

Columbia Chapter General Meeting

DATE & TIME:

October 1, 2020
11:30am-1:00pm

LOCATION:

Join Zoom meeting via link below (or
meeting ID 944 8314 7061)
<https://portlandcc.zoom.us/j/94483147061>

- 11:30 Welcome and Introductions – Elvis
- 11:35 Chapter Announcements / Reminders
- Elections - Elvis
 - Committee volunteer recruitment (see attached list) - Elvis
 - Pro-D Updates – Kathi
 - Holiday Luncheon- Julie
 - Membership updates & renewal reminder - Emmanuel
- 12:00 Presentation “*Moving Toward Excellence*” – Rob Rickard (bio attached)

Often excellence is defined by our organization, our peers, or some other source that may not be relevant to who we really are. Listen as Rob shares observations and lessons on achieving excellence that he has learned in over 40 years in both the private and public sectors. But the real surprise in this time of sharing is that many of the principles Rob has learned come from his experiences in running. Running is an unforgiving and uncompromising teacher. Listen as Rob shares how to utilize these principles in your daily responsibilities.

12:40 Open discussion – Challenges, strategies, and success stories.

Share and learn from other members.

1:00 Adjourn – Elvis Carter

Cost for non-members to attend is \$25. One time guests welcome at no charge.

Next Meetings:

Columbia Chapter General Meeting - November 5, 2020
Columbia Chapter ICP Meeting - November 12, 2020

Chapter Committees and Programs

The most valuable contribution you can make to an organization is your time and commitment. An organization is only as strong as those members who support its goals. Through our committees, we continue to serve our members by promoting the public procurement profession. We encourage you to take the time to review the committees listed below and let us know if you could help.

To join, contact the Committee/Program Chair person below or the [Chapter President](#).

Audit Committee

The Audit Committee shall consist of not less than two members appointed by the President. The audit shall be performed no later than July 30 of each year. At least two of the members serving on the committee shall also be members of the Board. This committee shall report its findings to the membership at the next meeting of the members. This report will give a statement of accounts based upon actual expenses incurred and income received for the prior year.

Suzi Fulcher, Chair

suzi_fulcher@co.washington.or.us

Members: Emmanuel Amunga, Bethany Demello, Patrick Wybert, Annie Teav.

Board Nominating Committee

The Board Nominating Committee shall consist of not less than three members appointed by the President. At least two of the members serving on the committee shall also be members of the Board. The Chair of the committee shall be appointed by the President.

- The committee shall receive and evaluate recommendations from the members regarding individuals suggested for candidacy for a position as a regular director or director-at-large.
- The committee shall select at least one candidate for each position on the Board for which a term is expiring. This slate of nominees will be turned over to the

President no later than five days prior to the meeting at which Board members are to be elected.

- No changes in nominees on this slate may be made after submission to the President except at the request of the nominee.
- Nominations may be made from the floor at the annual membership meeting, but only if the nominee has given express permission that his name be placed in nomination.

Lee Fleming, Chair

lee.fleming@multco.us

Members: Christy Tran

Budget Committee

The Budget Committee is chaired by Chapter President. Committee members shall include, but not be limited to, the Past President and the Treasurer. This committee reviews Columbia Chapter's revenues and expenses to propose an annual budget to the Board for adoption.

Elvis Carter Jr, Chair

elvis.carterjr@portlandoregon.gov

Members: Christy Tran, Anthony Blackmon, Celeste King, Gina Dowd.

Buyer and Manager of the Year Committee

The Buyer & Manager of the Year (BOY/MOY) Committee consists of 2 Board members and the Buyer and Manager of the Year from the previous year. The committee calls for nominations for the BOY/MOY from Chapter members. The committee reviews and verifies the accuracy of the criteria forms and required documentations submitted by the nominees. Recommendation to award a Buyer and Manager of the Year is given to the Board for final decision.

Anthony Blackmon, Chair

blackmoa@trimet.org

Members: Brian Smith, Kathi Braeme-Burr, Thomas Lunsford, Celeste King, Gina Dowd.

Chapter of the Year Application Committee

The Chapter of the Year Application Committee is a new committee chaired by the President. Members shall include but not be limited to the Vice President, Past President and Secretary. With the President taking the lead, the committee compiles, drafts and reviews the application for Chapter of the Year. The President submits the completed application to NIGP each year.

Elvis Carter Jr, Chair

elvis.carterjr@portlandoregon.gov

Members: Gina Dowd, Lee Fleming, Christy Tran.

Handbook Committee

The Handbook Committee maintains the Chapter's Handbook for Directors and Directors at Large. This committee reviews the Handbook and makes recommendations to the Board if needed. The Handbook is intended as a resource to enable members and Directors to provide consistent leadership of the Chapter and encourage future leadership within the Chapter. It contains the duties and responsibilities of the Chapter's Board of Directors.

Gina Dowd, Chair

gina.dowd@pcc.edu

Members: Anthony Blackmon, Christy Tran, Diane Seaton, Julie Hoffman, Kathi Braeme-Burr, Elvis Carter, Lee Fleming

Legislative Committee

The Legislative Committee plays a central role in creating a presence and increasing the influence of the practitioners' voice in the Oregon legislative process. Committee goals include: educating members on the legislative process, distributing proposed legislation impacting public procurement, providing timely bill tracking reports during legislative sessions, and promoting active involvement of public procurement professionals in the legislative process.

The Legislative Committee maintains a presence with individuals and groups who are significantly influential in Oregon's legislative process. This includes the State's Departmental Purchasing Officers and specific lobbyists who work with cities, counties, schools, and special districts. These contacts lead to greater information sharing, coordination and inclusion of practitioner voices in legislative bill drafting, committee testimony, and a positive impact in the legislative process.

Brian Smith, Chair

brian.r.smith@multco.us

Members: Nick Ioanna, Linda Niman, Nick Thibodeau, Celeste King.

Marketing Committee

The Marketing Committee will assist with coordinating and facilitating marketing and communications for the Chapter including researching, purchasing, promoting, advertising, selling and distributing Chapter branded merchandise/items to increase visibility and growth of the Chapter.

Tessa Paul, Chair

tessa.paul@multco.us

Members: Emmanuel Amunga, Anna Hathorne, Anthony Blackmon, Patrick Wybert, Annie Teav.

Mentorship Program

The Mentorship Program is a volunteer program, coordinated by the Chapter Mentoring Committee, pairing experienced procurement professionals (mentors) with members who are looking to develop themselves professionally (mentees).

Emmanuel Amunga, Chair

emmanuel.amunga@portlandoregon.gov

Members: Diane Seaton.

Scholarship Program Committee

The Scholarship Committee is chaired by the Past President. The committee evaluates scholarship applications received from members of the Chapter. This committee is good for any volunteer who wants to learn how they might qualify for and utilize Chapter Scholarship funds made available by the Chapter.

Christy Tran, Chair

christy.tran@multco.us

Members: Diane Seaton, Anthony Blackmon, Patrick Wybert, Emmanuel Amunga.

Social Media Committee

The Social Media Committee was established to facilitate Columbia Chapter communication via social media outlets. This committee oversees the primary social media outlets of Facebook and LinkedIn. The content produced by this committee is official representation of the organization. Content on social media outlets are updated frequently.

The purpose of the Social Media Committee is to:

- To foster and facilitate Columbia Chapter community-building among its members through social media.
- To grow and maintain Columbia Chapter's online presence in order to keep current members informed with communication and to attract potentially interested members in joining our community.
- To maintain the Columbia Chapter Social Media pages.
- To raise awareness and make it easier for newcomers and current members to understand how and where to interact with Columbia Chapter online.
- To promote training opportunities hosted by our own Chapter or other related organizations that may interest public procurement professionals
- To promote and let people know about Columbia Chapter branded items available such as clothing and pens.

Anthony Blackmon, Chair

blackmoa@trimet.org

Members: Elvis Carter, Christy Tran, Shawn Postera, Annie Teav, Celeste King, Gina Dowd.

Student Outreach Program

The Student Outreach Program is a volunteer program, coordinated by the Professional Development Director designed to promote career paths in public procurement. Representatives of the Chapter attend student functions – job fairs, career discussions, etc. to introduce public purchasing to students at the high school and college levels. As a part of this discussion, the program will promote and encourage interested students to become a student member of the Chapter.

Kathi Braeme-Burr, Chair

kathi.braeme-burr@multco.us

Members: Anthony Blackmon, Jill Panches, Tessa Paul, Emmanuel Amunga.

Website Committee

The Website Committee maintains the Chapter's website and works with the Chapter President, Chapter Board Members, and Chapter Committees to update content and resolve issues involving the website as the first points of contact.

Christy Tran, Chair

christy.tran@multco.us

Members: Suzi Fulcher, Kittie Kong, Annie Teav, Shawn Postera, Emmanuel Amunga

ABOUT THE INSTRUCTOR



Rob Rickard, CPPO, OPBC

Prior to his retirement Rob served as the Chief Procurement Officer for the Oregon Secretary of State's Business Services Division in Salem, Oregon for almost seven years. Prior to accepting that position, he served many years as Chief Procurement Officer for both the Oregon Department of Administrative Services and the Oregon Department of Transportation, after spending several years in private sector materials management positions.

He is a graduate of Warner Pacific College and holds the designation of Certified Public Purchasing Officer (CPPO) through the National Institute of Governmental Purchasing (NIGP) as well as Oregon's in-state certification, OPBC. Rob serves as a Master Instructor for NIGP and is a regular speaker at their Annual Forums and through their Webinars, as well as at chapter conferences. Rob also provides training throughout Oregon, the United States and Canada on a wide variety of procurement related topics as well as providing training opportunities for suppliers. In 2000 Rob received OPPA's **Harold F. Vaughn Award** for contributions to public purchasing. In 2001 he was recognized by both OPPA and NIGP as the **National Professional Purchasing Manager of the Year**. In 2001 Warner Pacific College recognized him as a **Distinguished Alumnus**. In 2006 Rob received NIGP's **Distinguished Service Award**. In 2008 Rob received the Oregon Department of Administrative Services, Partners in Public Purchasing's **Lifetime Achievement Award**. In 2009 Rob received the **Mentor of the Year** award from OPPA.

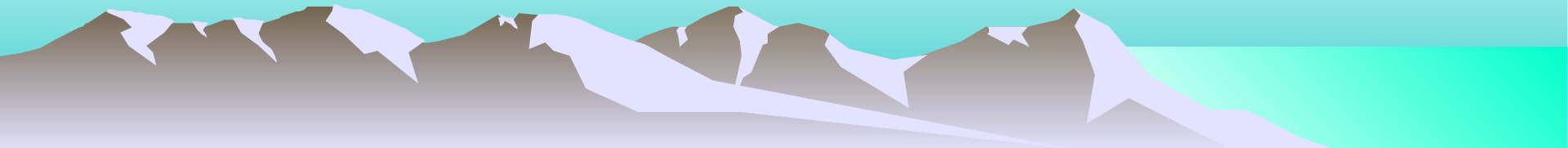
Rob is a past president of both Oregon Public Purchasing Association and the Columbia Chapter of NIGP, and is currently active in both chapters.

Rob and his wife Betty currently reside in the small town of Canby, Oregon and both are retired. When he is not serving the procurement profession, he is active with the Oregon Road Runners, where he was recently named to their Hall of Fame.

Moving Toward Excellence... Its Your Choice!

October 1, 2020

Rob Rickard, CPPO (Retired)

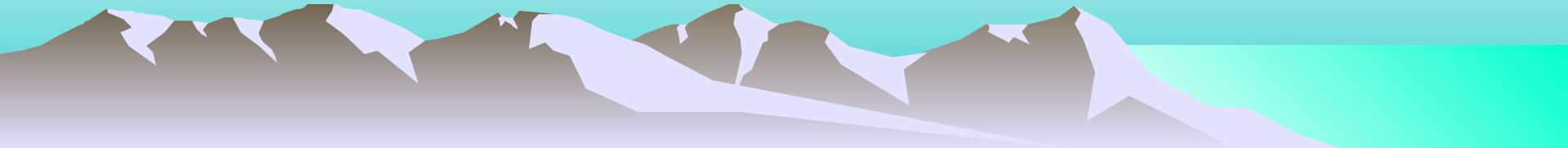


“Work like you don’t need the money,
love like you’ve never been hurt, and
dance like you do when nobody’s
watching.”



THREE KINDS OF PEOPLE!

WHICH ONE ARE YOU?



Our Approach Today

- Take a look at public purchasing; past, present, and future
- Looking at Excellence – Does it apply to my role in Purchasing, especially now?
- What are some principles I can use to get there?

Quick History of Procurement

- Recognition in early 1900's as a profession
- Establishment of professional associations (ISM 1915, NIGP 1944)
- Purchasing officials gaining credibility (slowly but surely)
- Becoming strategic players (1990's)
- Currently spend 15-20% of GNP
- Advancement past purchasing management



First: The Good News!

- NIGP Survey in 2004 revealed that 18% of professional buyers/managers will retire in the next 5 years (by 2009).
- The survey also revealed in the following 5 years (by 2014) that an additional 24% of the professional buyers/managers will retire. That means by 2014, 42% of purchasing will retire.



Skills For the Effective Purchasing Professional

- Effective Communication
- Interpersonal, Team Building Skills
- Adaptability and Flexibility
- Technology Skills
- Negotiations
- Cooperation and Networking
- Training



BE READY FOR CHANGE

- Manual bid preparation
- NCR purchase orders
- IBM Typewriter
- Manual bid lists
- Public notice – Newspaper
- Communications
- Buy for me
- Low bid
- Little connection with suppliers
- Automated bid preparation
- Electronic purchase orders
- Desktop computer
- Supplier responsibility
- Website
- Better communications
- Buy for we
- Best value
- Significant cooperation between buyer and seller



If That Wasn't Enough

- Expect Change
- Embrace Change
- Welcome It Now!



Invest In Yourself

- Determination as to where you want to go
- What is needed to achieve goals set
- Enhancing skill set to bridge any gaps
- Taking steps to make yourself more marketable in your career field
- Making efforts to advance in a field, either with your own organization or others



How Important Is Certification?

- State specific certification programs are increasing
- In some cases certification is tied to compensation (not often enough though)
- More purchasing practitioners possess college degrees
- Increased opportunities for purchasing related degrees
- Creates greater opportunity for YOU!



Universal Public Procurement Certification Council

- Certified Professional Public Buyer (CPPB)
 - Buyers and procurement specialists
- Certified Public Purchasing Officer (CPPO)
 - Managers, supervisors of purchasing function
- Newer specific certificates as well as CPP being offered by NIGP.



Benefits of Certification

- Increases knowledge
- Boosts self confidence
- Greater customer/supplier respect
- Increases earning capacity
 - 20% higher for males
 - 33% higher for females
- Over 70% of public agencies offer some sort of financial assistance



Procurement Functions

- **Strategic**

- Supplier Alliances
- Cost Management
- Performance Measurement
- Life Cycle Costing
- Functional Teams
- Planning
- ADR

- **Tactical**

- Issuing PO's
- Updating Item Masters
- File Maintenance
- Excess Inventory
- Order Tracking
- Focus on Unit Cost



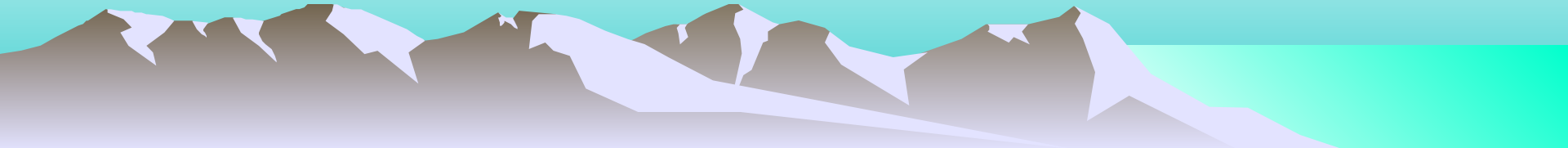
Advancing Professionally

- Be aware of opportunities in your area
- Participate in professional organizations
 - OPPA
 - Columbia Chapter
 - ISM affiliates
- Network and explore potential employers even if they are not hiring
- Mentor with a respected colleague
- Utilize technology resources
 - Buyer Link
 - Employment web sites



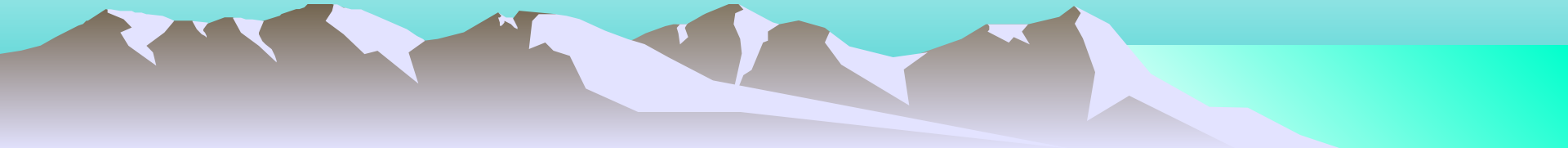
Skills For the Effective Professional

- Effective Communication
- Interpersonal, Team Building Skills
- Proven customer service skills
- Adaptability and Flexibility
- Technology Skills



Professional Development

- Helps us become more skilled in our jobs
- Includes seminar training, workshops, college courses, and professional certification
- Regularly assess your development needs (don't wait for your supervisor to do that assessment!)
- Makes us more **“Marketable”!**

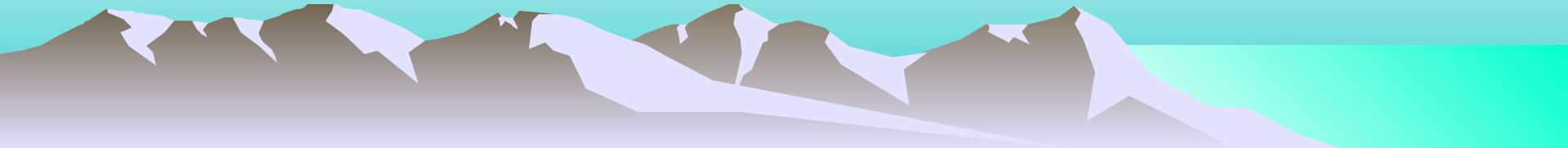


What Can I Do?

- Technical Expertise
 - Use of Technology
 - Market Research
 - Process Improvement
- Managerial Expertise
 - Strategic “vs” Tactical
 - Managerial Skills

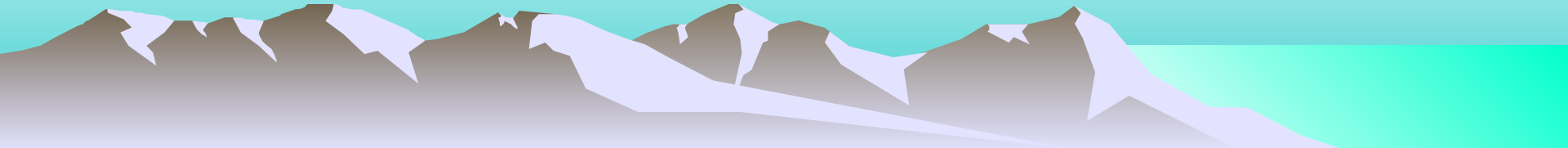
Consider Advancement Potential

- Realize most all of us start at the **bottom**
- Identify organizations that have a **career path** or a reputation for **promoting** from within
- The best way to be considered for advancement is to perform the lower position at a **high level**
- Take on **interim assignments** even if they don't pay more
- Do more than the job requires



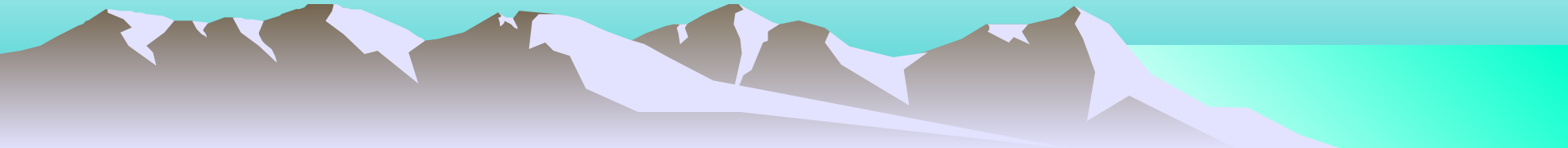
Develop Your Own Opportunities!

- Replicate the behavior of others who succeed
- Seek informational interviews with other organizations that interest you
- Carefully consider opportunities and realize sometimes there are risks
- Keep your resume current (but be careful how much you distribute it!)
- Do the unexpected!



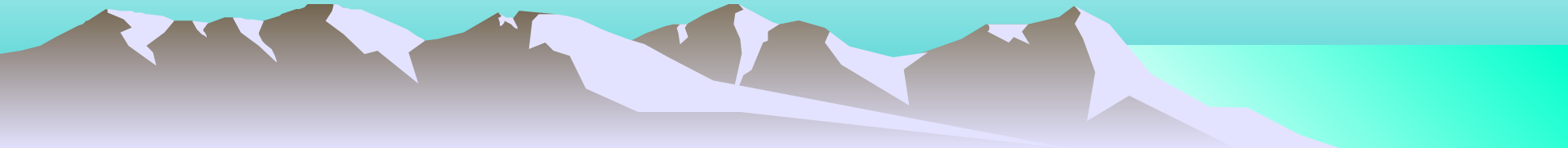
“Who you are doesn’t matter. It’s what you do that will define who you are.”

-Batman



Considerations

- Are you satisfied now?
- Utilize your strengths
- Work on your weaknesses
- Be willing to adapt your expectations to reality!
- Give something back!



What Is Excellence?

Wikipedia defines excellence as –

1. The quality of being excellent; state of possessing good qualities in an eminent degree; exalted merit; superiority in virtue.
2. Something in which one excels.

Synonyms include perfection, worth, and greatness.



Who Defines Your Excellence?

Be careful who defines your excellence and how they define it! Make sure you agree with that definition!



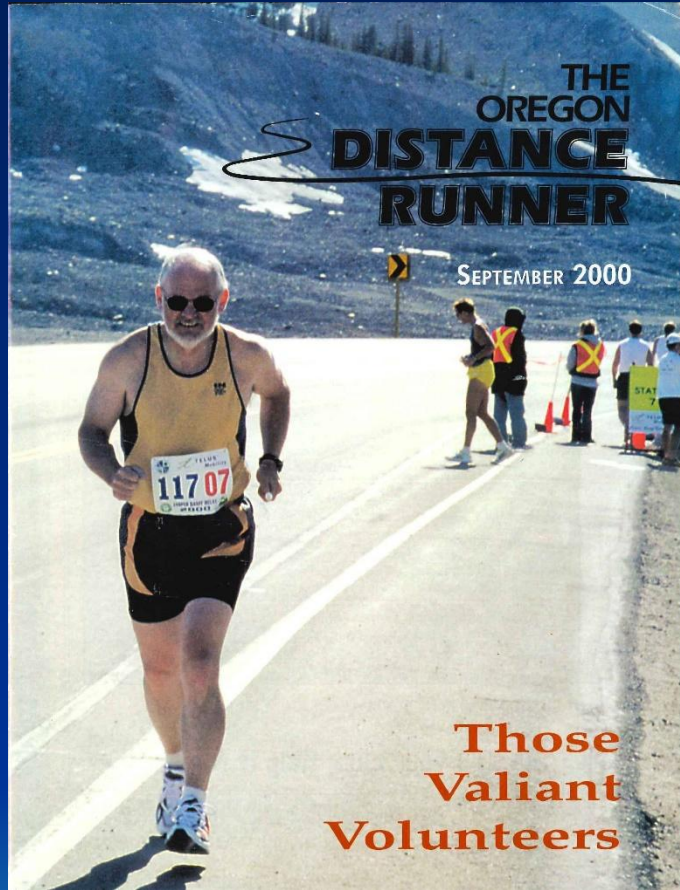
YOU Should Define Your Excellence!

Be realistic as you define your excellence. Compare it to others, but you define it! You own it, so make sure it is right for you!





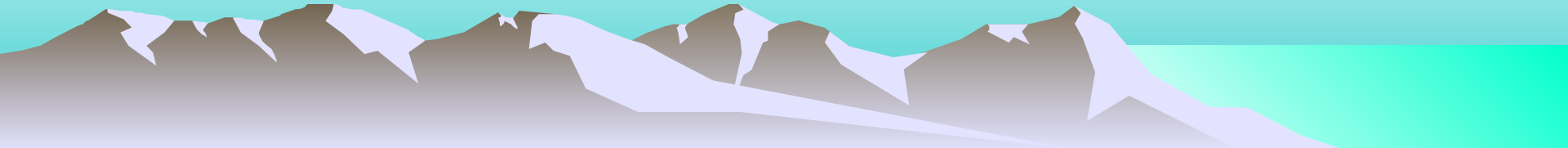
–Excellent Runner



• Excellent Runner?

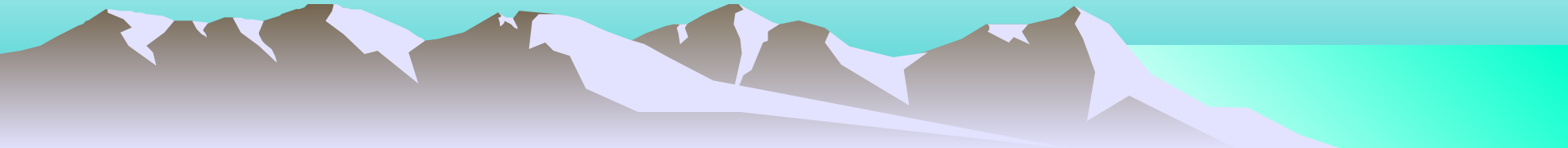
#1. Run or Work With People Who Challenge You!

- Who do you run or work with?
- Find the environment that motivates you
- Never accept the status quo!
- Take on the hard assignments.



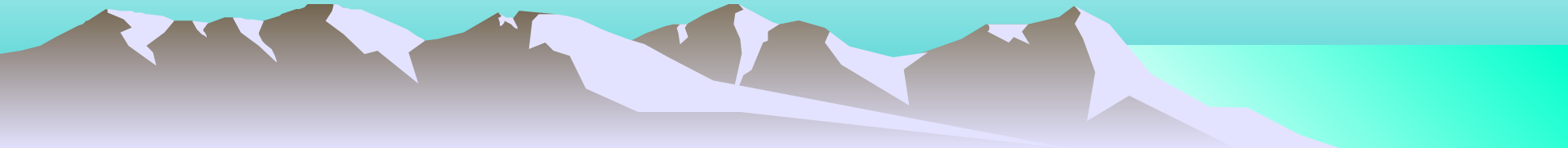
#2. You Are In Control!

- Listen to your coach/supervisor, but set your own limits – be comfortable (but not complacent) with them
- Push yourself. Don't settle for status quo
- Strive for excellence!
- Prepare yourself for growth!



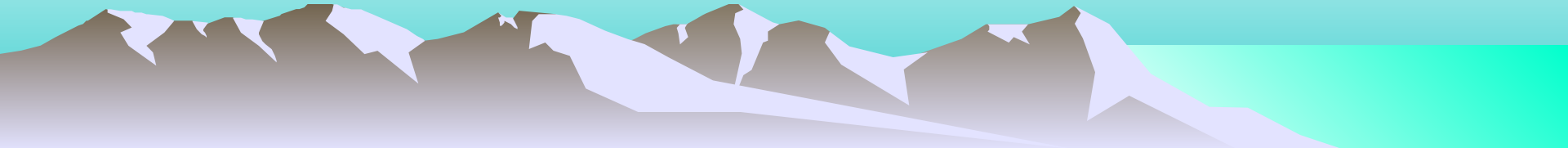
#3. Create Goals – Make Sure They Are Realistic!

- **Focus on your objective(s)**
- **Tell someone about your goals**
- **Make sure they are realistic!**
- **Evaluate the cost of success**



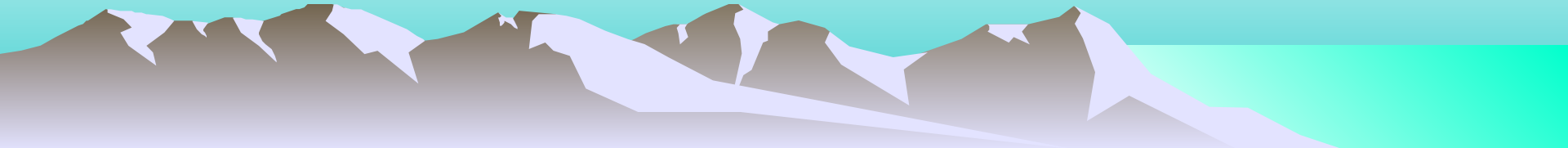
#4. Be Prepared to Adjust

- If necessary, back off and re-evaluate
- Sometimes you just need to rest or change your pace
- Don't give up or quit!



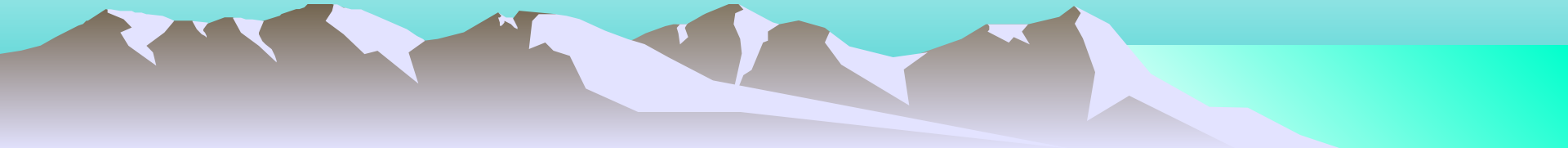
#5. MOST IMPORTANT: HAVE FUN!

- Are you enjoying your running or professional life?
- Are you moving down a path that brings you joy and takes you to a destination and helps you grow?
- Who will “fix” it if you are not enjoying work/play/life?



#6. Pay It Forward!

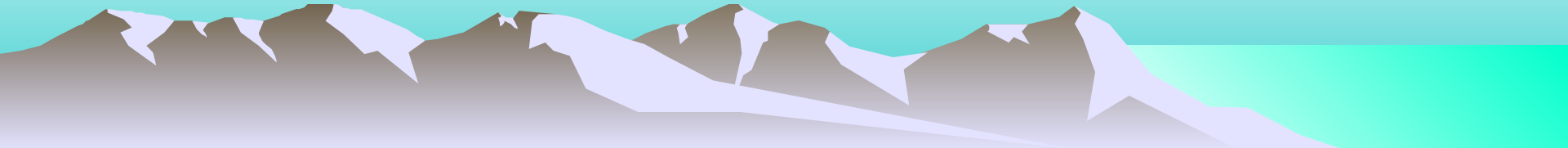
- Give back to the community/profession
- Volunteer to help
- Mentor someone
- Find those rewards in serving!
- Recognize that you are important and that you can make a difference!



Giving Back

“The true mark of a professional can be measured by how much they give back to their profession.”

Bob Sheridan, CPPPO, RPPO
Past President, NIGP



**If you aren't already, become
a life-long learner.**



“Achievement is often anonymous. Some of the greatest things have been done by people you have never heard of, quietly dedicating their lives to improve your own!”

Commencement Speaker at a college graduation