



Please use this form as the cover page for each submission (chapters can submit in two categories).
It does not count as 1 of the 4-page totals for the submission.

Outstanding Award Application

Chapter Name:	Kentucky Public Procurement Association
Submitted By:	Claudette Tracy
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List Program(s) that will be highlighted in application	Outstanding Chapter Operations Award

☒ **YES** Has your chapter submitted your Performance Standard SEAL?

Check the box for the Outstanding Chapter Award you are submitting:

- ☒ Outstanding Chapter Operations Award
- How does your chapter excel in its operating processes, including policies and procedures, budgeting, recognition of agencies and individuals and involvement with NIGP?
- ☐ Outstanding Chapter Membership Award
- How well does your chapter market membership benefits and resources and what are your methods for membership retention and growth?
- ☐ Outstanding Chapter Advocacy and Outreach Award
- What practices and operations has your chapter demonstrated to be an effective advocate for members and our profession?
- ☐ Outstanding Chapter Professional Development Award
- How does your chapter go above and beyond providing educational resources and other opportunities to your membership?



Excellence in Chapter Operations

I. Operating Processes

Each chapter board member holds their position for three years with the option to run two additional terms. At the annual forum and vendor expo each fall, voting takes place for any vacant board seats. Once the slate of board members is set for the following calendar year an Officer Transition meeting is scheduled. Each December the Board conducts an Officer Transition meeting providing written policies and procedures. To maintain continuity, all newly elected board members, as well as outgoing, attend to allow the ability to pass on any knowledge, materials, books, files, etc. During the transition meeting, each board member is provided a notebook that includes all board member names and contact information, by-laws and policies of the Board, committees and chairs of each committee, record retention schedule, as well as any other pertinent information. Copies of the same information is also located on the chapter's website under "Documents and Files".

[Kentucky Public Procurement Association \(kppanigp.org\)](http://kppanigp.org)

In January the chapter board members meet to begin discussing that year's projects and goals. At that meeting each new board member is asked to sign a "Conflict of Interest" agreement. Also, committee assignments are given. New members are given the responsibility of being vice chair to a committee to help transition and learn the responsibilities of that committee for future leadership opportunities.

KPPA Committee Assignments

Audit Committee

Chair: Travis Trent
Vice Chair: Cary Bishop

Awards and Scholarships Committee

Chair: Amanda Greer
Vice Chair: Joel Neaveill

Education Reimbursement Subcommittee

Set Members:
President: Tim Wiard
Treasurer: Allan Coldiron
Chair of:
Awards and Scholarship: Amanda Greer
Professional Development: Daniel Salvato
Reverse Trade Show: Daniel Salvato
General Member:
Education: TBD
Reverse Trade Show: TBD
Awards & Scholarship: TBD

Budget Committee

Chair (Treasurer): Allan Coldiron
President: Tim Wiard
Vice President: Kara Couch
Committee Chairs:
Forum: Joey Beatty
Workshop: Joel Neaveill
Vendor Recruitment: Travis Trent
Awards & Scholarship: Amanda Greer
Prof Dev: Daniel Salvato
Membership: Rene Lindsay
Reverse Trade Show: Daniel Salvato
Membership Representatives:
General Member: TBD
General Member: TBD

Tim Wiard, President
Kara Couch, Vice President



Laura Hagan, Secretary
Allan Coldiron, Treasurer

PO Box 4183, Frankfort, KY 40604-4183

KPPA Schedule

January 17	VGP Nominations Open (Awards & Scholarship, Communications)
January 19th	NIGP Chapter Academy Orientation
January 20 th	Budget Committee Meeting
January 27th	1st Board Meeting (9am)
January 31 st	NIGP Chapter Leader Form & Chapter Member Data Form Due (Secretary)
February 1 st	Open 2023 Vendor Expo Registration
February 2-5	NIGP Leadership Summit
February 17	VGP Nominations Close (Awards & Scholarship, Communications)
March 1 st	NIGP Chapter Financial & Chapter Group Exemption Forms Due (Secretary)
March TBD	March Purchasing Month Activities
April 25th 9am	2nd Board Meeting (9am)
May 1 st	Audit of 2022 financials must be complete
May 8 th	Publish 2023 KPPA Forum Tentative Schedule and Open Attendee Registration
May 15 th	990 must be filed with IRS

The Treasurer oversees the Budget Committee each year and is tasked with preparing a yearly budget (based off the previous year's budget) to be presented at the January meeting. This committee consists of the following: Treasurer, President, Vice President, and various committee chairs. There are also two membership representatives.



At the January board meeting time is taken to review all revenues as well as expected expenditures for the upcoming year. Once the board has agreed on the budget for the upcoming calendar year a vote is taken to approve and accept.

Also, as part of a fiscally responsible chapter an established audit program is included each year. The board member chair is responsible with meeting with their committee and scheduling the external audit. The meeting typically takes place during the January-February months. The committee will ensure all required documentation is available to the auditor. Once the audit is completed, the audit committee chair will prepare a report for the board to be discussed and approved at the next quarterly meeting. The report allows the board to know what they are doing well and areas of improvement.

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<B:\C Tracy\Personal\KPPA\Nomination Committee\Chapter Awards\Awarded Scholarships.pdf>

The Kentucky Public Procurement Association (KPPA) has taken a unique way in keeping connected to our membership. Each year the Membership and Diversity committee chair runs a report to show the Board a complete list of membership for the current calendar year. The committee chair breaks down that list and assigns each board member a list of membership names. The board member is tasked with keeping up with those members each year making sure to reach out to them periodically and advertise upcoming events, courses, and various opportunities. This allows each board member an opportunity to introduce themselves and be a specific point of contact throughout the year for membership.

Good morning Jack! 😊

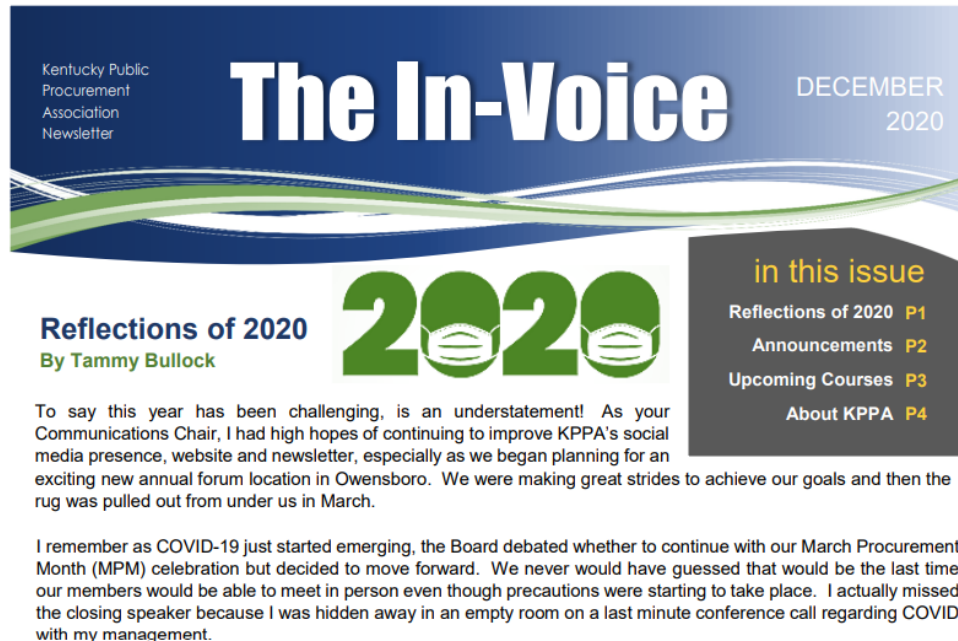
I wanted to introduce myself as your personal Kentucky Public Procurement Association (KPPA) point of contact. If you have questions or need anything from KPPA, I can be the first one you reach out to and be the face of the association for you.

This year, we will finally get to have our March Procurement Month Celebration event in person again and I hope that you will be able to attend. This event will be held on Monday, March 6, at The Cross Center in Frankfort. Registration is now open so be sure to get registered as soon as possible! Invite anyone you know who may be interested, this event is not just for KPPA members. Lunch will be provided so please make sure that you register before the deadline! The event is free. For more details and registration, go to [Kentucky Public Procurement Association \(kppanigp.org\)](http://KentuckyPublicProcurementAssociation(kppanigp.org)).

Also, Committee volunteer sign-ups are open. The committee lists are cleared out at the end of each year so if you were previously on a committee and want to continue with that committee, please be sure to sign-up again. Find Committee descriptions and registration on the KPPA website.

Thank you for being a KPPA member and your continued support of this association.

KPPA also uses various social media outlets as well as a quarterly newsletter. KPPA holds accounts on Twitter, Facebook, and LinkedIn. The "In Voice" is KPPA's quarterly newsletter that is sent out to all membership as well as posted to the KPPA website. The newsletter includes future meetings, upcoming training courses, announcements, and advertisement of scholarships.



II. Recognition of Agencies and Individuals

KPPA has multiple ways to recognize our membership and allow them to participate in the organization.

a. Committee participation

All individuals holding current membership in the Association are eligible to serve on committees. Only those with voting privileges may vote during the committee tasks. All retired and former public procurement professional members may serve on committees as well. They act as advisors. There are no restrictions regarding the number of terms a member can serve a committee.

The Awards and Scholarship Committee's purpose is to develop, maintain and promote scholarship opportunities for membership. They develop topics for the Annual Essay Scholarship Contest as well as encourage membership to highlight the efforts of their agencies or fellow members by submitting entries for the Buyer of the Year, Manager of the Year, and Agency of the Year categories.

The Professional Development Committee's purpose is to encourage and support the promotion of professional development through education and certification. This committee plans and coordinates all NIGP seminars based on the training needs of the Association. They also promote the mentorship program to assist membership in developing their professional knowledge and skills.

The Membership and Diversity Committee is tasked with promoting the Association to governmental procurement professionals who are not currently active or participating in the organization. Promotion of membership should be an invitation to strengthen and enhance the professional career of all governmental procurement professionals. KPPA views a diverse membership as a means to growth and success and respects individual strengths, viewpoints, and contributions.

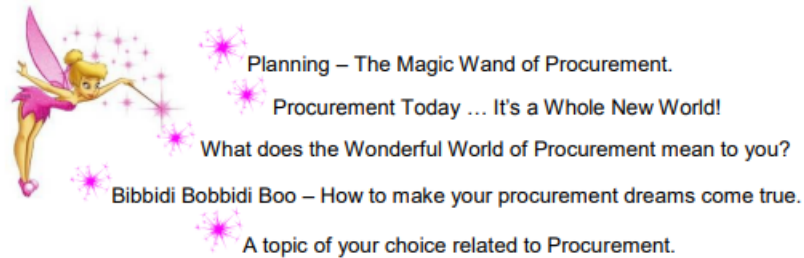


b. Scholarships/awards

Each year KPPA awards five (5) general scholarships at the Annual Forum – two (2) being awarded from the submission of essay by interested Association members and three (3) by lottery drawings.

31st ANNUAL KPPA CONFERENCE ESSAY CONTEST

By Tracy Gritton (Finance OPS)



To be eligible, the individual must be a current Association member before the scholarship is awarded and continue membership throughout the time the scholarship is used. For the lottery drawings, any attendee may be eligible for the scholarship drawing. Scholarships are available to allow membership to further their professional education.

KPPA encourages agencies to promote their fellow membership and/or agencies by awarding Buyer of the Year (BOY), Manager of the Year (MOY), and Agency of the Year (AOY). Awards are announced at the Annual Forum and Vendor Expo each fall. The BOY and MOY recipients receive a plaque, a sweatshirt or jacket with the KPPA logo, and a \$2,000 scholarship. The AOY recipient receives a plaque and a \$2,000 scholarship.

As a chapter of NIGP, the Association has adopted the Values and Guiding Principles of Public Procurement. KPPA awards the VGP award annually to the member who best demonstrates those values and guiding principles through his/her work as a public professional. KPPA also recognizes any retired member from the public procurement profession by awarding the “Betty Bingham Lifetime Achievement Award” annually at the KPPA Annual Forum.

