

**AEPA, Inc. Meeting #3  
Hilton Crystal City Hotel  
Arlington, Virginia  
April 10, 2008**

The meeting was held at the Hilton Crystal City Hotel at Arlington, Virginia and commenced on Thursday April 10, 2008. An overview of the Agenda indicated the following tasks:

- Reports
- Election of Officers
- Other Business
- Administrative Committee Reports
- Oversight Committee Reports
- Vendor Roundtables
- Setting of Next Meeting Dates
- Preparation for AEPA Bid #009
- Identification of Committees

## **1.0 AEPA General Session 1**

### **1.1 Introductions**

Following introductions of all those present in the room AEPA President Max Luft called the meeting to order at 6:05 p.m. According to adopted procedures, members present at the meeting shall constitute a quorum. The meeting was therefore appropriately convened.

### **1.2 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

California  
Colorado  
Connecticut  
Indiana  
Iowa  
Kansas  
Kentucky  
Michigan  
Minnesota  
Missouri  
Montana  
Nebraska  
New Mexico  
North Dakota  
Ohio  
Oregon  
Pennsylvania  
Texas  
Virginia  
Washington  
Wyoming

#### Representatives

Ted Witt, Tim Blanton, Jodi Szuter  
John Tillman, Don Stratman  
Cara Hart  
Larry Risk, Pam Clover  
Jamie Moran, Dan Dryer, Bud Carruthers  
Brad Stefanoni, Cinda Holmes  
Liz Storey, Ann Burden  
Mike Rangos, Katrina Brunette  
Gary Nytes, Jerry Otterstad  
Tom Post, Stephen Keyser  
Frank Loehding, Rhonda Houston  
Paul Utemark  
Max Luft, Llew Perry, Rebecca Tafoya  
John Jankowski, Jane Eastes  
Tamra Hurst, Elmo Kallner  
Tammy Standley  
Jeff Kimball, Jim Randecker  
Jason Wickel, Matthew Mackel  
Regina Mumford-Rush, Tony Crosby  
Jim Borrow, Charlene Turner  
Julie Cudmore, Laurie Walsh

#### Vendors

Aries Technology  
Atlas Tracks  
CDWG  
Corporate Express

#### Representatives

Wayne Quach  
Sarah Morehead, Brenda Thompson, Jolie Pearce  
Mark Ellis  
Chuck Luchen, Jay Thomas, Dawn Krysiak

Dan Grubb Ford  
Husky Truck  
Interface Flooring  
Konica Minolta

Kyocera Mita  
LearnKey  
Lone Star Auctioneers  
Mobilease Modular  
Modern Building  
Robert Cohen

SchoolDude.com  
School Link Tech.  
School Specialty

Shaw Industries  
Spectrum Ind.  
WTI/Tremco  
Williams Scotsman

Jim Mitchell  
Jon Patrick Gould  
Wendell Hadden, Larry Boyle  
Denise Blackwell Burns, Larry Pardoe, Gary Ell,  
Guy Shaw, Ken Shane, Walt Shumaker  
Philip Borchardt, Daniel Frei, Joseph Dolce  
Gregg Smith, Scott Walker  
Ed Lanford, Marilyn Burgess  
Pete Barton  
Ken Mero, Jim Rasmusen  
Robert Cohen, John Gayhart, Sam Fisher, Troy  
Kelley  
Sandy King, Scott Hair  
Rosemary Surina  
JJ Van Pletzon, Heidi Hilgendorf, Mike Diedtrick,  
Kevin Primeau  
Daniel Collins, Ron Royer  
Theresa Thompson, Butch Dachel  
Craig Nelson, Dave Adams, Steve Nicholson  
Matt Dickinson, Jeff Mathes, Patrick O'Malley

Guests

Brian Talbott  
Larry Stein  
Graham Fulghum  
Rick Zelznak  
Lance Whiton  
Forrest Fairley

Representing

Association of Educational Service Agencies  
AIG Retirement  
Hasler, Inc.  
Maximum  
Neopost  
Safeguard

### 1.3 Agenda

The Tentative Agenda (1.0 2008 Spring Agenda rev 4.08.08) had been provided to all agency representatives prior to the meeting via email. An additional printed copy was provided to all members by President Luft. 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.

### 1.4 Approval of Meeting Report #2

Meeting Report #2 (1.1 Meeting Report 2) which reflects activities of the November 27, 2007 through November 28, 2007 gathering in Tampa, Florida. 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.

### 1.5 Reading Notice and Proof of Mailing

President Luft reviewed the meeting notice and Indiana verified that meeting notification was sent to all members electronically with a return receipt requested. All members verified receipt of the meeting notice.

### 1.6 Report of the President

#### 1.6. A. Unincorporated Vote Summary

President Luft reported the following motions were passed by electronic vote prior to this meeting with 16 votes for the motion, 2 against the motion, and 5 abstentions. (1.2.a.1. Unincorporated Vote Summary).

**Motion #1**

The members of the Association of Educational Purchasing Agencies, an unincorporated association, originally formed May of 1999, for good and sufficient consideration assign to the Association of Educational Purchasing Agencies, Inc., a corporation of the state of Nevada which was incorporated in Nevada on February 28, 2007, all rights, title, and interest in and to the certain collective membership mark 'AEPA' registered the ninth day of October 2007, on the principal register of the United States Patent and Trademark Office, registration number 3,306,205. The Association does hereby authorize Max Luft, its Executive Director, to execute any documents necessary to complete this assignment and transfer.

**Motion #2**

The members of the Association of Educational Purchasing Agencies, an unincorporated association, originally formed May of 1999, assign, transfer and delegate to the Association of Educational Purchasing Agencies, Inc., a corporation of the state of Nevada which was incorporated in Nevada on February 28, 2007 for a period of ten years all managing and decision making relating to every decision except dissolution in consideration for actively pursuing procurement activities where members may apply for membership.

**1.6. B. AEPA Logo Report**

President Luft provided all members with information pertaining to Membership Marks provided by an attorney having experience dealing with the patent office. (1.2.a.2. Logo Report). President Luft further reported that the registrar of the mark is AEPA with an address in Minnesota and that he would take action to meet the directive previously stated in Motion #1. Minnesota objected to this action. Following discussion California made a motion to adjourn the AEPA, Inc. meeting immediately and call to order an AEPA unincorporated meeting, the motion was seconded by Nebraska and carried unanimously.

Following the AEPA unincorporated meeting a motion was made by Indiana and seconded by New Mexico to convene a meeting of AEPA, Inc. The meeting was appropriately convened following a vote of 20 for and 1 against. Gary Nytes stated that current regulations prevented his organization from representing Minnesota in AEPA, Inc. and therefore was withdrawing from membership. This resignation was accepted by the Board (Minnesota Response).

**1.6. C. Status of Non Profit Application**

President Luft provided all members with information relating to the status of the AEPA, Inc. Non Profit Application (1.2.b. Presidents Report). He also reminded members of the need to forward to him a completed disclosure form as required by the IRS.

**1.6. D. Problems and Opportunities**

Ohio, Indiana and Colorado expressed a concern over actions currently being taken by Minnesota within their state (1.2.c.1 Ohio Request, 1.2.c.2 Ohio Documentation 1, 1.2.c.3 Ohio Documentation 2, 1.2.c.4 Indiana Request, 1.2.c.5 Indiana Documentation 1, 1.2.c.6 Indiana Documentation 2, 1.2.c.7 Colorado Request). Documents were reviewed, discussed and no action was taken as due to the resignation of the Minnesota representative.

**1.7. Report of the Secretary**

Pam Clover, Secretary, stated there was no report at this time as items have already been addressed.

**1.8. Report of the Treasurer**

John Jankowski, Treasurer, reviewed the Balance Sheet, Budget Review and Cash Flow Projections (1.3 AEPA Treasurer's Report April 2008). Following discussion a motion was made by Wyoming, seconded by Missouri and passed unanimously to accept the financial reports as presented and that the firm

preparing AEPA, Inc. tax returns audit these financial statements to guarantee compliance with IRS regulations.

### **1.9. Election of Officers**

Larry Risk, representing Indiana, served as Chairman of the Nominating Committee and made a motion that Max Luft remain President and John Jankowski remain Treasurer for an additional year. He further nominated Paul Utemark as Vice President for a two year term, and Pam Clover as Secretary for a two year term. He further clarified that by this motion we were meeting the requirements defined in the Bylaws noting that the President and Treasurer positions will expire in odd years, while the positions of Vice President and Secretary will expire in even years. Ohio seconded the motion to close nominations, accept the committee recommendation, and elect the identified nominees. The motion passed unanimously.

### **1.10. Transactions of Other Business**

#### 1.10. A. AEPA History – Remembering the Past

Chairman Max Luft reported that the progress of AEPA was greatly influenced by many who were no longer representing their agencies (1.4 Remembering our Past). These include David Wasson, Jim Migliorino, Violet Tribett, Tom Peeler, Craig McKee, Diane Treadwell, Philip Young, Mike Mellon, John Riley, Dave Finely, Dale McCall, Ken Potts, Steve Spade, Stan Riggs, Ken Shane, George Simpson, Lynn Thorpe, Bob Brown, Scott Westerhuis, Mary Louwagie, Cliff Carmody, Pete Paul, Stuart Verdon, Ron Ricketts, Dave Uglem and David Swantek.

#### 1.10. B. Guiding Documents

AEPA, Inc. Articles of Incorporation, By-laws, Policy and Procedures were previously distributed to all members for review (1.5.a. AEPA Articles of Incorporation, 1.5.b. AEPA By-Laws, 1.5.c. AEPA Board Policies, 1.5.d AEPA Procedures). After discussion the Board agreed all were in order at this time.

#### 1.10. C. Sign Memorandum of Understanding (MOU)

President Luft reported that a Memorandum of Understanding had not been received from all members and requested this document be completed and returned as soon as possible (1.6 AEPA Inc. MOU).

#### 1.10. D. Sign Conflict of Interest

President Luft reported that a completed Conflict of Interest form had not been received from all members and requested this document be completed and returned as soon as possible (1.7 Conflict of Interest).

#### 1.10. E. AEPA and AESA – Strategic Alliance

Jim Randacker, representing Pennsylvania reported that several meetings involving the Partnership Committee and representatives of the Association of Educational Service Agencies, AESA, have been held and the Committee would like to pursue a formalized agreement. He reviewed the Strategic Alliance and Licensing Agreement previously made available to members (1.8 AESA AEPA Alliance Agreement Final 3 11 2008). Brian Talbott, representing AEPA, presented both the shared benefits and growth opportunities that this alliance would allow. Following discussion a motion to execute the Strategic Alliance and Licensing Agreement was made by Pennsylvania, seconded by Indiana, and passed by a unanimous vote.

#### 1.10. F. AEPA National Presence Committee Report

Tom Post, representing Missouri, reviewed two documents previously distributed to members providing a method to achieve and monitor future growth in and out of the member's home state (1.9.a National Presence Promote Harmony, 1.9.b. National Presence Spreadsheet). John Jankowski, representing North Dakota, inquired if there was a need to work the verbiage and intent of the documents into the procedures. Following discussion a motion was made by Nebraska and seconded to New Mexico that the documents be incorporated into the AEPA Procedures and be brought back to the Board for approval. The completed documents will be recorded by AEPA for member review. The motion passed unanimously.

#### 1.10. G. AEPA Finance Committee

Jim Randacker, representing Pennsylvania, reported that the Finance Committee had several meetings and propose that AEPA, Inc. be funded by a flat annual membership fee plus a sales volume fee (1.10 Motion for Financing AEPA). Following discussion Pennsylvania made a motion to proceed with the method proposed to fund AEPA, Indiana seconded the motion. The motion passed with seventeen members voting for the motion and three members voting against the motion.

#### 1.10. H. AEPA Staffing Committee Report

Emo Kallner, representing Ohio, reviewed the Ohio recommendation regarding staffing which was previously distributed to members (1.11.a. Staff Recommendation, 1.11.b AEPA Job Description). This recommendation allows 15% of \$45,000.00 (\$6,750.00) be allocated for expenses of an administrative support staff to be paid annually to the home agency of the President of AEPA, Inc. Montana seconded the motion and it passed unanimously.

#### 1.10. I. AEPA Logo Report

Tim Blanton, representing California, presented seven new logos for the consideration of members (1.12.a Logo 1, 1.12.b Logo 2, 1.12.c Logo 3, 1.12.d Logo 4, 1.12.e Logo 5, 1.12.f Logo 6, 1.12.g Logo 7). All were reviewed and discussed. Logo 2 was decided to be the starting point yet needed "Inc." and the website address added. California agreed to make the needed changes. Kansas requested that the revised logo be emailed to the membership and approval be done electronically as soon as possible.

## **2.0 AEPA General Session 11**

### **2.1 Administrative Committee Reports**

2.1. A. Washington reviewed the Vendor Report Cards previously distributed to members (11.1 Vendor Report Cards). Following discussion he reiterated the need for accurate reporting due to the financing method now in place.

2.1. B. Wyoming reviewed the Member Report Cards previously distributed (11.2 Member Report Cards). It was noted that many states neglected to report sales under Bids #004, #005 and #008 and that three states did not complete a report. Indiana noted that sales on Bid #005 were not reported and therefore not provided to the Oversight Committees. Indiana Bid #005 sales consisted of Interface Flooring \$2,296,515, Tremco \$4,672,846, Kyocera Mita \$409,906 and Konica Minolta \$24,768.00 and these extensions were signed on 1/16/2008.

### **2.2 Oversight Committees – Bid #4**

2.2. A. Connecticut reviewed the Administrative Software Report previously distributed (11.3 Admin Software Oversight Committee Report Bid 4) noting a discrepancy in both sales and number of contracts signed. This report includes information for both Bid #004 and Bid #008.

- 2.2. B. New Mexico reviewed the Athletic Resurfacing Report previously distributed (11.4 Oversight Committee Athletic Resurfacing) noting a sizeable discrepancy in sales.
- 2.2. C. Nebraska reviewed the Library Books Report previously distributed (11.5 Oversight Committee Library Books) noting that vendor information had not been received.
- 2.2. D. Michigan reviewed the Athletic Equipment category noting that a report had not been prepared.

### **2.3 Oversight Committees – Bid #5**

- 2.3. A. Pennsylvania reviewed the Carpet Report previously distributed (11.7 AEPA Carpet – Oversight Committee Template) noting a discrepancy in both sales and number of contracts signed.
- 2.3. B. Kentucky reviewed the Roofing Report previously distributed (11.8 Oversight Committee Roofing) noting a sizeable discrepancy in sales and an overall high satisfaction level each member has when dealing with Tremco. Craig Nelson, representing Tremco, stated that his firm will begin paying administrative fees on a monthly basis rather than a quarterly basis in an effort to reduce this reporting difference.
- 2.3. C. Nebraska reviewed the Vehicle Report previously distributed (11.9 Oversight Committee-Vehicles) noting a discrepancy in both sales and number of contracts signed and advising these issues have been discussed with both vendors.
- 2.3. D. North Dakota reviewed the Copier Report previously distributed (11.10.a. AEPA Oversight Committee Copiers) noting a minor discrepancy in sales only. Kyocera has just release new discounts and new models. North Dakota made a motion to alter Procedure 13.2 to allow Kyocera to extend these discounts and new products to members at this time (11.10.b. Oversight Committee Copiers, 11.10.c. Oversight Committee Copiers, 11.10.d. Oversight Committee Copiers). Montana seconded the motion and the motion passed unanimously.

### **2.4 Oversight Committees – Bid #6**

- 2.4. A. Missouri reviewed the Furniture Report previously distributed (11.11 Oversight Committee Furniture) noting a discrepancy in sales and number of contracts signed, the inability to obtain complete information and that neither members nor vendors expressed any complaints. Future growth in this bid area appears to require the involvement of larger vendors or manufacturers.
- 2.4. B. Pennsylvania reviewed the Online Training Report previously distributed (11.12 Oversight Committee – Online Training) noting that a vendor response was not received and expressing the need to broaden the product offerings in this area. Kentucky expressed a concern that AEPA might want to take a more comprehensive approach as this may not be the most effective method of staff development.
- 2.4. C. Michigan reviewed the Sport and Health Catalogs Report previously distributed (11.13 Sport and Health Catalog) noting that a vendor response was not received and contact will be made with the vendor regarding the report.
- 2.4. D. Ohio reviewed the Technology Catalogs Report previously distributed (11.14 Technology Catalogs) noting minor differences in sales volumes, number of contracts signed and acknowledged the strong growth this category has seen. The difference in contract count is California and is already in the process of resolution.
- 2.4. E. Washington reviewed the Portable and Modular Buildings Report previously distributed (11.15 Oversight Committee - Modulars) noting that currently sales are only occurring in a limited number of states and that both vendors are trying to expand their sales territories.

## **2.5 Oversight Committees – Bid #7**

- 2.5. A. Nebraska reviewed the Custodial Supplies Report previously distributed (11.16 Oversight Committee–Facilities) noting a discrepancy in sales numbers which is probably due to combined reporting in other areas by vendor name. Corporate Express has reduced pricing for a second year and is promoting their new line of sustainable earth products.
- 2.5. B. North Dakota reviewed the Office Supplies Report previously distributed (11.17 Oversight Committee Office Supplies 3-08) noting a large discrepancy in sales and that two states did not report sales. Vendors reported that they are currently changing their reporting methods and feel that numbers will be more in line on the next reporting period.
- 2.5. C. Pennsylvania reviewed the Classroom Supplies Report previously distributed (11.18 Oversight Committee – Classroom Supplies) noting a large discrepancy in sales and number of contracts signed. Each state was strongly urged to review the report and resolve the discrepancies with the vendors.
- 2.5. D. New Mexico reviewed the Food Management Software Report previously distributed (11.19 Oversight Committee Food Service Software) noting both members and vendors reported no sales. New Mexico will contact each vendor and request an action plan to increase sales and bring it back to the Board for review in December.
- 2.5. E. New Mexico reviewed the Online Professional Development Report previously distributed (11.20 Oversight Committee Online Professional Development) noting both members and vendors reported no sales. New Mexico will contact each vendor and request an action plan to increase sales and bring it back to the Board review in December.
- 2.5. F. New Mexico reviewed the Student Transportation Report previously distributed (11.21 Oversight Committee Student Transportation) noting a discrepancy in the total numbers of contracts signed. New Mexico will contact the vendor requesting a marketing plan and advising the possibility of non renewal of the contract due to lack of sales.
- 2.5. G. Virginia reported that no report was received from the Web Based Auction Service vendor. Kentucky and Oregon have already used this service and Indiana and Virginia have events scheduled in the near future.

## **2.6 Oversight Committees – Bid #8**

- 2.6. A. Connecticut reviewed the Administrative Software Report previously distributed (11.23 Administrative Software Oversight Committee Report Bid 8) noting a discrepancy in sales numbers and that this could be due to the combining of sales under Bid #004 and Bid #008.
- 2.6. B. Michigan reported that no report was received from the Athletic Equipment vendor.
- 2.6. C. New Mexico reviewed the Artificial Turf Report previously distributed (11.25 Oversight Committee Synthetic Turf) noting a discrepancy in number of contracts signed. Atlas Tracks discovered an error in their pricing for the state of Missouri relating to wage rates. This has already been discussed with Missouri and Missouri is agreeable to having the verbiage corrected. New Mexico made a motion to suspend current rules and allow a rate modification in Missouri only to meet statutory requirements. Missouri seconded the motion, and the motion passed unanimously.
- 2.6. D. New Mexico reviewed the Tracks and Courts Report previously distributed (11.26 Oversight Committee Tracks and Courts) noting a discrepancy in number of contracts signed and that this is a new contract that has not yet had sales.
- 2.6. E. New Mexico reviewed the Hardwood and Synthetic Flooring Report previously distributed (11.27 Oversight Committee Hardwood & Synthetic Flooring) noting a discrepancy in number of contracts signed and that this is a new contract that has not yet had sales.

### **3.0. AEPA General Session III**

Vendor Roundtables

### **4.0. AEPA General Session IV**

#### **4.1 Administration Committee Reports**

- 4.1. A. Marketing – Discussion ensued on the marketing of AEPA (IV.1.a AEPA Marketing Report, IV.1.b. AEPA Power Pt 07-07, IV.1.c AEPA one page flyer). Each state was allowed one minute for a quick overview of marketing methods found to be effective in promoting AEPA in their state. Success has been achieved by demonstrating purchasing savings, trade shows, email advertising, promotion of AEPA vendors, web blasts, newsletters, hiring retired individuals to focus efforts on specific groups, road shows to five cities in five days, advertising contracts on state website, including vendors in workshops on best purchasing practices. All agreed that the AASA discussion including survey results were addressed previously.
- 4.1. B. New Member Relations – The group discussed the need to secure new representation for Minnesota and established this as a priority.
- 4.1. C. Web Site Maintenance – Indiana reviewed the website report previously distributed to members. (IV.1.AEPA Website Report 3-20-08)
- 4.1. D. Policy, By-Laws and Procedures Committee – John Jankowski explained proposed changes to the AEPA bylaws and procedures which were previously distributed to members (IV.3. AEPA bylaws and procedures suggestions). This constituted the first reading of the proposed changes and will be brought back to the Board in December for a vote.

#### **4.2 Setting Next Meetings**

The December AEPA meeting will coincide with the AESA being held on December 3rd, 4th, 5th and 6th, 2008 in Phoenix, Arizona. The December meeting of AEPA will be held at the same location on December 2nd and 3rd, 2008. The spring 2009 meeting of AEPA will be held in Miami, Florida on April 19th, 20th, and 21st, 2009.

### **5.0. AEPA General Session V**

#### **5.1. Preparation for Bid #009**

- 5.1. A. Potential Vendor Presentations (V.1.a Potential Vendor Specifications) were made by Larry Stein with AIG Retirement who discussed the recent IRS changes and the impact of these changes on a school's benefit package, Rick Zelznak with Maximus discussed Medicaid billing for those schools providing special services, Lance Whiton with Neopost Postage Equipment discussed postage equipment normally used in schools, Forrest Fairley with Safeguard discussed the possibility of substantial savings on printed goods by standardizing pricing, and Tom Post with Cooperating School Districts presented the Regional Education Applicant Program developed by his organization to meet the hiring needs of member schools (V1.b. Applicant PowerPoint).
- 5.1. B. Selection of Products – Following discussion it was agreed that the categories of Carpet, Roofing, Automobiles, Copiers, Mailing Equipment, Alarms & Security and Medicaid Billing Software would be bid in the fall of 2008 with recommendations made at the December meeting.
- 5.1. C. Identification of Tasks to be Completed – Committees needed for completion of AEPA tasks include administrative committees and oversight committees. Oversight committees not only monitor the activities of current bids but also develop specifications for new bids.

5.1. D. Confirmation of Timelines – It was agreed that the Bid Coordinator would receive the state specific terms and conditions by July 1, 2008 and the complete specifications by July 30, 2008, publish on September 15, 2008, open on November 7, 2008 and AEPA would make a recommendation on December 3, 2008 (V.2. Confirmation of Timelines).

5.1. E. Selection of Bid Committees to Complete the Project – The following members agreed to serve on the Oversight Committee responsible for the publication of AEPA Bid #009;

	<b>Oversight Committee</b>	<b>Representative</b>	<b>State</b>
9A	Roofing	Llew Perry*	NM
		Liz Storey	KY
		Larry Risk	IN
9B	Carpeting	Jeff Kimball*	PA
		John Tillman	CO
		Tamra Hurst	OH
9C	Vehicles	Paul Utemark*	NE
		Frank Loehding	MT
		Mike Rangos	MI
9D	Copiers	John Jankowski*	ND
		Tom Post	MO
		Ted Blanton	CA
		Ken Swink	OH
9E	Mailing Systems	Jason Wickel*	TX
		Matthew Mackel	TX
		Cara Hart	CT
		Tony Crosby	VA
		Jamie Moran	IA
9F	Alarms and Security	Brad Stefanoni*	KS
		Charlene Turner	WA
		Tim Blanton	CA
		Regina Mumford-Rush	VA
9G	Medicaid	Ted Witt*	CA
		Julie Cudmore	WY
		Tammy Standley	OR

**5.2. Identification of Administrative Committees**

The following members agreed to serve on Administrative Committees for 2008-2009 (V.3. Identification of Admin Committees);

<b>Committee</b>	<b>Representative</b>	<b>State</b>
Bid Acceptance	Pam Clover*	IN
	Ann Burden	KY
Bid Committee	Jeff Kimball*	PA
	Matthew Mackel	TX
	Llew Perry	NM
Bid Distribution	Pam Clover*	IN
	Ann Burden	KY
Bid Questions and Answers	Tammy Standley*	OR
	Cara Hart	CT
Bid Utilization (Members)	Laurie Walsh*	WY
	Regina Mumford-Rush	VA
Bid Utilization (Vendors)	Jim Borrow*	WA
	Frank Loehding	MT
Marketing	Ted Witt*	CA
	Mike Rangos	MI
	Don Stratman	CO
	Tom Post	MO
	Tim Blanton	CA
	Rhonda Houston	MT
	Sharon Veldhuis	WA
New Membership	Max Luft*	NM
	Tom Post	MO
Nominating	Elmo Kallner*	OH
	Larry Risk	IN
	Cara Hart	CT
Partnership	Paul Utemark*	NE
	Jim Randecker	PA
	Max Luft	NM
	Larry Risk	IN
Procedures, Policy, Bylaws	Brad Stefanoni*	KS
	Elmo Kallner	OH
	John Jankowski	ND
Web Site	Pam Clover*	IN
	Jamie Moran	IA

### 5.3. Identification of Oversight Committees

The following members agreed to serve on Oversight Committees for Bids #006, #007 and #008 for 2008 – 2009 (V.4. Oversight Committees);

	<b>Oversight Committee</b>	<b>Representative</b>	<b>State</b>
6A	Technology Catalog	Elmo Kallner*	OH
		Bud Carruthers	IA
6B	Furniture	Tom Post*	MO
		Brad Stefanoni	KS
6C	Online Training	Jim Randecker*	PA
		Tim Blanton	CA
6D	Health and Sports Catalog	Katrina Brunette*	MI
		Frank Loehding	MT
6E	Portable and Modular Buildings	Jim Borrow*	WA
		Tammy Standley	OR
7A	Office Supplies	Jane Eastes*	ND
		Dan Dreyer	IA
7B	Classroom Supplies	Jim Randecker*	PA
		Pam Clover	IN
7C	Web Based Auctions	Tony Crosby*	VA
		Tammy Hurst	OH
7D	Administrative Software (Food)	Jim Randecker*	PA
		Jason Wickel	TX
7E	Administrative Software (Student Transportation)	Jim Randecker*	PA
		Jason Wickel	TX
7F	Administrative Software (Professional Development)	Jim Randecker*	PA
		Tim Blanton	CA
7G	Janitorial Supplies	Paul Utemark*	NE
		Tom Post	MO
8A	Synthetic & Hardwood Flooring	Llew Perry*	NM
		Ann Burden	KY
8B	Track and Courts	Llew Perry*	NM
		Jim Borrow	WA
8C	Artificial Turf	Llew Perry*	NM
		Tony Crosby	VA
8D	Athletic Equipment	Mike Rangos*	MI
		Julie Cudmore	WY
8E	Administrative Software	Cara Hart*	CT
		Don Stratman	CO

Indiana motioned to accept the President's committee recommendations. The motion was seconded by Ohio and passed unanimously.

**5.4. Member Concerns**

It was agreed that New Mexico will be the clearing house for information. Oversight Committees will be responsible for reconciling reported numbers from members and vendors and Jane Eastes will develop Oversight Committee job descriptions, a method for reporting both sales in state and sales out of state and will distribute to all before the next report card is due. New Mexico will distribute a survey to members regarding this meeting.

**5.5. Vendor Concerns**

Vendors requested an explanation of how the AESA partnership would impact them. Brian Talbott explained this is not yet defined but will take a joint effort. He felt there was a need to sit down with the appropriate committees and bring in non AEPA members for discussions. He would like to see AEPA fill product lines where there are gaps, increase market penetration and sees a move within ESC's to construction type contracts and has been involved in presentations to make these moves available. AESA brings the ability for national legislation, credibility, and stronger name recognition. Vendors also expressed a desire to have contracts signed in all states as it would allow the vendor the opportunity to market, would like to see member states take a more active marketing position of the contract and would like to see members make the AEPA contract the primary contract promoted within their state. Vendors would like to see a common administrative fee established and would like to see a document defining the legislation establishing cooperative purchasing in each member state. Vendors also requested that AEPA be represented at the National ASBO Conference.

**5.6. Adjourn Meeting of AEPA**

With no further action to be taken by the Board Indiana made a motion to adjourn the AEPA meeting, New Mexico, seconded the motion. The motion carried by a unanimous vote and the meeting was adjourned at 4:04 pm on April 12, 2008.

Respectfully Submitted:

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Pamela A. Clover, Secretary

Attest:

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Max Luft, President