September 11, 2008

**John Kennedy, CPPO, C.P.M. –**

John has more than two decades of experience in the field of purchasing (20 in the public sector), the last twelve in a supervisory and management capacity. His supervisory responsibilities have ranged from direct supervision of a staff of four to responsibility for four departments, with a total staff of 90. He has personally conducted procurements of a highly varied nature and has managed the procurement of goods and services, from commodities to complex computer systems. He has also presented workshops covering a wide array of topics at a number of NIGP National Forums and also at local events, which have been well-received.

### **"PURCHASING MANUALS: ARE THEY WORTH THE TROUBLE? YES!"**

In one of his several career positions, John quickly realized that the staff members in the Purchasing Department were not all "on the same sheet of music," and that this was seriously undermining the effectiveness of the organization. In response to this need, John wrote a 300-page "Buyer's Handbook" and presented over 9 hours of training with the entire buying staff on the purpose and use of the Handbook. The results of this effort proved beneficial not only to management and staff, but to Purchasing's customers as well. This workshop will address the foundational issues of the "Why," "What," and "How" of handbooks.

### **"PREPARING A PATH TO THE FUTURE WITH PROFESSIONAL DEVELOPMENT"**

As purchasing professionals, we are constantly faced with the challenge of keeping our own skills up-to-date, as well as knowing how to encourage those we work with and those we manage to continually improve their skills as well. The reason why many people struggle in this regard is because no clear pathway for professional development has been developed. In this workshop, John will present the details of a professional development program that he designed and implemented, which will provide not

only practical information, but also afford attendees with the opportunity to discuss how this knowledge can be applied to their particular situation.

### **"ANOTHER ROLE MODEL: THE PUBLIC PURCHASER AS PEACEMAKER"**

Public procurement is a people-business. Almost every activity involved in the public procurement process requires the practitioner to interact with other people, and to do so in a professional and effective manner; be it the preparation of specifications, conducting bid conferences, or evaluating and awarding bids. More often than not, the practitioner plays the leading role in each of these instances. This role calls for the practitioner to be an initiator, facilitator, and yes, even a peacemaker, at times. This workshop will provide practical guidance that will enhance the public purchaser's skills in the area of working with people, whether with internal or external customers; individuals or groups.

## Friday, September 12, 2008

**FRAUD: "FRAUD, SCAMS AND SECURITY" -** Bank of Elk River, including credit card fraud.

**"EMBRACING LAUGHTER WITH WELLNESS"** with Edna Thayer and Mary Huntley. Mary is Professor Emeritus from Minnesota State University, Mankato, having taught courses to nursing students on laughter and wellness, and being the team's researcher on the topic.

Edna L. Thayer, aka (or affectionately known as) "The Laughing Lady", began her interest in the serious side of humor in early 1990 when she developed a staff development class entitled, "Stress Relief Through Humor." The popularity of the topic grew by word of mouth and soon Edna was branching out and being asked to present at other groups to which the attendees belonged. Mary Huntley & Edna Thayer have crafted a splendid balance of thought-provoking quotes, delightful anecdotes and acronyms, research, and practical tips to underline the link between laughter and wellness in life and work." Edna also has a nursing background.

Their Book, [A Mirthful Spirit](#) describes the benefits of laughter for wellness with tips for maintaining

mirthfulness within oneself, at home, on-the-job, and during times of distress. It inspires readers to intentionally seek out and create opportunities for mirth and laughter while minimizing negative humor in everyday life

## Accommodations



Registrants should make their own arrangements with the Inn only for their stay on Wednesday evening. Make these Wednesday night arrangements at least two weeks prior to the conference. Holiday Inn: 9200 Quaday Ave. NE Elk River, MN 55330 (877) 863-4780

## Silent Auction

Silent Auction Items donated to the Chapter will be available throughout the conference. Monies earned in this fundraising event will be used to help cover general Chapter expenses. If you would like to make a donation to the chapter's Silent Auction, please contact Cheryl Groettum, or fill in the information on your registration form. Please bring your items early to the Fall Conference.

## Activities

Several networking activities will take place throughout the conference. Free time has been allotted on Thursday evening for conference attendees who like to spend time on hobbies/ interests of their own or join their peers in additional activities throughout the evening.

## Continuing Education Hours

Attendees will be eligible for up to 12 hours of education hours for CPPB/CPPO certification or re-certification. **Certificates of Attendance will be given for each full day of attendance.**