

TEXAS ASSOCIATION OF PUBLIC PURCHASERS
January – December 2005
TAPP STRATEGIC PLAN
MISSION

To provide the central Texas public purchasing profession with educational and networking opportunities in a professional, effective, and ethical manner while promoting member support, information resources, and professional certification.

VISION

To be the foremost source in the state of Texas for public purchasing education, guidance, information and technical assistance.

Strengths

NIGP Courses
Perceived Ethics
Monthly meetings & newsletter
Capital of Texas
Inexpensive meetings
Focal point on public purchasing
Variety of experience
Large potential membership
Levels of expertise
Certification preference in public employment arena
Chapter represented on NIGP committees
Oldest Chapter in Texas
Many potential mentors
Sources and resources
Records retention site
Active website
State certification
Continuity of leadership
Members of associated associations: APICS, ISM, NCMA
Continuing education points
Outreach program

Weaknesses

Competition from other sources
Lack of agency contacts
Limited outreach
Limited membership
Limited revenue
Limited membership involvement

GOALS

FACILITIES:

Ensure adequate meeting facilities and refreshments in a cost-effective manner.

LEADERSHIP:

Annual review of budget and & Strategic Plan to ensure TAPP meets its mission and vision.

COMMUNICATION:

Ensure effective communication in order to gather and provide relevant information to public purchasing professionals and others who may benefit.

MEMBERSHIP:

Promote TAPP membership through recruitment of new members and retention of current members.

PROFESSIONAL DEVELOPMENT:

Provide quality and relevant public purchasing education and professional development.

PROGRAMS:

Provide an effective program agenda for TAPP meetings to enhance Professional purchasing in the State of Texas.

FACILITIES OBJECTIVES

I. FACILITIES:

A. OBJECTIVE: Provide economical meeting space to accommodate up to 50 people.

STRATEGY:

1. Assess facilities & refreshments for possible annual changes
2. Survey membership in September.

B. OBJECTIVE: Assess current facilities & refreshment methods for possible changes.

STRATEGY:

1. Track attendance
2. Require RSVP for the Annual Banquet

LEADERSHIP OBJECTIVES

II. LEADERSHIP:

A. OBJECTIVE: Align the budget

STRATEGY: 1. Outgoing treasurer will present the annual fiscal report to the board in January.
a. ACTION PLAN: Present draft budget at February Board meeting.
b. If approved by board, present at February General meeting.
2. Board will approve budget by the end February for presentation to membership.

B. OBJECTIVE: Maintain a perpetual strategic plan.

STRATEGY: 1. Implement recommendations to current Strategic Plan.
a. ACTION PLAN: Review progress and goals.
b. Review & update Strategic Plan at monthly board meetings as needed

C. OBJECTIVE: Submit for Chapter of the Year Award

STRATEGY: 1. Vice – President will collect, gather and prepare information / documentation submission to NIGP in May of current year.

- a. Action Plan: The data collected is during the term of the current Vice - President and finishes with the New Year Vice - President. This process allows for the new Vice-President to receive quality mentoring from the past Vice - President since the data has already been established for the past year, and only requires fine tuning.
- b. Encourage, sponsor and mentor incoming Vice President to prepare and submit Chapter of the year, buyer of the year or purchasing manager of the year to NIGP. (Refer to NIGP website for submittal requirements).

The Vice- President collects all information required to put the book together, and starts a book with dividers and inserts of important data. The Vice – President will then submit statistical data and calculations required by NIGP and submit the information prior to the May deadline. Concurrently the Vice – President starts collecting all the data from January - December, which shall be passed on to the incoming Vice- President. Current requirements dictate electronic submittal.

D. Objective: Active Participation by all Board members & Officers.

STRATEGY: 1. Volunteering or appointment to committees.
2. Documentation and Recognition in December of active participation.

E. Partnering with similar professionals organizations

F. Maintain agency points of contact

G. Celebrate National Purchasing month in March

COMMUNICATION OBJECTIVES

III. COMMUNICATION:

A. OBJECTIVE: Establish constant and stable mechanisms for communicating.

STRATEGY: 1. Email
2. Website
3. P.O. box
4. Establish 5 new contacts each month
5. Membership Database
6. Newsletter
7. Survey cards
8. Membership directory
9. Certificates
10. Forums / booths
11. Partnering
12. Agency Points of Contact

13. Social functions - networking
14. Mentoring and support

ACTION PLAN:

1. Review costs of items 1-14, implement upon cost and return of investment study.
2. Prioritize the 14 items listed above, and project new priorities based on new budget.
3. (Item 8) Request membership committee to print directory within 60 days.

MEMBERSHIP OBJECTIVES

IV. MEMBERSHIP

A .OBJECTIVE: Increase number of individual members.

STRATEGY: 1. Increase membership by 10% annually (January - December).

ACTION PLAN: Obtain mailing list from NIGP forum, NIGP classes, NASPO, agency TAPP points of contact.

2. Annual recruiting mail - out direct to prospective individuals.

B .OBJECTIVE: Broaden the base of public entities represented.

STRATEGY: 1. Annual mail-out to Purchasing Directors by October.

ACTION PLAN: Mail letter & brochure to agency directors (August).

2. Promote monthly contact with a different public entity.

ACTION PLAN: Speak to state and local government and public entities on merits of training and certification through NIGP and other professional development organizations.

3. Acquire list from various public entities of their purchasing personnel.

ACTION PLAN: Electronically disseminate membership information.

1. Publish directory

C . OBJECTIVE: Promote individual & public entity membership in NIGP.

STRATEGY: 1. Promote TAPP & NIGP in entities newsletter.

2. Explore common interests with other procurement related organizations
ISM, NCMA, APICS, CTPA

ACTION PLAN:

1. Exchange newsletter information.
2. Explore possibility of occasional joint meeting.
3. Acquire CPPB & CPPO list from NIGP.

D. OBJECTIVE: Encourage participation and active TAPP membership.

STRATEGY: 1. Contact members electronically regarding general meeting.

2. Personal follow up for first time visitors.

ACTION PLAN: Letter from President

3. Acknowledge new members.

ACTION PLAN: Present a TAPP coffee cup, lapel pin and certificate.

4. Develop social programs.

ACTION PLAN: Information will be gained from facility survey and will be acted on accordingly.

5. Retention of members.

ACTION PLAN:

1. Identify inactive members & attempt to maintain less than 5% deficit
2. Acknowledge renewals, retirees, and honorary members.
6. Post seminar application form & brochure on TAPP website.

E. Objective: Participation in Forums/ Booths

STRATEGY: 1. Review and update TAPP brochure.

2. Promote TAPP at conventions, distribute TAPP brochure and related materials.

PROFESSIONAL DEVELOPMENT OBJECTIVES

V. PROFESSIONAL DEVELOPMENT:

OVERVIEW: TAPP is dedicated to promoting professional development and professional certification by providing networking opportunities, formal core course and educational seminars, and giving guidance in scheduling examinations and attaining national certification through NIGP and meeting statutory certification requirements of the state of Texas.

A. OBJECTIVE: Increase TAPP's national leadership role in quality of seminars offered.

STRATEGY:

1. Maintain the offering of NIGP courses needed to attain national certification

ACTION PLAN:

1. Maintain schedule of NIGP course seminars
2. Maintain schedule of NIGP examination reviews
3. Maintain schedule of NIGP certification examinations
4. Maintain multi-year training schedule for the subsequent years.

2. Reference and coordinate the offering of courses needed to sustain State of Texas purchaser's certification

ACTION PLAN:

1. Establish website link from TAPP to TBPC's class schedule & examination review schedule.
2. Assist purchasers in scheduling certification examinations
3. Coordinate methods of dissemination of information on the State's Certification program for subsequent year
4. Provide guidance and assistance to the State of Texas regarding national professional certification and State of Texas statutory certification as requested

3. Provide continuing education seminars.

ACTION PLAN:

1. Maintain a schedule of seminars covering relevant material
2. Assess continuing education needs
3. Review level and content of classes offered and adjust as needed
4. Maintain a multi-year training program for subsequent years when possible.

4. Evaluate training facilities.

ACTION PLAN:

1. Survey the membership for possible training facilities
2. Survey public entities for possible training facilities
2. Utilize local hotel facilities as funds allow
3. Coordinate with other regional chapters when possible

B. OBJECTIVE: Encourage and promote NIGP professional certification.

STRATEGY:

1. Promote mentoring for CPPB and CPPO certifications

ACTION PLAN:

1. Annually obtain list of CPPB's and CPPO's from NIGP
2. Establish mentoring groups based on certification
3. Establish a group leader to coordinate efforts

2. Other professional development organizations

ACTION PLAN:

1. Acquire a list of Presidents, Vice Presidents, and Professional Development officers from other associations (on going)
2. Exchange information and monthly current events monthly and report at the Monthly Board Meetings

C. OBJECTIVE: Maintain the continuity and availability of duties and responsibilities for persons participating in TAPP's Professional Development Program

STRATEGY:

1. Maintain a current Professional Development (Pro – D) Guidebook

ACTION PLAN:

1. Mirror NIGP Pro- D Structure
2. Review and revise Guidebook annually & present to board of directors as changes are made.

PROGRAMS OBJECTIVES

VI. PROGRAMS:

A. OBJECTIVE: Develop a 6 month topic agenda.

STRATEGY: 1. Identify initial topics, i.e.: certification, career life planning, stress management, self awareness, team building.

ACTION PLAN:

1. Survey general membership for topics on a quarterly basis.
2. The chair will develop a quarterly survey of topics
3. Review topics of other organizations on quarterly basis.
4. Submittal of at least one program topic per board member and officer per year

B. OBJECTIVE: Develop a potential 90-day speaker agenda.

STRATEGY: 1. Solicit speaker recommendations from general membership on an ongoing basis.

ACTION PLAN:

1. Programs Chairperson to supply the program for newsletter inclusion with a 3 month agenda.
2. Identify and utilize appropriate speakers bureaus.

ACTION PLAN:

1. Obtain recommendations from other professional organizations.

Legend of Acronyms

CPPB – Certified Professional Public Buyer

CPPO – Certified Public Purchasing Officer

CTPA - Central Texas Purchasing Alliance

TBPC – Texas Building and Procurement Commission
APICS – American Production and Inventory Control Society
ISM - International Supply Management
NASPO – National Association of State Procurement Officials
NCMA – National Contract Management Association
NIGP – National Institute of Governmental Purchasing

Members present at 02/08/2005 meeting: Steve Pina, Glenn Hagler, Carol Debish, Art Huck, Weaver Jackson, Sandra Jackson, Ben Delamater, John Dobrich.
Presented to the general membership on 4/7/2005 for approval.

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