

MEETING REPORT #2

November 27 and November 28, 2007

Embassy Suites Tampa Downtown Convention Center
Tampa, Florida

The meeting was held at the Embassy Suites Tampa Downtown Convention Center and commenced on Tuesday, November 27, 2007. An overview of the Agenda indicated the following tasks:

- Call to Order
- Related Concerns
- Award of AEPA IFB #008
- Summary of Use
- Extension of AEPA IFB #005
- Extension of AEPA IFB #006
- Extension of AEPA IFB #007
- Additional Concerns of the Membership

1. Call to Order

AEPA Chairman Max Luft called the meeting to order at 1:05 p.m. According to adopted procedures, members present at the meeting shall constitute a quorum. The meeting was therefore appropriately convened.

1.1. Roll Call

The meeting began with introductions of all in attendance. Agency representatives indicated the state that they represented. The member agencies and vendors in attendance are as follows:

| Members | Representatives |
|-------------------|--|
| California | Ted Witt, Tim Blanton, Sodi Stuter |
| Colorado | John Tillman, Don Stratman |
| Connecticut | Cara Hart |
| Indiana | Larry Risk, Pam Clover |
| Iowa | Jamie Moran, Dan Dryer |
| Kansas | Brad Stefanoni, Cinda Holmes |
| Kentucky | Liz Storey, Ann Burden |
| Michigan | Mike Rangos, Katrina Brunette |
| Minnesota | Gary Nytes |
| Missouri | Tom Post, Stephen Keyser |
| Montana | Frank Loehding |
| Nebraska | Paul Utemark |
| New Mexico | Max Luft, Llew Perry, Jacqueline Johnson |
| North Dakota | John Jankowski, Jane Eastes |
| Ohio | Ken Swink, Tammy Hurst |
| Oregon | Tammy Standley |
| Pennsylvania | Jeff Kimball, Jim Randecker |
| Texas | Jason Wickel, Matthew Mackel, Doug Rupe, Phillip Vasquez |
| Virginia | Regina Mumford-Rush, Tony Crosby |
| Washington | Jim Borrow, Charlene Turner, Sharon Veldhuis |
| Wyoming | Julie Cudmore, Laurie Walsh |
| Vendors | |
| Atlas Tracks | Sarah Morehead, Brenda Thompson, George Fisher, Phil Wilson, Bob Watts |
| Corporate Express | Chuck Luchen, Jay Thomas, Dawn Krysiak |

| | |
|-------------------|---|
| CDWG | Mark Ellis, Amanda Ewertowski |
| Dan Grubb Ford | Jim Mitchell |
| Kyocera Mita | Philip Borchardt, John Green, Brent Kushman, Dennis Lees, Jeff Pitney |
| Modern Building | Ken Mero, Jim Rasmussen |
| Robert Cohen | Preston Denard |
| School Specialty | JJ Van Pletzon, Heidi Hilgendorf |
| Spectrum Ind. | Jim Lloyd, Jim Morehouse |
| WTI/Tremco | Mardee Billingsley, Craig Nelson, Dave Adams, Steve Nicholson |
| Williams Scotsman | Kim Neil, Daniel McGinnis |

| | |
|---------------------|---|
| Guests | |
| Angel Trax | Scott Lisenby, Dan Haning |
| Maximus | Anne Glass |
| Progressive Roofing | Jim Migliorino, Sharon Migliorino, Alice Hunt |

It was noted that the following members were not present:
Arkansas

1.2. Agenda

The Tentative Agenda (#1 Agenda) had been provided to all agency representatives prior to the meeting via email. An additional electronic copy was made available when members arrived. A motion was made by Colorado and seconded by Missouri to approve the Agenda as presented and to allow flexibility to change the item order as needed to accommodate travel plans. The motion passed unanimously.

1.3. Approval of Meeting Report #1

Meeting Report #1 (#2 Minutes) which reflects activities of the April 24th through the 26th gathering in Louisville, KY, was reviewed. A motion was made by Connecticut and seconded by Indiana to accept the report as an accurate account of the meeting. The motion passed unanimously.

1.4. Membership Concern

1.4.1. Remembering the Past

Chairman Max Luft reported that the progress of AEPA was greatly influenced by many who were no longer representing their agencies in AEPA (#3 Remembering our Past). These include David Wasson, Jim Migliorino and Violet Tribbet from Arizona; John Riley, Mike Mellon and Dave Finley from California; Dale McCall from Colorado; Ken Potts from Indiana; Steve Spade and John Staton from Kansas; Stan Riggs from Kentucky; Lynn Thorpe from Nebraska; Bob Brown from Ohio; Scott Westerhuis, Mary Louwagie and Cliff Carmody from South Dakota; Ron Ricketts from Washington and David Swantak from Wyoming. A picture of Jim Migliorino was passed among the members for review.

1.4.2. Honoring the Present

Representatives from all agencies had contributed to the successful publication and review of AEPA IFB #008. Special recognition was given to Larry Risk and Pam Clover of Indiana, and Ann Burden of Kentucky for their work on summarizing the bids, Tammy Standley from Oregon for her work on answering questions relating to the bid, Jeff Kimball from Pennsylvania for his work as the Bid Coordinator, and Llew Perry for his help in writing bid specifications.

1.5. Setting Next Meetings

The next AEPA meeting will be April 10, 11, and 12, 2008 in Washington DC. The December meeting will be at the J.W. Marriott Desert Ridge Resort, Phoenix, Arizona on December 2 and 3, 2008 in conjunction with the AESA meeting which will take place on December 3, 4, 5, and 6, 2008.

2. Administrative Concerns

2.1. Arkansas Concern

Arkansas was not represented at the last meeting and is not represented at this meeting. Arkansas does not have any signed contracts or sales volume. A memo was sent to Arkansas on November 6, 2007 inquiring as to their participation in AEPA (#4a Arkansas) and a response was not received. A motion was made by Nebraska and seconded by North Dakota to terminate the membership of Arkansas in AEPA. The vote was taken by paper ballot and passed 20 to 1.

2.2. Minnesota Concern

A copy of Minnesota's response to questions posed by the AEPA Officers in an effort to clarify members questions was provided to all prior to the meeting (#4b Minnesota). A thorough review and discussion followed allowing Minnesota an opportunity to explain the response and answer questions. A motion was made by Nebraska and seconded by North Dakota to terminate the membership of Minnesota in AEPA. The vote was taken by paper ballot and did not pass with 10 votes in favor of termination, 10 votes against termination and 1 abstention.

2.3. Examining a national AEPA presence

Following a discussion, membership agreed that a national AEPA presence would benefit each member state, provides a mechanism for future AEPA growth and ultimately gain greater leverage to secure better vendor pricing. Differences in business models and growth philosophies led to a disagreement as to how the national presence can be achieved. A motion was made by Michigan and seconded by Pennsylvania to form a committee to define a method for this expansion. California, Connecticut, Kansas, Kentucky, Missouri, Montana, New Mexico, North Dakota, Oregon, Pennsylvania, Texas and Wyoming volunteered to serve on the committee and to bring a recommendation back to the membership for review at the April 2008 meeting.

2.4. Partnership Committee Report regarding AESA

Jim Randecker representing Pennsylvania reported that Indiana, New Mexico, and Pennsylvania have contacted AESA regarding alignment in a more fixed way than currently exists with AEPA. A letter was sent to Brian Talbott with AESA. A positive response was received and AESA has formed a committee to work with AEPA and discuss the possibilities. AESA has had their legal department review the AEPA documentation and AEPA has cleared the legal problems experienced a few years ago. A meeting will be scheduled with AESA as soon as possible and a recommendation will be brought back to the membership at the April Meeting.

2.5. AEPA Finances

AESA requested AEPA assist in sponsoring an event Friday at the convention. Prior correspondence revealed 14 members agreed to assist by financial sponsorship from \$500.00 to \$750.00. A request was made for all members to assist in this sponsorship which would reduce each member's individual cost to \$341.90. Chairman Max Luft agreed to confirm the sponsorship with AESA and invoice members their appropriate sponsorship fee.

2.5.1. Financial Report

John Jankowski, North Dakota, Treasurer previously presented the Financial Report (#6a Treasurers Report). A review of the report indicates a November 19th, 2007 balance of \$13,042.62 in the checking account and two CD's totaling \$25,503.54. A motion was made by New Mexico and seconded by Ohio to accept the financial report as presented. The motion passed unanimously.

2.5.2. Long Term Projections

Treasurer John Jankowski advised the membership he was unable to make long term financial projections at this time as he has not seen the expenses for the current meeting.

2.6. AEPA Staffing Discussion

A discussion regarding AEPA staffing ensued. Membership determined that two extremes exist; (1) someone deserves compensation (2) if one is paid all should be paid for services provided to AEPA. A motion was made by New Mexico and seconded by Ohio to establish a committee to determine an appropriate method of funding AEPA staff. The motion passed unanimously. Colorado, Indiana, Iowa, Michigan, Minnesota, North Dakota, New Mexico, Nebraska, Ohio, Pennsylvania, Texas, Virginia and Washington agreed to serve on this committee.

2.7. AEPA Report Format from Vendors

After discussion it was agreed that every member should get two reports from each contracted vendor. A Summary Report including name, address, purchase order number, date, and total amount of sale and a Detail Report including all of the information available in the summary report plus sku, item, savings amount (if possible) and quantity. A motion was made by Virginia and seconded by Minnesota to set as uniform reporting standards the Summary and Detail Reports as defined above. The motion passed unanimously.

2.8. Additional Administrative Concerns

The need for AEPA Inc. to purchase insurance coverage was discussed. A motion was made by Connecticut and seconded by California for Chairman Max Luft to purchase insurance coverage using the New Mexico address at an amount not to exceed \$1,780.00 as presented (#6b Additional Administrative Concerns). The motion passed unanimously.

The meeting was adjourned on Tuesday, November 27, 2007 at 5:00 PM.

The meeting was reconvened on Wednesday, November 28, 2007 at 8:30 AM

3. Approval of AEPA IFB #008

3.1. Summary of Requests

A summary of those vendors viewing and downloading each bid lot was distributed by Pam Clover of Indiana. The report included for each person, the name and address of their company, the phone number and fax number, as well as the time and date of access.

3.2. Summary of Questions

Tammy Standley of Oregon said that the 14 questions that were asked by potential respondents and the responses were available for review on the AEPA website. She expressed her appreciation of the help provided by Max Luft and Llew Perry of New Mexico in answering in depth questions regarding the track and field portion of the bid.

3.3. Summary of Bids Received

Pam Clover from Indiana reviewed the Summary of Bids Received (#8 Summary of Bids Received) which was disseminated to all members. The two page report showed seventeen bids were received. Of those, five were rejected prior to evaluation and twelve were sent to the bid committees for evaluation.

3.4. Bid Committee Report

Jeff Kimball, AEPA Bid Coordinator, expressed appreciation to Cara Hart representing Connecticut, as the first member to provide complete documentation, and Llew Perry representing New Mexico, for his assistance on the track and field documents. Jeff Kimball also acknowledged the success of the pre-bid conference calls with vendors. These calls allowed any vendor to ask questions of the oversight committee prior to bid submission.

3.4.1. Review of Non-Responsive Bids

Jeff Kimball, AEPA Bid Coordinator, reviewed the non-responsive bids stating the recurring problem was incomplete electronic copies which are required so that the Oversight Committees may review responses prior to the meeting.

3.5. Award by Category

3.5.1. A. Administrative Software

Cara Hart, representing Connecticut and Chair of the Oversight Committee consisting of Don Stratman representing Colorado and Bob Slama representing Missouri, reviewed the Administrative Software responses (#9 Administrative Software) noting that only one vendor responded. Connecticut made a motion to recommend an award to School Dude.com which was seconded by Nebraska and passed unanimously.

3.5.2. B. Athletic Equipment

Mike Rangos, representing Michigan and Chair of the Oversight Committee consisting of Julie Cudmore representing Wyoming and Tom Post representing Missouri, reviewed the Athletic Equipment responses (#10 Athletic Equipment) noting that only one vendor responded. Michigan made a motion to recommend an award to Samson Equipment which was seconded by Virginia and passed unanimously.

3.5.3. C. Artificial Turf

Llew Perry, representing New Mexico and Chair of the Oversight Committee consisting of Gary Nytes representing Minnesota and Tony Crosby representing Virginia, reviewed the Artificial Turf responses (#11 Artificial Turf) noting that several vendors responded. The committee was unable to evaluate all vendors as page three of the testing information was either blank or incomplete and some vendors were not licensed to do business in all member states. New Mexico made a motion to recommend an award to Atlas Track and Tennis. The motion was seconded by Missouri and passed unanimously.

3.5.4. D. Tracks and Courts

Llew Perry, representing New Mexico and Chair of the Oversight Committee consisting of Jeff Kimball representing Pennsylvania and Jim Borrow representing Washington, reviewed the Tracks and Courts responses (#12 Tracks and Courts). When doing the cost evaluation scoring as defined in the bid, Robert Cohen Co. LLC was the low bidder but the committee had concerns about Cohen's ability to provide services to all member states. New Mexico recommended a dual award to both Atlas Track and Tennis and Robert Cohen Co. LLC. The motion was seconded by Missouri and passed unanimously.

3.5.5. E. Hardwood and Synthetic Flooring

Llew Perry, representing New Mexico and Chair of the Oversight Committee consisting of Mike Hajek representing Minnesota, reviewed the Hardwood and Synthetic Flooring responses (#13 Hardwood and Synthetic Flooring) noting that two vendors responded. The committee had concerns about Cohen's ability to provide services to all member states. New Mexico recommended a dual award to both Atlas Track and Tennis and Robert Cohen Co. LLC. The motion was seconded by Connecticut and passed unanimously.

3.5.6. F. Indoor and Outdoor Lighting Systems

Llew Perry, representing New Mexico and Chair of the Oversight Committee consisting of Ken Swink representing Ohio and Tom Post representing Missouri, advised that no vendor responses were received therefore he would not be making a recommendation.

3.5.7. G. Athletic Seating

Llew Perry, representing New Mexico and Chair of the Oversight Committee consisting of reviewed the Athletic Seating (#15 Athletic Seating) response. One vendor responded but did not provide complete details or demonstrate the ability to meet bid specifications therefore New Mexico recommended rejecting the single bid resulting in no award. The motion was seconded by Missouri and passed unanimously.

4. Summary of Use

4.1. Member Report Cards

Laurie Walsh from Wyoming reviewed Member Report Cards (#16 Member Report Cards) noting on page 5 there were no drastic changes other than California moving up to 4th. The primary challenge continues to be getting reports from vendors.

4.2. Vendor Report Cards

Jim Borrow, Washington, reviewed Vendor Report Cards (#17 Vendor Report Cards and 17 A, B, C, D, E, F Vendor Reports) noting that the member and vendor report cards are the closest reports ever received.

4.3. Summary of AEPA IFB #004

4.3.1. Administrative Software

Cara Hart, representing Connecticut, reported that School Dude.com had 19 contracts signed and \$2,063,807.80 in sales (#18 Administrative Software). This category was re-bid in AEPA IFB #008.

4.3.2. Ground, Tracks, Fields, Courts

Llew Perry, representing New Mexico, reported that Atlas Track and Tennis had 16 contracts signed with \$22,962,541.00 in sales and Robert Cohen LLC had 11 contracts signed with \$416,113.00 in sales (#19 Grounds, Tracks, Fields Courts). This category was re-bid in AEPA IFB #008.

4.3.3. Library Books

Paul Utemark, representing Nebraska, reported that Gardner's Book Service had sales in 3 states, Gumdrop Books had no sales, and Mackin Library Media had sales in 8 states (#20 Library Books). Due to the lack of activity this category was not re-bid.

4.3.4. Athletic Equipment

Katrina Brunette, representing Michigan, reported that School Health did not respond to her request for a sales report. Due to the lack of vendor participation this category was not re-bid.

5. Extension of AEPA IFB #005

5.1. Carpeting

Jeff Kimball, representing Pennsylvania chaired the Carpeting Oversight Committee which includes John Tillman representing Colorado, and presented the following;

5.1.1. Interface Flooring Systems, Inc.

Interface Flooring has 17 signed contracts with a sales volume of \$1,153,062.00 and is a line item bid (#22 Interface Flooring Systems). A motion was made by Pennsylvania and seconded by New Mexico to accept the Oversight Committee's recommendation to extend the contract for one year. The motion passed unanimously.

5.1.2. Shaw Industries, Inc.

Shaw Industries Inc. has 14 signed contracts with a sales volume of \$1,149,069.34 and is a line item bid (#23 Shaw Industries). Shaw has requested that 25 new items be added to their current offering. A motion was made by Pennsylvania and seconded by New Mexico to accept the Oversight Committee's recommendation to extend the contract for one year and allow the additional items. The motion passed unanimously.

5.2. Digital Copiers

The Digital Copiers Oversight Committee was chaired by John Jankowski of North Dakota and consists of Stuart Verdon representing Texas.

5.2.1. Konica Minolta Business Solutions

Konica Minolta has 17 signed contracts with a sales volume of \$9,529,674.00 and is a line item bid (#24 Konica). Konica Minolta has requested that 3 new color copiers be added to their current offering. A motion was made by North Dakota and seconded by Ohio to accept the Oversight Committee's recommendation to extend the contract for one year and allow the additional items. The motion passed unanimously.

5.2.2. Kyocera Mita America

Kyocera Mita has 17 signed contracts with a sales volume of \$1,737,782.33 and is a line item bid (#25 Kyocera). A motion was made by North Dakota and seconded by Missouri to accept the Oversight Committee's recommendation to extend the contract for one year. The motion passed unanimously.

5.3. Roofing

The Roofing Oversight Committee was chaired by Liz Storey of Kentucky and includes Mike Hajek representing Minnesota.

5.3.1. Weatherproofing Technologies Inc.

Weatherproofing Technologies Inc. has 20 signed contracts with a sales volume of \$59,379,538.48 and is a line item bid (#26 Roofing Tremco). Liz Storey noted high customer satisfaction when using this contract. The vendor has requested a 5% increase in pricing due to asphalt, copper, steel and labor price increases. A motion was made by Kentucky and seconded by Missouri to accept the Oversight Committee's recommendation to extend the contract for one year and allow the requested pricing increases. The motion passed unanimously.

5.4. Vehicles

The Vehicles Oversight Committee was chaired by Paul Utemark of Nebraska and includes Cinda Holmes representing Kansas.

5.4.1. Husky Truck Center

Husky Truck Center has 14 signed contracts with a sales volume of \$1,500,342.00 in Washington only and is a line item bid (#27 Husky Truck Center). A motion was made by Nebraska and seconded by North Dakota to accept the Oversight Committee's recommendation to extend the contract for one year. The motion passed unanimously.

5.4.2. Dan Grubb Ford

Dan Grubb Ford has 14 signed contracts with a sales volume of \$600,433.61 and is a line item bid (#28 Dan Grubb Ford). The vendor presented additional reporting indicating sales in New Mexico, Nebraska, California, Kentucky, Indiana, Pennsylvania and Ohio. A motion was made by Nebraska and seconded by New Mexico to accept the Oversight Committee's recommendation to extend the contract for one year. The motion passed unanimously.

6. Extension of AEPA IFB #006

6.1. Furniture

The Furniture Oversight Committee was chaired by Tom Post of Missouri and includes Brad Stefanoni representing Kansas.

6.1.1. Mity Lite

Mity Lite has 17 signed contracts with a sales volume of \$19,754.15 and is a line item bid (#29 Mity Lite). The low sales volume was discussed. A motion was made by Missouri and seconded by Nebraska to accept the Oversight Committee's recommendation to extend the contract for one year and re-examine sales number at the end next year. The motion passed unanimously.

6.1.2. Spectrum Industries

Spectrum Industries has 20 signed contracts with a sales volume of \$631,164.70 and is a line item bid (#30 Spectrum). The vendor requested a slight change in pricing due to increased production costs. A motion was made by Missouri and seconded by Montana to accept the Oversight Committee's recommendation to extend the contract for one year and allow the requested price changes. The motion passed unanimously.

6.1.3. School Specialty

The Oversight Committee was unable to determine the exact number of contracts in force and School Specialty has a sales volume of \$81,822.91 and is a line item bid (#31 School Specialty). The vendor has agreed to resolve the number of contract issue. A motion was made by Missouri and seconded by Connecticut to accept the Oversight Committee's recommendation to extend the contract for one year and resolve the contract issue. The motion passed unanimously.

6.2. Online Training

The Online Training Oversight Committee is chaired by Jim Randecker of Pennsylvania and includes Regina Mumford-Rush representing Virginia.

6.2.1. Aries Technology.

The Oversight Committee was unable to determine the exact number of contracts in force and Aries Technology has a sales volume of \$7,013.00 and is a catalog bid (#32 Aries Technology). This low volume was discussed with the vendor and the committee was advised that new products are coming out for middle school use. A motion was made by Pennsylvania and seconded by New Mexico to accept the Oversight Committee's recommendation to extend the contract for one year and review sales at the end of next year. The motion passed unanimously.

6.3. Sports and Health Catalogs

The Sports and Health Catalog Oversight Committee is chaired by Katrina Burnett of Michigan and includes Jamie Moran representing Iowa.

6.3.1. BSN Sports

BSN Sports has 16 signed contracts with a sales volume of \$49,962.36 and is a catalog bid (#33 BSN Sports). The low sales volume was discussed. A motion was made by Missouri and seconded by Nebraska to accept the Oversight Committee's recommendation to extend the contract for one year and re-examine sales number at the end of next year. The motion passed unanimously.

6.4. Technology Catalogs

The Technology Catalogs Oversight Committee is chaired by Elmo Kallner of Ohio. Elmo was unable to attend the meeting and Jamie Moran of Iowa, also on the committee, presented on his behalf.

6.4.1. CDW-G

CDW-G has 15 signed contracts with a sales volume of \$41,275,225.00 and is a catalog bid (#34 CDWG). She noted that members responded they were very satisfied when dealing with this vendor. A motion was made by Iowa and seconded by Ohio to accept the Oversight Committee's recommendation to extend the contract for one year. The motion passed unanimously.

6.5. Modular and Portable Buildings

The Modular and Portable Buildings Oversight Committee is chaired by Jim Borrow of Washington and includes Tammy Standley representing Oregon.

6.5.1. Mobilease Modular Spaces

Mobilease Modular Spaces has 8 signed contracts with a sales volume of \$336,453.00 in only one state and is a line item bid (#35 Mobilease Modular Spaces). It was noted that many states have their own contracts with this vendor. A motion was made by Washington and seconded by Montana to accept the Oversight Committee's recommendation not to extend the contract. The motion did not pass with a vote of 3 Yes, 4 No and 3 Abstaining. A second motion was made by Washington and seconded by Montana to extend the contract for one year. The motion passed with a vote of 8 Yes and 2 Abstaining.

6.5.2. Modern Building Systems

Modern Building Systems has 10 signed contracts with a sales volume of \$1,628,891.00 and is a line item bid (#36 Modern Building Systems). A motion was made by Washington and seconded by Virginia to accept the Oversight Committee's recommendation to extend the contract for one year. The motion passed unanimously.

6.5.3. Williams Scotsman

Williams Scotsman has 16 signed contracts with a sales volume of \$14,837,073.00 and is a line item bid. The vendor requested changes as indicated on (#37 Williams Scotsman). A motion was made by Washington and seconded by Connecticut to accept the Oversight Committee's recommendation to extend the contract for one year and allow the changes requested. The motion passed unanimously.

7. Extension of AEPA IFB #007

7.1. Office Supplies

The Office Supplies Oversight Committee was chaired by Jane Estes of North Dakota and includes Dan Dreyer representing Iowa.

7.1.1. Corporate Express

Corporate Express has 17 signed contracts with a sales volume of \$2,120,852.00 and is a catalog bid (#38 Corporate Express). Jane noted that a proactive marketing plan is in place. A motion was made

by North Dakota and seconded by Missouri to accept the Oversight Committee's recommendation to extend the contract for one year. The motion passed unanimously.

7.2. Classroom Supplies

The Classroom Supplies Oversight Committee was chaired by Jim Randecker of Pennsylvania and includes Dave Uglem representing Washington.

7.2.1. ABC School Supplies

ABC School Supplies has 12 signed contracts with no sales and is a catalog bid. The vendor did not respond to the Oversight Committee's request for sales information. A motion was made by Pennsylvania and seconded by Nebraska to accept the Oversight Committee's recommendation to extend the contract for one year. The motion passed by a vote of 19 Yes and 2 No.

7.2.2. Corporate Express

Corporate Express has 12 signed contracts with a sales volume of \$49,440.00 and is a catalog bid (#40 Corporate Express). It was noted that an aggressive marketing plan is in place and the vendor experienced good first year sales. A motion was made by Pennsylvania and seconded by Ohio to accept the Oversight Committee's recommendation to extend the contract for one year. The motion passed unanimously.

7.2.3. School Specialty

School Specialty has 16 signed contracts with a sales volume of \$17,411,692.82 and is a catalog bid (#41 School Specialty). Pennsylvania voiced a need for revised reporting divided into areas awarded. A motion was made by Pennsylvania and seconded by Ohio to accept the Oversight Committee's recommendation to extend the contract for one year. The motion passed unanimously.

7.3. Web Based Auctions

The Web Based Auctions Oversight Committee is chaired by Tony Crosby of Virginia and includes Tammy Hurst representing Ohio.

7.3.1. Lone Star Auctioneers

Lone Star Auctioneers has 16 signed contracts and is a line item bid. Kentucky and Oregon are the only members who have had sales and a dollar amount was unable to be determined. A motion was made by Virginia and seconded by Iowa to accept the Oversight Committee's recommendation to extend the contract for one year. The motion passed unanimously.

7.4. Administrative Software (Food)

The Administrative Software Oversight Committee is chaired by Llew Perry of New Mexico and includes John Tillman representing Colorado.

7.4.1. Pacific Triangle Software

Pacific Triangle Software has 13 signed contracts with no sales volume and is a catalog bid (#43 Pacific Triangle Software). The low sales volume was discussed. A motion was made by Missouri and seconded by Nebraska to accept the Oversight Committee's recommendation to extend the contract for one year and re-examine sales number at the end of next year. The motion passed with a vote of 8 Yes and 5 No and 3 Abstentions.

7.4.2. School Link Software

School Link Software has 12 signed contracts with no sales volume and is a catalog bid (#44 School Link Software). The low sales volume was discussed. A motion was made by New Mexico and seconded by Indiana to accept the Oversight Committee's recommendation to extend the contract for

one year and re-examine sales number at the end of next year. The motion passed with a vote of 14 Yes and 2 No.

7.5. Administrative Software (Transportation)

The Administrative Software (Transportation) Oversight Committee is chaired by Llew Perry of New Mexico and includes John Tillman representing Colorado.

7.5.1. Trapeze Software Group

Trapeze Software Group has 17 signed contracts with no sales volume and is a catalog bid (#45 Trapeze Software Group). A motion was made by New Mexico and seconded by Indiana to accept the Oversight Committee's recommendation to extend the contract for one year. The motion passed with a vote of 14 Yes and 2 No.

7.6. Administrative Software (Professional Development)

The Administrative Software (Professional Development) Oversight Committee is chaired by Llew Perry of New Mexico and includes John Tillman representing Colorado.

7.6.1. LearnKey

LearnKey has 14 signed contracts with no sales volume and is a catalog bid (#46 LearnKey). A motion was made by New Mexico and seconded by Nebraska to accept the Oversight Committee's recommendation to extend the contract for one year. The motion passed unanimously.

7.6.2. Master Teacher

Master Teacher has 12 signed contracts with sales volume of \$104,197.00 and is a catalog bid. The vendor does not wish to extend the contract (#47 Master Teacher). A motion was made by New Mexico and seconded by Nebraska to accept the Oversight Committee's recommendation not to extend the contract for one year. The motion passed unanimously.

7.7. Custodial Supplies

The Custodial Supplies Oversight Committee is chaired by Paul Utemark of Nebraska and includes Tom Post representing Missouri.

7.7.1. Corporate Express

Corporate Express has 11 signed contracts with sales volume of \$8,925.00 and is a catalog bid (#48 Corporate Express). The vendor wishes to add additional sustainable earth products to the contract and offer discounts lower than previously offered per #48 Corporate Express. A motion was made by Nebraska and seconded by New Mexico to accept the Oversight Committee's recommendation to extend the contract for one year and include the items and pricing requested. The motion passed unanimously.

8. Additional Concerns of Membership

8.1. John Jankowski, representing North Dakota, stated that Procedures 7.6.2 needed to be reviewed and the membership may want to delete this section if it is not to be enforced. He would like to see policy modification on the agenda at the next meeting.

8.2. John Jankowski, representing North Dakota, asked Minnesota if AEPA had been registered as a trademark by Minnesota and if so, would this trademark be turned over to AEPA, Inc. Gary Nytes, representing Minnesota, replied that it had been registered as a trademark by Minnesota and would not be turned over to AEPA, Inc. John Jankowski, representing North Dakota, made a motion to develop a new trademark for AEPA, Inc. The motion was seconded by Nebraska and passed by a vote of 13 Yes, 1 No and 2 Abstaining.

- 8.3. Gary Nytes, representing Minnesota, asked Indiana who owned the AEPA URL and website. Larry Risk, representing Indiana, replied that he did not know, but would check with his Technology Director and make certain it was owned by AEPA, Inc.
- 8.4. Larry Risk, representing Indiana, asked Gary Nytes, representing Minnesota, if he will be reimbursing Indiana the administrative fee that Minnesota collected on sales made in Indiana. Gary Nytes, representing Minnesota stated the fees would be forwarded to Indiana.
- 8.5. Larry Risk, representing Indiana, stated that in light of new information received he would like to address concerns regarding Minnesota at the next meeting.
- 8.6. A motion was made by Paul Utemark, representing Nebraska, to work with all AEPA vendors to achieve a strong presence at the ASBO Annual Meeting in Denver, Colorado on November 7, 8, 9 and 10, 2008. The motion was seconded by New Mexico and passed unanimously. Pam Clover, representing Indiana, agreed to work with Nebraska in coordinating this effort.

9. Adjournment

With no other business to come before the Association, the second general meeting of the Association of Educational Purchasing Agencies, Inc. was adjourned at on a motion by Michigan and seconded by Pennsylvania.