



July/August 2011

North Star News

President's Message



A Roadmap to Success

Do you enjoy the good old fashioned road trip? You know the ones where you pile the family and luggage in the car and head out for some known or unknown destination. It's that time of year when many of you are planning your long awaited "summer vacation". Maybe it's a road trip up north to a cabin or resort. Maybe it's a road trip to visit family and friends scattered all over the US or maybe its several day-at-a-time road trips. Wherever you're going, you have usually mapped out your route (or at least have a map with you) and proceed down the road as you eagerly anticipate arrival at your final destination.

The success of our jobs also requires a roadmap. This roadmap is in the form of strategic planning and the use of a SWOT analysis to look at the internal strengths and weaknesses of our organization, as well as the external opportunities and threats. It can be a long process involving many

people within an organization who are guided by a facilitator to reach several conclusions. These conclusions include vision and mission statements and the goals and objectives to achieve them. This is very much like a roadmap which guides and directs you how to reach your destination. The SWOT analysis is your roadmap to move your organization in the direction of improved performance and service to its customers.

With the economy still struggling to recover and politicians trying to balance the budget, our roadmap is full of threats but it is also full of opportunities. Seize this time to be creative by identifying the strengths, weaknesses, opportunities and threats in your organization. Be diligent in finding another route to your destination which brings value to your organization. Go forth travelers; take a road trip with alternate routes and you just might discover some unknown destination with great potential. Happy summer and safe travels to all.

Deb Palmer, CPPB

2011 MN NIGP Chapter President

July Program

"What Value do you Bring to Your Organization?"
"and "Insurance Limits and Certifications"
 see page 6 for details

INSIDE THIS ISSUE.....

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Treasurer's Report

As of 6/8/2011
Checking: \$14,920.63
CD: \$9,286.81

MN NIGP General Meeting Minutes..... May 13, 2011

MEETING CALLED BY	President, Deb Palmer opened the meeting at 9:30 a.m.
TYPE OF MEETING	Chapter Meeting
NOTE TAKER	Andrea Bolstad
ATTENDEES	Andrea Bolstad, Jessica Brokaw, Larry Bruckner, Susan Groth, Rose Hanson, Ben Jackson, Jody Jacoby, Nicole Jenson, Debbie Johnson, Bernie Kopischke, Bob Ledebuhr, Deb Palmer, Beverly Rausch, Ruth Richardson, Jill Schmidt, Tiffany Smith, Marianne Sobek, Heidi Solheid, John Sullivan Carole Wiese, Brenda Willard, Christine Longwell, Michael Rosenfeld, Amber Klein, Steven Louie, Guests: Richard Biddle, Pat Anderson, John Kedrowski, Excused Barb Paul

Draft, to be approved!

COMMITTEE REPORT	DISCUSSION	PERSON RESPONSIBLE	ACTION												
Secretary Report	Andrea referenced the minutes from the March chapter meeting. Discussion. Andrea will add names of attendees	Andrea Bolstad	Motion to approve by Jill Schmidt 1 st , Carole Weise 2 nd . APPROVED												
Treasurers Report	<p>Jody passed out the Treasurer's report. As of May 13, 2011</p> <table border="0"> <tr> <td>Checking Account Balance</td> <td>\$14,867.89</td> </tr> <tr> <td>Income</td> <td>\$130.99</td> </tr> <tr> <td>Expenses</td> <td><u>\$78.25</u></td> </tr> <tr> <td>Ending Balance</td> <td>\$14,920.63</td> </tr> <tr> <td>COD</td> <td><u>\$9,233.09</u></td> </tr> <tr> <td>Total</td> <td>\$24,183.72</td> </tr> </table> <p>Jody checked into a Money Market account. She found that it</p>	Checking Account Balance	\$14,867.89	Income	\$130.99	Expenses	<u>\$78.25</u>	Ending Balance	\$14,920.63	COD	<u>\$9,233.09</u>	Total	\$24,183.72	Jody Jacoby	Motion was made to accept Treasurers Report by Bernie Kopischke 1 st Bev Rausch 2 nd APPROVED
Checking Account Balance	\$14,867.89														
Income	\$130.99														
Expenses	<u>\$78.25</u>														
Ending Balance	\$14,920.63														
COD	<u>\$9,233.09</u>														
Total	\$24,183.72														
Membership	Carol reported that we have 6 new members since our last meeting. 4 are renewals and 2 are new from DNR. This brings the total to 122. This is the highest number in the last 5 years.	Carole Wiese	No formal votes were taken on membership items.												
Governance	Heidi had nothing new to report	Heidi Solheid	No formal votes were taken on Governance items.												
Education	<p>We had to cancel the RFP Class because we only had two (2) people registered.</p> <p>We are still offering the "Sourcing in Public Sector" class on Sept 7-19. Jeffrey Baer is the teacher.</p> <p>We have a "CPPB Prep" class scheduled for August 25-26. No registrations so far. Iowa is not holding a CPPB prep class, maybe some of their members would attend.</p> <p>There was discussion on one day classes and the costs.</p> <p>Bev will get the information on these seminars to Brenda. Brenda will get into their newsletter</p>	Beverly Rausch	No formal votes were taken on Education Items												
Program	<p>Deb reported that we are looking for a speaker at our July meeting. Maybe someone from the State Auditors office? Jill recommended someone from Department of Health. They spoke on Diverse populations.</p> <p>The topic for November will be Insurance.</p> <p>Rose suggested if anyone wants to golf in the afternoon of the</p>	Deb Palmer	No formal votes were taken on Program items												
Fall Conference	<p>John Sullivan Report. The Fall Conference will be held September 29th and 30th. Mankato, AmericInn.</p> <p>We have had a set back on the speaker Organized Audrey. She is not available on the new dates of the conference.</p> <p>He is still trying to get Jim O'Neil and Terry Davenport. We may have a surprise visitor, Governor Dayton.</p> <p>John says, we have the location and food arranged, the rest will fall into place.</p>	John Sullivan	No formal votes were taken on Fall Conference.												

MN NIGP Board MinutesJune 8, 2011

MEETING CALLED BY	President, Deb Palmer called the meeting to order 11:40 a.m.														
TYPE OF MEETING	Board Meeting														
NOTE TAKER	Andrea Bolstad														
ATTENDEES	Rose Hanson, Andrea Bolstad, Barb Paul, Heidi Solheid, Deb Palmer. Bev Rausch, John Sullivan, Carole Wiese, Excused, Jody Jacoby														
COMMITTEE REPORT	DISCUSSION	PERSON RESPONSIBLE	ACTION												
Secretary Report	Andrea reported that the April Board Minutes were approved thru an email vote on April 27, 2011. Carole made the motion to approve, Deb 2 nd . 6 voted yes, 1 abstained from voting. Final Minutes were printed in our May-June. The June board minutes will be printed in our July-August newsletter	Andrea Bolstad	No formal vote taken. Email vote, see Discussion												
Treasurer's Report	<p>Jody was excused from the Meeting. She emailed the Treasurer's Report prior to the meeting. Deb Palmer presented the report.</p> <p>Treasurer's Report for 6/8/2011</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Checking Account Ending Balance</td> <td style="text-align: right;">\$14,920.63</td> </tr> <tr> <td>Income:</td> <td style="text-align: right;">\$355.00</td> </tr> <tr> <td>Expenses:</td> <td style="text-align: right;"><u>\$44.54</u></td> </tr> <tr> <td>Ending Balance</td> <td style="text-align: right;">\$15,231.09</td> </tr> <tr> <td>COD:</td> <td style="text-align: right;"><u>\$9,286.81</u></td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$24,517.90</td> </tr> </table> <p>Deb pointed out that we have \$585 more than we budgeted for membership income.</p>	Checking Account Ending Balance	\$14,920.63	Income:	\$355.00	Expenses:	<u>\$44.54</u>	Ending Balance	\$15,231.09	COD:	<u>\$9,286.81</u>	Total	\$24,517.90	Jody Jacoby (Excused)	Carole made motion to accept Treasurer's Report, Bev 2 nd , APPROVED
Checking Account Ending Balance	\$14,920.63														
Income:	\$355.00														
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COD:	<u>\$9,286.81</u>														
Total	\$24,517.90														
Membership	<p>Carole reported that we now have 118 paid members. We have two more from Stearns County.</p> <p>Deb Palmer brought up a discussion on whether or not people attending our meetings are required to be members. Rose stated that we do not have a policy regarding this. On one hand we want to be a welcoming chapter and encourage people to "check us out" before joining. However, we need to have active paying members in order to keep chapter alive, if we allow non-members to attend meetings, what is the incentive to join. After much discussion the final decisions were;</p> <ul style="list-style-type: none"> ♦ No formal written policy needs to be created requiring attendees to be members. ♦ Non-Members should not make it a regular habit of attending meetings. ♦ No certificate of attendance will be provided to a non member. ♦ Non-Members must register in advance the same as members are required to do so. ♦ The membership chair will send a Welcome to the MN Chapter of NIGP letter encouraging them to become members. ♦ Non-Members may attend the Fall Conference, however the registration fee will be \$75.00 over the cost of member registration fees. 	Carole Wiese	No formal votes were taken on membership items.												

CON'T ON PAGE 4

MN NIGP Board MinutesJune 8, 2011

COMMITTEE REPORT	DISCUSSION	PERSON RESPONSIBLE	ACTION
Education	<p>Bev reported that only two (2) people registered for the contract Administration class and that on April 27, 2011 Andrea made a motion to cancel the May Contract Administration class, Carole 2nd and email vote was taken with 6 yes and 2 abstain the motion carried.</p> <p>The session, "Sourcing in the Public Sector" is scheduled for September 7,8,9 currently has zero registrants.</p> <p>The CPPB Test Review class is scheduled for August 25 & 26th. Currently we have zero people registered. Heidi mentioned that she will be attending, assuming National approves her to take the test.</p> <p>Bev also reported that National will be raising their rates for seminars effective July 1, 2011. She will provide the new rate information to Barb. They will update the seminar information and send a broadcast message out to our members notifying them of the rate change.</p> <p>National has also changed their cancellation policy. It now states that if someone cancels less than 30 days, the individual is responsible not the chapter. This change was made because of an issue the Iowa chapter had recently. Rose suggested we review our own policy to make sure it matches or references this change.</p> <p>We still have time to schedule a one day seminar. Bev will look into scheduling the Problem Solving class for mid October</p>	Bev Rausch	No formal votes were taken on Education. Email vote, see discussion
Program	<p>Deb Palmer reported that John Sullivan will speak at our July meeting. The topic will cover Insurance Limits and Insurance certificates. Rose suggested we add something in the flyer that says contact Jay McCleary if you are interested in golfing in the afternoon.</p> <p>November meeting location will be MinnCor and the topic is TBD. Possibly Barb Paul will present on Ethics.</p>	Deb Palmer	No formal votes were taken on Program
Fall Conference	<p>John passed out the brochure he created for the Fall Conference. Questions were raised about speakers for the conference. After some discussion about logo and schedule, it was decided that the Fall Conference Committee needed to review the brochure before it is finalized.</p> <p>John asked about lowering the conference fees. After much discussion, the board recommends keeping the fees the same as decided at previous board meeting. The board recommends stating a rate for Non-Members at \$75.00 higher than member rates. This may encourage them to become members at a rate of \$65.00 thereby saving them \$10.00. The board gives the authority to the Fall Conference Committee to make these changes if they feel it is necessary.</p> <p>Rose stressed again the importance of inviting our national representative to the Fall conference. It is good for our chapter to have this exposure and fulfills a requirement in the chapter award criteria. John said he will invite our National Rep.</p>	John Sullivan	No formal votes were taken on the Fall Conference
Old Business	<p>Andrea found the chapter Scrapbooks in the Navy Storage building at MAC.</p> <p>Barb presented her findings on the lanyards. The Board gave Barb the authority to buy 75 lanyards, or + 25 more depending on the price breaks. John recommends we buy ones that have safety breakaway. Color to stand out (less chance of them walking away) such as a bright green. Something that coordinates with our Chapter Logo.</p>		
New Business	<p>Deb asked the board if they felt we should be doing some kind of recognition of our 30th Anniversary. Nothing has been planned so far. John doesn't have any plans for the Fall Conference. Deb stated that we might look at doing something at the July meeting. Recommendations or assistance is appreciated</p> <p>Rose asked about the Job Descriptions she distributed at our last board meeting. All board members are required to review the job descriptions and email changes to Rose before our next meeting. Rose will make the changes and present at our August Board meeting</p>		

ACTION ITEMS		
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The next board meeting will be held August 10th in Red Wing

The October Board meeting will be held, October 12, 2011 in Red Wing

Rose made a motion to adjourn the meeting, Bev 2nd, APPROVED Meeting Adjourned 1:30 p.m.





MN NIGP Chapter Meeting
July 15, 2011
Red Wing Covill Park
Red Wing, MN

Agenda

- 9:00 Meet & Greet/Refreshments**
- 9:15 Business Meeting**
- 9:45 “What Values to you Bring to Your Organization?” presented by Don Olson (past MN NIGP Member, retired Purchasing Director of MAC, currently President of Professional Purchasing Services, LLC.)**
- 10:15 Break**
- 10:30 Program: “Insurance Limits and Certificates”, presented by John Sullivan, Risk/Purchasing Director at Anoka County**
- 12:00 Program Adjourned**

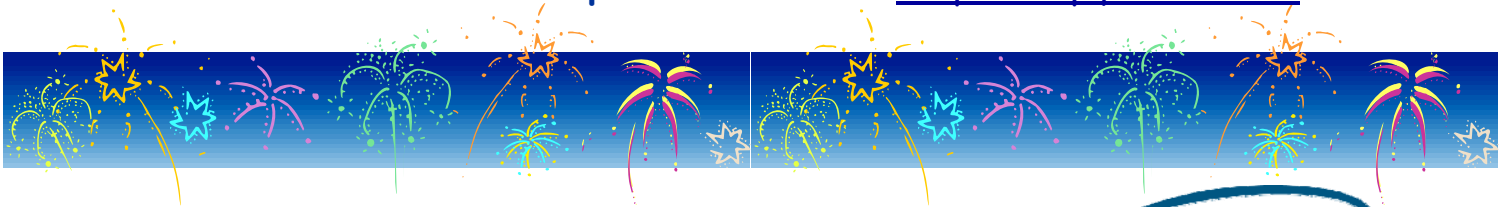
For those interested in golfing after the morning's session, please contact Jay McCleary at 651-385-3674 or jay.mccleary@ci.red-wing.mn.us

Pre-register by July 11th at:

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

Please Note: Fall Conference Committee will meet immediately after the general meeting; and lunch will be available as coordinated through email.

Website link for map to Covill Park: <http://mapq.st/luJxAx>



Treasurer's Report.....Jody Jacoby

As of 6/8/2011

Checking Account Balance	\$14,920.63
Income	\$355.00
Expenses	\$44.54
Ending Balance	\$15,231.09
Certificate of Deposit	\$9,286.81
Total	\$24,517.90

MN-NIGP 2011 Budget Year		2011	2011	2011 Year	2011 Year
		Budgeted	Budgeted	to Date	to Date
Account	Description	Income	Expenses	Income	Expenses
111100	Membership	6,000.00		6,585.00	
111200	Interest	25.00		5.50	
111300	Seminars	1,000.00		1,437.75	
111400	Fall Conference	7,000.00			
111450	Fund Raiser	0.00			
111500	Miscellaneous	0.00		64.27	
119100	Chapter Meetings		1,500.00		627.98
112110	Speaker Fees		2,000.00		350.00
112120	Guest Meals				0.00
112200	Board Meetings		350.00		73.22
112250	National Forum		675.00		0.00
112300	Seminars		1,400.00		0.00
112400	Newsletter/Directory		1,200.00		400.00
112450	Website		300.00		39.95
112500	Postage		100.00		0.00
112550	Office Supplies		100.00		0.00
112600	Nat'l Dues/Insurance		600.00		548.00
112700	Awards		400.00		185.00
112750	Educational Reimbursement		700.00		0.00
112800	Fall Conference		14,000.00		0.00
112850	Donations		100.00		0.00
112870	Fund Raiser				0.00
112900	Miscellaneous		225.00		55.93
Totals		17,860.00	23,650.00	8092.52	2,280.07
			(9,625.00)		5,812.45



REGISTRATION FEE CHANGES

Effective July 1, 2011 the registration fees for one, two, and three-day courses will increase as follows:

National Member Standard Course Fees

- One day course: \$275.00
- Two-day course: \$460.00
- Three-day course: \$650.00

Non-member Standard Course Fee

- One-day course: \$375.00
- Two-day course: \$650.00
- Three-day course: \$850.00

Early registration discount of \$25.00 for registrations received more than 60 days prior to the start of the course as well as the late fee of \$50.00 for registrations received within 30 days of the start of the course have not changed.

Existing registrants and registrations submitted by June 30th for any currently scheduled courses taking place on or after July 1st will be charged at the currently posted FY11 rates.

INDIVIDUAL CANCELLATION POLICY REVISION

Effective immediately there is a no refund policy for individual cancellations requested within 30 days from the start of a course.

MINNESOTA CURRENTLY SCHEDULED SEMINARS:

Sourcing in the Public Sector Class

After July 1st, the new registration fees for the Sourcing in the Public Sector class being held at the Metro Airports Commission on September 7-9, 2-11 will be as follows:

- Register before July 8th (60 or more days): NIGP members pay \$625.00; Non-members pay \$720.00
- Register before August 8th (59-30 days prior): NIGP members pay \$650.00; Non-members pay \$850.00
- Register after August 8th (29-14 days prior): NIGP members pay \$700.00; Non-members pay \$900.00

CPPB Prep Class

After July 1st, the new registration fees for the CPPB Prep Class being held at the Metro Airports Commission on August 25-26 will be as follows:

- Register by July 26th (59-30 days prior): NIGP members pay \$460.00; Non-members pay \$650.00
- Register after July 26th (29-14 days prior): NIGP members pay \$510.00; Non-members pay \$700.00





17th Annual MN NIGP Fall Conference

September 29-30, 2011

AmericInn Hotel & Conference Center

Mankato, Minnesota

“Excellence Under Pressure”

Schedule

Thursday, September 29, 2011

- 9:00 a.m. Registration/Breakfast
- 9:30 a.m. **“Bidding” and “Bonds”** with Thomas J. Vollbrecht, Faegre & Benson incl. lessons learned from the I-35W bridge bid protest and do’s/don’ts, why’s and why not’s of dealing with sureties.
- 12:00 p.m. Lunch
- 1:30 p.m. **“Office Inefficiencies that Cost You Money—Work Smarter, Not Harder”** with Bonnie Slykhuis, Lean consultant for Des Moines Area Community College
- 3:45 p.m. **“Making Ethical Decisions”**, with Barb Paul, buyer from Olmsted County utilizing the five principles of public service ethics in various real-life scenarios.
- 5:15 p.m. Purchasing/Networking Activities
- 6:00 p.m. Dinner

Friday, September 30, 2011

- 8:00 a.m. Breakfast—Networking
- 8:30 a.m. Business Meeting
- 9:00 a.m. Purchasing/Networking Activities
- 10:00 a.m. **“Surety Bonds”** with AJG representatives, David Howard and Tony Becker
- 12:15 p.m. Lunch
- 1:30 p.m. **“Equity in Procurement and Contracting”** with Sam Powers, former procurement director of the Minneapolis Public Housing Authority
- 3:30 p.m. Conference Adjourns



MINNESOTA NIGP



Sourcing in the Public Sector
Date: September 7-9, 2011
Location: Metro Airports Commission
6040 28th Ave South, Minneapolis MN

Contact Hours: 24 hours

UPPCC Re-Certification Points: 3

Instructor: Jeffrey B. Baer, CPPO, CPPB, C.P.M.

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:

Register 60 or more days prior: NIGP members pay \$570; Non-members pay \$745

Register 59-30 days prior: NIGP members pay \$595; Non-members \$770

Register 14-29 days prior: NIGP members pay \$645; Non-members \$820.

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.





Minnesota NIGP CPPB Prep Class August 25-26, 2011

Time: 8AM - 5PM

Seminar Location: Metropolitan Airports Commission, Minneapolis, MN

Presented by: Mary Jane Lopez

Contact hours: 16

UPPCC recertification points: 2

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.

Registration Fees:

NATIONAL MEMBER

Register **60 or more days** before the event: Pay only **\$360**

Register **31-59 days** before the event: Pay only **\$385**

Register **30 days or less** prior to the event: Pay **\$435**

NON-MEMBER

Register **60 or more days** before the event: Pay only **\$500**

Register **31-59 days** before the event: Pay only **\$525**

Register **30 days or less** prior to the event: Pay **\$575**

***PAYMENTS MUST BE RECEIVED TWO (2) WEEKS BEFORE THE SEMINAR START DATE**

Methods of Payment Accepted: Check (make checks payable to "NIGP"), Purchase Orders (via print and fax form), and Credit Cards (Master Card, Visa, and American Express). If paying by check, please make check payable to NIGP and send payment to: NIGP, Attn: Seminar Registration 151 Spring Street Herndon, VA 20170

For more information go to www.nigp.org.....Professional Development....

Local Information: If you would like more information on the event, please contact the MN Education Chair: Beverly Rausch via email at BRausch@ci.bloomington.mn.us .





MN NIGP 2011 Schedule



Date	Board Meeting	General Meeting	Seminar/ Certification Program	Training/Program Sessions	Location
July 15		X		Value to Organization Insurance Limits and Certificates	Red Wing Covill Park Bldg Red Wing
August 10	X				Red Wing
August 25-26			X	CPPB Prep	Metro Airports Comm
August 25-29				National Forum	National Harbor, MD
Sept. 7-9			X	Sourcing in the Public Sector	Metro Airports Comm
Sept. 29-30				Fall Conference	AmericInn Hotel and Conf. Center—Mankato
October 12	X				TBD
November 18		X		TBD	MinnCorr
December 7	X				Red Wing

2011 Newsletter Deadlines

Issue	Articles Due
September/October	August 19, 2011
November/December	October 21, 2011

Consider Serving on the 2012-13 MN NIGP Board of Directors?

**Available Positions: Vice President, Secretary
and 2 board positions**

“The heart of a volunteer is not measured in size, but by the depth of the commitment to make a difference in the lives of others.” -- DeAnn Hollis

Please contact Barb Paul at paul.barb@co.olmsted.mn.us if interested.



Values and Guiding Principles of Public Procurement

Accountability – Taking ownership and being responsible to stakeholders for our actions
....essential to preserve the public trust and protect the public interest.

Principles:

- Apply sound business judgment.
- Be knowledgeable of and abide by all applicable laws and regulations.
- Be responsible stewards of public funds.
- Maximize competition to the greatest extent practicable.
- Practice due diligence.
- Promote effective, economic and efficient acquisition.
- Support economic, social, and sustainable communities.
- Use procurement strategies to optimize value to stakeholders.

Ethics – Acting in a manner true to these values...essential to preserve the public's trust.

Principles:

- Act and conduct business with honesty and integrity, avoiding even the appearance of impropriety.
- Maintain consistency in all processes and actions.
- Meet the ethical standards of the profession.

Impartiality – Unbiased decision-making and action...essential to ensure fairness for the public good.

Principles:

- Be open, fair, impartial, and non-discriminatory in all processes.
- Treat suppliers equitably, without discrimination, and without imposing unnecessary constraints on the competitive market.
- Use sound professional judgment within established legal frameworks to balance competing interests among stakeholders.

Professionalism – Upholding high standards of job performance and ethical behavior... essential to balance diverse public interest.

Principles:

- Led by those with education, experience, and professional certification in public procurement.
- Continually contribute value to the organization.
- Continually develop as a profession through education, mentorship, innovation, and partnerships
- Develop, support, and promote the highest professional standards in order to serve the public good.
- Seek continuous improvement through on-going training, education, and skill enhancement.

Service – Obligation to assist stakeholders...essential to support the public good.

Principles:

- Be a crucial resource and strategic partner within the organization and community.
- Develop and maintain relationships with stakeholders.
- Develop collaborative partnerships to meet public needs.
- Maintain a customer-service focus while meeting the needs, and protecting the interests, of the organization and the public.

Transparency– Easily accessible and understandable policies and processes...essential to demonstrate responsible use of public funds.

Principles:

- Exercise discretion in the release of confidential information.
- Maintain current and complete policies, procedures, and records.
- Provide open access to competitive opportunities.
- Provide timely access to procurement policies, procedures, and records.



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



**INVOICE/APPLICATION
2011
(January 1, 2011 – December 31, 2011)**

Dues: Active: Individual - \$65 Agency - \$65 (per individual for first four; \$30 per individual thereafter)
Associate: Student - \$25 Faculty Member - \$25 Retired Purchasing Professional

Applicant: _____ Certification _____

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

Agency Name: _____

Department: _____ Position/Title: _____

Agency Address: _____

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 _____ Board Member

National Member since _____

Notes: _____

Make checks payable to
Minnesota Chapter of NIGP
Submit application form and check to:
Minnesota Chapter NIGP
% Metropolitan Council
Attn: Jody Jacoby
390 North Robert Street
St. Paul, MN 55101-1805
MN-Chapter Federal Tax ID Number (TIN) is 41-1981156

Payment by Check EFT

Membership applications are due January 31, 2011
(Each applicant must complete an application form)





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

**Minnesota
NIGP**

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

Qualities of Good Leadership

Learn to be strong but not rude.
Learn to be kind but not weak.
Learn to be bold but not a bully.
You've got to learn to be humble, but not timid.
Be proud but not arrogant.
Develop humor without folly.
Lastly, deal in realities. Deal in truth.

By Jim Rohn at www.jimrohn.com

Board of Directors

President

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

Vice President

John Sullivan
Anoka County
2100 3rd Ave Ste 300
Anoka, MN 55303-5029
763-323-5370

Secretary

Andrea Bolstad
Metro Airports Commission
6040 28th Ave. S
Mpls., MN 55450-2799
612-726-8163

Treasurer

Jody Jacoby
Metropolitan Council
390 North Robert Street
St. Paul, MN 55101-1805
651-602-1144

Past President

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

Board Members

Barb Paul
Olmsted County
151 4th St. SE
Rochester, MN 55904
507-328-7695

Beverly Rausch

City of Bloomington
1800 W Old Shakopee Rd
Bloomington, MN 55431-3027
952-563-8795

Heidi Solheid

City of Minneapolis
330 2nd Ave S Ste 552
Minneapolis, MN 55401-2213
612-673-2727

Carole Wiese

Minnesota DOT
395 John Ireland Blvd
St. Paul, MN 55155
651-366-3788

Our Greatest Danger

Herbert Hoover

31st President of the United States of America

"...When there is a lack of honor in government, the morals of the whole people are poisoned. ...There is no such thing as a no-man's land between honesty and dishonesty. Our strength lies in spiritual concepts. It lies in public sensitiveness to evil.... Our greatest danger is not from invasion by foreign armies. Our dangers are that we may commit suicide from within by complaisance with evil, or by public tolerance of scandalous behavior...."

