

**General Membership  
Meeting Minutes**



# TEXAS ASSOCIATION OF PUBLIC PURCHASERS

## OUR 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.*

**Date:** Thursday, November 6, 2008

**Location:** DSHS Building

Scheduled Time		Actual Time	
Start	Stop	Start	Stop
11:30 AM	12:30 PM	11:38 AM	12:25 PM

**Convening:** The TAPP general membership convened at 11:38 a.m. on 11/06/08 at the DSHS building and a quorum was present.

President Jo Woten, in her opening remarks, asked if anyone had new professional certifications or re-certifications, or job vacancies to announce.

New certifications: none

Re-certifications: none

Job announcements: OAG Purchaser I or II, Animal Health Commission Purchaser I, ACC PCard Assistant.

## **President's Announcements:**

Jo Woten introduced John Altman who volunteered to coordinate the TAPP elections, and invited nominations from the floor. No additional nominations were made. Members present were invited to complete and submit their ballots until end of meeting.

If any guests are contemplating membership in TAPP, there are blank applications at the entrance desk. Also, if current members have not picked up their membership certificates, please check the folder with current membership certificates. For new members, please pick up a TAPP mugs and chapter pin at the entrance desk.

The members were provided several handouts such as the agenda for today, last month's minutes, and the treasurer's report.

## **Officer's Reports:**

**Vice President's Report:** Ernie Lee - Vice President: Announced/reminded attendees that TAPP will host a holiday luncheon on 12/4/08.

**Treasurer's Report:** Lou Britt – Treasurer: Absent. Sandra R presented the Treasurer's report on Lou's behalf for October 2008. Weaver moved to accept the report, Paula Ramsey seconded; motion carried.

**Secretary's Report:** Sandra Radosavljevic – Secretary: presented the general meeting minutes from October 2008. Weaver Jackson moved to accept the report, Fran Robins seconded; motion carried.

## **Committee Reports**

**Professional Development:** Ann Tillman – Chair. Provided a recap of the registrants thus far for upcoming seminars. TAPP will offer 15 different courses for professional development and recertification points. Reminded attendees that there are 2009 seminar schedules and flyers with information on classes at the back of the room for reference.

**Membership:** Regina Adams - Chair. Absent

**Newsletter and Communications:** John Dobrich – Editor – November newsletter posted at the AustinOnTAPP website. 2009 membership application/renewal form is in the newsletter. Reminded attendees that membership payments are due in January. The newsletter also contains a good article on energy star products. John invited attendees to submit articles for future issues. Lise Brown has done a great job making updates to the website. They will be working together to revise it to a new format and view.

**Facilities:** Mike Long– Chair: Reminded members that all meeting for the remainder of the year (except the holiday luncheon) will be held at DSHS. The December winter holiday event will again be at the City of Austin facility on Barton Springs Road. No General Meeting in January. We will be at DSHS again in February.

**Programs:** Art Huck – Chair: Absent –

**Old Business:** None

**New Business:** Glenn announced the Small Business Briefings, and advised attendees that purchasers who participate will receive credit for recertification.

**Program:** Our speaker today was Tony Ross speaking on What Auditors want from Purchasing.

Planning Organizing Coordinating Directing Controlling - PO CDC

SCARE – Safeguarding assets (human and material), Compliance with policy and procedures, regulations, and laws; Administration is responsible for ensuring everyone in the organization has tools and ability to accomplish goals and objectives; Reliability and integrity of data; Effectiveness and efficiency in the use of assets and data.

Elements of a Finding – Criteria, condition, cause (proximal and root) – impacts the ultimate recommendation, effect – headline risk damage to personnel or property, excess expenses, and provide a recommendation.

He stressed professionalism and knowledge of purchasers is very valuable to auditors.

Recommended we view audits as an opportunity to identify strengths and improve processes and programs, rather than as 'gotcha' sessions.

At the conclusion, the speaker was presented a plaque (Certificate of Appreciation) and TAPP coffee mug. A door prize drawing immediately followed.

**Adjournment:** Weaver moved to adjourn, John seconded; motion carried and the meeting adjourned at 12:25 p.m.

**Other:** The next general membership meeting (the holiday luncheon) will be at 11:30 a.m. December 4, 2008.