



Sept./Oct 2011

# North Star News

## President's Message



HEY, WHERE DID THE SUMMER GO?

WOW, I can't believe summer is already winding down. We've certainly had some "HOT" weather. I hope you've been able to take some time to enjoy the summer, especially before, dare I say it, the COLD weather arrives.

With Fall fast approaching we're gearing up for our ANNUAL FALL CONFERENCE. The committee has been hard at work putting together a terrific program at the AmericInn and Conference Center in Mankato. If you haven't already registered there's still time, but don't wait too long. You won't want to miss attending this "Super Hero" action packed, "Excellence Under Pressure" Conference filled with exceptional training, networking and FUN! The Fall Conference is by far the best training value around.

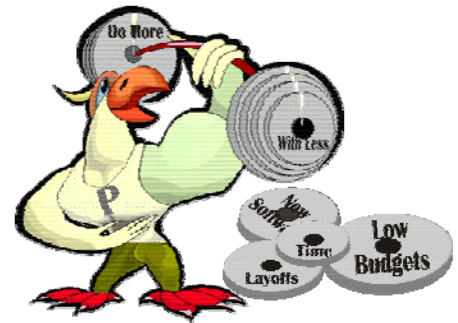
Your Board of Directors feels strongly that Chapter members should be provided top-notch training at an affordable price. Just one good idea taken away from the conference and implemented in your agency will provide value beyond measure. Don't miss out on this extremely affordable op-

portunity to expand your knowledge and skills as well as sharing your knowledge with your fellow Chapter members. You'll find all the details about the conference in this newsletter. Remember, **DON'T MISS OUT**, send in your registration **TODAY** and join all the other members who have already registered for our ANNUAL FALL CONFERENCE, SEPTEMBER 29<sup>TH</sup> - 30<sup>TH</sup>.

A few members will be attending the National Conference in Maryland, August 24<sup>th</sup> - 30<sup>th</sup>. I'll share in the next newsletter the learning opportunities we participated in. Don't forget we are celebrating our 30<sup>th</sup> year as a Chapter. Plans are underway to have a professional NIGP speaker at our November meeting in honor of this milestone. Watch for more details in the November/December Newsletter. Plan to join us for this special celebration and support the value this Chapter brings to its members and their agencies. Thank you to each and every one of you for choosing to be a part of this organization. Consider serving your Chapter as a Board member or Officer and don't forget about nominating one of our many deserving members for a Chapter award.

Deb Palmer, CPPB  
Chapter President

Fall Conference Approaches  
"Excellence Under Pressure"  
Details on page 11



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### Treasurer's Report

As of 8/10/11  
**Checking: \$20,682.09**  
**CD: \$9,286.81**

# MN NIGP General Meeting Minutes..... July 15, 2011

**Draft, to be approved!**

<b>MEETING CALLED BY</b>	President, Deb Palmer opened the meeting at 9:25 a.m.
<b>TYPE OF MEETING</b>	Chapter Meeting
<b>NOTE TAKER</b>	Andrea Bolstad
<b>ATTENDEES</b>	Need to add attendees here.

COMMITTEE REPORT	DISCUSSION	PERSON RESPONSIBLE	ACTION												
Secretary Report	Andrea presented the Minutes from our May 2011 Chapter meeting.	Andrea Bolstad	Motion to approve by Rose Hanson 1 <sup>st</sup> , Bev Rausch 2 <sup>nd</sup> . 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>\$15,231.09</td> </tr> <tr> <td>Income</td> <td>\$815.94</td> </tr> <tr> <td>Expenses</td> <td>\$184.99</td> </tr> <tr> <td>Ending Balance</td> <td><u>\$15,862.04</u></td> </tr> <tr> <td>COD</td> <td><u>\$9,286.81</u></td> </tr> <tr> <td>Total</td> <td>\$25,148.85</td> </tr> </table> <p>There was a discussion about whether or not state employees would be able attend. We are moving forward with the Fall Conference in hopes that people can attend.</p>	Checking Account Balance	\$15,231.09	Income	\$815.94	Expenses	\$184.99	Ending Balance	<u>\$15,862.04</u>	COD	<u>\$9,286.81</u>	Total	\$25,148.85	Jody Jacoby	Motion was made to accept Treasurers Report by Jay McCleary 1st Barb Paul 2 <sup>nd</sup> APPROVED
Checking Account Balance	\$15,231.09														
Income	\$815.94														
Expenses	\$184.99														
Ending Balance	<u>\$15,862.04</u>														
COD	<u>\$9,286.81</u>														
Total	\$25,148.85														
Membership	<p>With the State shut down, Carole did not attend. No report.</p> <p>We had a new Associate member attend, Ashley Conyers. She has moved here and was a member of the Texas Chapter. Bev introduced the new person from Bloomington, Heather.</p>	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	Bev reported that we have two classes coming up. The CPPB prep class only has 2 people schedule so far. We need 6 people. Jay and Bill offered to help Heidi out if this class is cancelled.	Beverly Rausch	No formal votes were taken on Education Items												
Program	<p>Deb asked for suggestions for our November chapter meeting. Maybe the auditor? Barb suggested Cooperative Purchasing. Bill D suggested Programs or Services, Contracting outside. Jay added to this discussion. Is it more expensive outside vs. inside. Lawn moving services for example. Maybe a round table on this topic?</p> <p>The 2<sup>nd</sup> is Sourcing in Public Sector. We have 3 people registered. We need 5 more.</p> <p>On line classes are available, but they are not very interactive.</p>	Deb Palmer	No formal votes were taken on Program items												
Fall Conference	John reported there will be a conference! It is at Mankato AmericInn Conference Center. We will have interesting speakers, an Attorney talking about 35W Bid protest. Also he will speak on Bonds. 3 registrations so far. Everyone received a brochure. Deb stressed to the group that this is a great conference at a great value.	John Sullivan	No formal votes were taken on Fall Conference.  Con't on page 4												



# MN NIGP Board Minutes .....August 10, 2011

<b>MEETING CALLED BY</b>	President, Deb Palmer called the meeting to order 11:40 a.m.														
<b>TYPE OF MEETING</b>	Board Meeting														
<b>NOTE TAKER</b>	Andrea Bolstad														
<b>ATTENDEES</b>	Rose Hanson, Andrea Bolstad, Barb Paul, Heidi Solheid, Deb Palmer. Bev Rausch, Excused John Sullivan, Carole Wiese, and Jody Jacoby														
<b>COMMITTEE REPORT</b>	<b>DISCUSSION</b>	<b>PERSON RESPONSIBLE</b>	<b>ACTION</b>												
Secretary Report	Andrea reported that the June Board Minutes were approved thru an email vote on June 29, 2011. Rose made the motion to approve, Barb 2 <sup>nd</sup> . 6 voted yes, 3 abstained from voting. Final Minutes were printed in our July-August. The August board minutes will be printed in our Sept- Oct newsletter.	Andrea Bolstad	No formal vote taken. Email vote, see Discussion												
Treasurers Report	<p>Jody was excused from the Meeting. She forwarded on thru email the Treasurers Report. Deb Palmer presented the minutes.</p> <p><b>Treasurers Report for August 2011</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Checking Account Ending Balance</td> <td style="text-align: right;">\$15,862.04</td> </tr> <tr> <td>Income:</td> <td style="text-align: right;">\$4,840.00</td> </tr> <tr> <td>Expenses:</td> <td style="text-align: right;">\$19.95</td> </tr> <tr> <td>Ending Balance</td> <td style="text-align: right;"><u>\$20,682.09</u></td> </tr> <tr> <td>COD:</td> <td style="text-align: right;">\$9,286.81</td> </tr> <tr> <td>Total</td> <td style="text-align: right;"><b>\$29,968.90</b></td> </tr> </table> <p>Bev reminded us that the seminar funds show income from previous year. The check had been sent to Andy Doran. He hadn't done anything with it. It took a while to find the check. It was straightened out, but when finished it ended up in the 2011 income.</p>	Checking Account Ending Balance	\$15,862.04	Income:	\$4,840.00	Expenses:	\$19.95	Ending Balance	<u>\$20,682.09</u>	COD:	\$9,286.81	Total	<b>\$29,968.90</b>	Jody Jacoby (excused)	Rose made motion to accept Treasurers Report, Bev 2 <sup>nd</sup> , AP-PROVED
Checking Account Ending Balance	\$15,862.04														
Income:	\$4,840.00														
Expenses:	\$19.95														
Ending Balance	<u>\$20,682.09</u>														
COD:	\$9,286.81														
Total	<b>\$29,968.90</b>														
Membership	Carole was excused. Deb Palmer reported that we now have 126 members. 30 new and 96 were retained from previous year.	Carole Wiese (excused)	No formal votes were taken on membership items.												
Governance	<p>Heidi handed out the updated version of the Emergency Meeting Cancellation Policy. After discussion a vote was taken to approve the changes and accept the Policy.</p> <p>Heidi also distributed the National Conference Fee Policy. After a discussion the board recommended changes.</p> <p>Heidi will make these changes, she will bring to our next board meeting for a vote.</p>	Heidi Solheid	Andrea made a motion to accept the Emergency meeting cancellation Policy. Barb 2 <sup>nd</sup> . AP-PROVED												
Nominations and Newsletter Web-Site	<p>Barb reported that we have the following nominations for our Board positions for 2012:</p> <p>Andrea Bolstad, Secretary Rose Hanson, Board Member Micky Gutzmann as Vice President</p> <p>She has also talked to Bob and Chris about serving as a board member and contacted Brenda for recommendations.</p> <p>Barb reported that Nicole and Barb have been working on the Chapter Awards Program Policy. After much discussion a vote was taken to approve with recommended changes.</p>	Barb Paul	<p>Rose made the motion to accept the Awards Program policy with recommended changes, Heidi 2<sup>nd</sup>. AP-PROVED</p> <p style="text-align: right;"><b>Con't on page 4</b></p>												

Vote today for the 2012 Board Members of MN NIGP...see ballot on page 14.



# MN NIGP General Meeting Minutes..... con't

COMMITTEE REPORT	DISCUSSION	PERSON RESPONSIBLE	ACTION
Nominations	<p>Barb reported that she has begun searching for new board members. Anyone interested contact Barb. We have the VP position open, the Secretary position open and 2 board member positions open.</p> <p>Barb also reported that they are making some changes to the Awards process. Stay tuned for details.</p>	Barb Paul	No formal votes were taken on Nominations
New Business	No New Business or Old Business		
ACTION ITEMS			
<p>Jill Schmidt made the motion to adjourn, Jay McCleary 2<sup>nd</sup>. Meeting Adjourned at 10:09 a.m. Program followed: What Value Do you Bring to your Organization, Presented by Don Olson and Insurance Limits and Certificates. Presented by John Sullivan. Risk/Purchasing Director at Anoka County.</p>			

# MN NIGP Board Minutes .....con't

COMMITTEE REPORT	DISCUSSION	PERSON RESPONSIBLE	ACTION
Education	<p>Bev reported our on-line vote of board members to cancel the August CPPB prep class because we only have 2 people registered. A motion was made to cancel the CPPB prep class. Deb, Andrea, Rose, Barb Heidi, Jody and Bev voted in affirmative. No vote recorded from John or Carole. The motion was approved, the class cancelled.</p> <p>Heidi will take the on-line CPPB prep class.</p> <p>Bev reported that we only have 3 registrants for the Sourcing in the Public Sector class scheduled for September. The date of the board meeting was the 30 day mark to hold the class or cancel it. A motion was made and approved to cancel the class.</p>	Bev Rausch	No formal votes were taken on Education. Email vote, see discussion A motion was made and approved to cancel the class.
Program	<p>Deb Palmer reported that she is still looking for a topic and speaker for the November Chapter meeting. There was a consensus in the room to approve Deb to hire a professional speaker if necessary. We have money in our budget to cover this. Deb and Andrea will be sitting in on Mr. Culpepper's workshop at National. If he is interesting, we may ask if he is available.</p>	Deb Palmer	No formal votes were taken on Program.
Fall Conference	<p>John was excused from the meeting today. John emailed that we had 23 people registered as of today, and that the hotel will try to keep us together, but can't guarantee it. There was some confusion on what our conference gift was going to be and who was buying it.</p> <p>The Board members discussed the Fall Conference committee plans and had concerns and questions. Deb Palmer took notes on our questions and will send John an email with them.</p>	John Sullivan (excused)	No formal votes were taken on the Fall Conference.
Old Business	<p>Barb will be ordering our new lanyards as described and discussed at previous meetings.</p> <p>Rose Hanson stated that she received a "congratulations on your nomination" for chapter of the year letter, but we did not qualify for the short list. Rose plans on contacting them mid September to find out why we were not selected so we know which areas we could improve. Rose wanted to remind everyone again that we are to review the Job Descriptions and report to our next board meeting</p>		
New Business	<p>Deb Palmer brought up the Chapter Leadership workshop offering at National. She and Andrea plan on attending the workshop and luncheon. The cost was \$35.00, both have already registered. Deb recommended that Andrea and Deb be reimbursed by the chapter for the cost of this workshop and luncheon. The money can be taken from the line item that would have gone toward the President's registration to national. Rose made the motion to approve, Bev 2<sup>nd</sup>. APPROVED.</p>		

ACTION ITEMS			
<p>The next board meeting will be held October 12, 2011 in Red Wing.</p> <p>Bev made a motion to adjourn the meeting, Rose 2<sup>nd</sup>. Meeting Adjourned 1:22 p.m.</p>			





# MN NIGP 2011 Schedule



Date	Board Meeting	General Meeting	Seminar/Certification Program	Training/Program Sessions	Location
Sept. 29-30		X		Fall Conference	AmericInn Hotel and Conf. Center—Mankato
October 12	X				Red Wing
November 18		X		TBD	MinnCorr
December 7	X				Red Wing

## 2011 Newsletter Deadline

Issue	Articles Due
November/December	October 21, 2011

## Nominations are Open for the 2011 MN NIGP Awards Program!

Minor changes have been made to the awards program as well as the Procurement Professional/Purchasing Manager award and Distinguished Member award in hopes that we'll receive more nominations for future considerations of well-deserved recognition. Please see pages 6-8 and on the MN NIGP website ([www.mnnigp.org/](http://www.mnnigp.org/)) for more details!



# Minnesota NIGP Awards Program



All award application forms are available on the [www.mnnigp.org](http://www.mnnigp.org) website and must be electronically submitted by November 15 to the Nominations committee chairperson; who with two chapter members will review and recommend award recipients to the Board during the December Board Meeting. Chapter Board Members are eligible for the awards; however those Board Members nominated for any of these awards will not participate on the Board Action Panel. All awards will be presented at the January meeting and recognized in the following NorthStar newsletter and on the MN NIGP website.

Candidates will be selected from nominations submitted by a supervisor, co-worker, or person familiar with the NIGP Chapter Member, or the individual can submit an application for one of the awards. All nominees shall be actively employed in public procurement and be a paid member of the MN NIGP chapter.

**Procurement Professional/Purchasing Manager of the Year Ratings** will be based on contributions and accomplishments in the areas of: purchasing, professional development, service to employer, MN NIGP and National NIGP involvement, and Professional Purchasing Related Certification(s); as outlined on the award application information.

**Distinguished Member of the Year Award** will be presented to a member of the MN NIGP Chapter who has distinguished themselves by exemplary service to the MN NIGP Chapter and the general field of purchasing over the past year. The award is a \$60 certificate to be used towards the Chapter membership dues, the Fall Conference or Chapter training.

**Richard M. Slivik, Jr. Award** may be presented to a current or past member of the MN NIGP Chapter who has been an active Chapter member and has demonstrated outstanding contributions over an extended period of time. The award nominee must: be a career public purchasing professional; involved in promoting professional purchasing; been an active participant and promoter in education and professional development; been an active leader in public purchasing organizations; been innovative in changing purchasing concepts and procedures; have high ethic and moral standards; exhibit a high regard for family and community involvement.

**Best Practices Award** will be presented to a MN NIGP agency demonstrating and documenting an innovation or Best Practice that was implemented within the past two years. Documentation must include: scope of project; challenges, and rationale for change; strategies or approaches used to implement the practice or innovation; cost of implementation; impact and benefits of implementation; cost savings realized. A library of all entries will be maintained on the website.

**Written Essay Contests:** Members are encouraged to enter any Chapter written essay contest based on topics selected by the National organization. Submissions are to be sent to the Newsletter Editor. Winners will be presented a \$25 certificate to be used towards the Chapter membership dues, the Fall Conference or Chapter training. Winning essays will be forwarded to the National contest by the Chapter Newsletter Editor on a timely basis.

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The employer of the award recipient will be notified of the award and a news release form is available for the local newsletter of all awards; which individuals are encouraged to utilize.



**MN CHAPTER OF NIGP - AWARD CRITERIA**  
**\*PROCUREMENT PROFESSIONAL OF THE YEAR \***  
**\*MANAGER OF THE YEAR\***

1. It is not a requirement that the Procurement Professional of the Year and the Purchasing Manager of the Year submissions originate from the NIGP Chapter or from a NIGP Chapter Member. A supervisor, co-worker, or person familiar with the NIGP Chapter Member can submit a nomination for the Procurement Professional of the Year and/or the Manager of the Year. An individual can also nominate themselves for one of the awards. The information submitted must reflect activity of no more than the previous two years.
2. In order to be nominated, the MN NIGP Member must:
  - A. Be an active dues paying member of the MN Chapter.
  - B. Have attended at least two chapter related functions in the previous twelve months.
  - C. Have been actively employed in public purchasing for the entire year in which the candidate is nominated.
3. The Board will evaluate each candidate with the point system; with a potential of obtaining a total of 100 points. Criteria reviewed to determine Procurement Professional of the Year and the Purchasing Manager of the Year include:

<b>Criteria</b>	<b>Procurement Professional</b>	<b>Purchasing Manager</b>
Contributions to purchasing	<i>Contributions to overall purchasing profession. (25)</i>	<i>Contributions to overall purchasing profession. (10)</i>
Contributions to professional development	<i>Takes opportunities to lead purchasing classes on state or local levels (10)</i>	<i>Contributions to professional development of own purchasing staff or mentorship of NIGP members (25)</i>
Contributions to the entity he or she serves	<i>Contributions to government agency served, and purchasing within organization; such as better practices, innovative ideas pertaining to own organization, working on difficult or complex projects(35)</i>	<i>Contributions to government agency served , i.e.) better practices, innovative ideas pertaining to own organization, leader in communications, education and smoothness of relations with departments which Purchasing assists. Furthermore communicating value of the Purchasing dept. to Admin, etc. (45)</i>
Contributions to the MN NIGP Chapter	<i>Contributions to MN chapter of NIGP,( i.e. served on Board, committees, active role in programs) (5)</i>	<i>Contributions to MN chapter of NIGP, ( i.e. supported staff to become active chapter member, served on Board, committees, active participation roles in general programs) (10)</i>
Professional Certification	<i>Striving for/Attainment of Professional certification and ongoing education (25)</i>	<i>Striving for/Attainment of Professional certification and ongoing education (10)</i>
Contributions to National NIGP	<b>BONUS</b>	<b>BONUS</b>

For more information, please refer to the MN Chapter of NIGP website: [www.mnnigp.org](http://www.mnnigp.org); contact anyone on the Board of Directors or contact the Nominations Committee Chairperson.



# Treasurer's Report.....Jody Jacoby

As of August, 2011

Checking Account Balance	\$15,862.04
Income	\$4,840.00
Expenses	\$19.95
Ending Balance	\$20,682.09
Certificate of Deposit	\$9,286.81
Total	\$29,968.90

<b>MN-NIGP 2011 Budget Year</b>		2011	2011	2011 Year	2011 Year
		Budgeted	Budgeted	to Date	to Date
Account	Description	Income	Expenses	Income	Expenses
111100	Membership	6,000.00		6,715.00	
111200	Interest	25.00		6.44	
111300	Seminars	1,000.00		1,437.75	
111400	Fall Conference	7,000.00		5,525.00	
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		105.23
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		79.84
112500	Postage		100.00		132.99
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		62.32
	<b>Totals</b>	<b>17,860.00</b>	<b>23,650.00</b>	<b>13,748.46</b>	<b>2491.36</b>
			<b>(9,625.00)</b>		<b>11,257.10</b>



# Education ..... **Bev Rausch**

## **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 30<sup>th</sup> for any currently scheduled courses taking place on or after July 1<sup>st</sup> 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.



# **Iowa offers two (2) Procurement Classes in October, 2011**

## **Contract Administration**

Date: **October 3-5, 2011**  
Seminar Location: **Cedar Rapids, IA**  
Presented by: **Marcheta Gillespie**

UPPCC recertification points: **3**

The class provides a framework for examining contract administration by focusing on essential elements of the discipline. It also provides the participant with a focused look at key considerations related to important contract terms and conditions that must be enforced during contract administration.

## **Principles and Techniques of Problem Solving**

Date: **October 26, 2011**  
Seminar Location: **Bettendorf, IA**  
Presented by: **Michael Kolodisner**  
UPPCC recertification points: **1**

In the information age, the true challenge is creating unique solutions to old and new problems. In this seminar, attendees will learn a process for solving problems creatively. You can apply this process in your work and personal life. Learn how to awaken the hidden creative energy in all of us and how to get others to buy into new ideas. There is a role for experts and a time for fools. Learn the questions to ask at each step in the process. This is an interactive class full of ideas, practical tips and fun.



# 17th Annual MN NIGP Fall Conference

September 29-30, 2011

AmericInn Hotel & Conference Center  
Mankato, Minnesota

## “Excellence Under Pressure” Revised 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. **“Equity in Procurement and Contracting”** with Sam Powers, former procurement director of the Minneapolis Public Housing Authority
- 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. **“Making Ethical Decisions”**, with Barb Paul, Buyer from Olmsted County.. utilizing the five principles of public service ethics in various real-life scenarios.
- 3:30 p.m. Conference Adjourns





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

**INVOICE/APPLICATION  
2011**



Dues: Active:  Individual - \$65  Agency - \$65 (per individual for first four; \$30 per individual thereafter)

Associate:  Student -  Faculty Member - \$25  Retired Purchasing Professional

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:

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

Membership Applications/Fees are due the end of January of each year  
and not pro-rated throughout the year.





## REMEMBER THE FALLEN HEROES OF SEPTEMBER 11, 2001



## 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  
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**Minnesota  
NIGP**

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[www.mnnigp.org](http://www.mnnigp.org)

## Member Spotlight— Bob Ledebuhr—C.P.M.

How many years have you been in Public Purchasing? *14 years Public; 40 years total*

What previous experience/education has assisted you the most with your present position in purchasing? *With having over 25 years in Purchasing, I had a good understanding of Purchasing. But taking "Introduction to Public Purchasing gave me the perspective I needed for Government Purchasing.*

How did you get into Purchasing? *I was a draftsman for Winona Tool Mfg. when the engineer asked me if I wanted to do the Purchasing.*

Which procurement are you most proud of? *Handling all of the \$35 million dollar pollution control project purchases here at Rochester Public Utilities.*

What's the biggest challenge you feel Public Procurement has today? *Staying current with our current purchasing laws and regulations. Also, making sure that all employees who have "buying" privileges are aware of those laws so we do not intentionally or unintentionally break any of them.*

What advice would you give a person today if they wanted to enter the public procurement field? *Be prepared to make a commitment to stay current with new laws and revision of the old ones. Take classes and seminars that relate to your field of work so you can stay current with the ever changing world of procurement. Get involved with MN-NIGP and NIGP! Ask Questions!*

Where do you consider your hometown? *Winona Minnesota*

What do you consider a dream job, suitable just for you? *Doing what I do now, working in the Materials Management field. :)*

What do you like to do outside of work? *Anything outside. Bike, walk, work in the yard, bird watch (I'm a huge admirer of the bald eagle). I have 7 bird feeders outside my kitchen window. :) I also like to travel. In January, 2011 my wife and I went to Israel and Egypt for 13 days. This fall we're going to Branson and Sedona, AZ*

Thank you for your service and support to MN NIGP, Bob!





# 2012 MN NIGP Officers Election Ballot

## Section I: Vote for 1 – Vice President

Micky Gutzmann, Metropolitan Council

\_\_\_\_\_ (write-in)

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## Section II: Vote for 1 – Secretary

Andrea Bolstad, Metro Airports Comm.

\_\_\_\_\_ (write-in)

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## Section III: Vote for 2 – Board of Directors

Bob Ledebuhr, Rochester Public Utilities

Ben Jackson, Mpls Housing Authority

Rose Hanson, City of Red Wing

\_\_\_\_\_ (write-in)

Print name: \_\_\_\_\_  
(to eliminate ballot duplication only)

PLEASE FAX YOUR BALLOT TO:  
Barb Paul at 507-328-7962 or submit via email to:  
[paul.barb@co.olmsted.mn.us](mailto:paul.barb@co.olmsted.mn.us)  
by Friday, Sept. 23rd at Noon CDT