

**AEPA Meeting #6
Hilton Hotel
500 East 4th Street
Austin TX
7:00 pm November 30 through 1:00 pm December 2, 2009**

Agenda

The meeting was held at the Hilton Hotel and commenced on Sunday November 30, 2009 at 7:00 p.m.. An overview of the Agenda indicated the following tasks:

Call to Order
Approval of Bid AEPA #010
Summary of Use
Extension of Bid AEPA #007
Extension of Bid AEPA #008
Extension of Bid AEPA #009
Administrative Concerns

1.0 Call to order

1.1 Introductions and Roll Call - The following members and vendors were in attendance.

Members

California	Tim Blanton
California	Ted Witt
California	Racquel Landolf
Colorado	John Tillman
Colorado	Dale McCall
Connecticut	Cara Hart
Florida	Sharon Mitchell
Florida	Rick Everitt
Indiana	Phil Partenheimer
Indiana	Pam Clover
Iowa	Jamie Albertsen
Kansas	Cinda Holmes
Kansas	Brad Stefanoni
Kentucky	Liz Storey
Kentucky	George Wilson
Kentucky	Ann Burden
Michigan	Mike Rangos
Michigan	Katrina Brunette
Minnesota	Jeremy Kovash
Missouri	Steve Keyser
Missouri	Tom Post
Montana	Frank Loehding
Montana	Rhonda Houston
Nebraska	Kip Schneider
New Jersey	Patrick Moran
New Mexico	Llew Perry
New Mexico	John Tortelli
North Dakota	John Jankowski
North Dakota	Jane Eastes
Ohio	Elmo Kallner
Ohio	Ken Swink

Vendors

Atlas Track	Brenda Thomson
Atlas Track	Sarah Morehead
Atlas Track	Jolie Pearce
Atlas Track	Eric Fisher
CDWG	Mark Ellis
CDWG	Craig Weinland
Konica	Ken Shane
Konica	Denise Blackwell Burns
Konica	Scott Massey
Konica	Jeff Tinkle
Kyocera	Philip Borchardt
Kyocera	John Green
Kyocera	Dennis Lees
Lone Star	Marilyn Burgess
Lone Star	Ed Lanford Jr.
Lone Star	Anne Dalton
M. Space Holdings	Jeff Deutschendorf
M. Space Holdings	Alan Doer
M. Space Holdings	Dale Goebel
Mity Lite	Jeff Scott
Mobilease	Peter Barton
Mobilease	Murphy Barton
Mobilease	Lee Grulke
Modern Building Sys.	Ken Merv
Modern Building Sys.	Jim Rasmussen
Robert Cohen LLC	Robert Cohen
Robert Cohen LLC	Sheli Keyes
School Specialty Inc.	Mark Christopher
School Specialty Inc.	Angela Schuh
School Specialty Inc.	Kevin Primeau
Spectrum	Bob Kensinger

Ohio	Tamara Hurst	Staples	Chuck Luchen
Oregon	Tammy Standley	Staples	Jay Thomas
Oregon	Bob Reese	Williams Scotsman	Steve Yantzer
Penn	Jeff Kimball	Williams Scotsman	Steve Turner
Penn	Jim Randecker	Williams Scotsman	Matt Dickinson
Texas	Andrew Pickens	Weatherproofing Technology	Craig Nelson
Virginia	Anthony Crosby	Weatherproofing Technology	James McDonald
Virginia	Tracy Ekoh	Weatherproofing Technology	Steve Nicholson
Washington	Jim Borrow	Weatherproofing Technology	Mardee Billingsley
Washington	Charlene Turner	Weatherproofing Technology	Dave Adams
Washington	Dave Mahalko		
Wyoming	Julie Cudmore		
Wyoming	Laurie Walsh		

1.2 Approval of Agenda *1 – The tentative agenda had been provided to all members prior to the meeting via email. A motion was made by New Mexico and seconded by Ohio to approve the agenda as presented and to allow flexibility to change the item order as needed. The motion passed unanimously.

1.3 Approval of Meeting Report #5, April, 2009 *2 – Meeting report #5 was reviewed and several changes in membership attendance were noted. Missouri made a motion to accept Meeting Report #5 with changes noted, Montana seconded the motion and it passed unanimously.

1.4 Reading Notice and Proof of Mailing *3 - Secretary Pam Clover verified that the meeting notification was posted on the website and sent to all members electronically with a return receipt requested.

1.5 Appoint Officer to Fill Vacancy *4 - Tom post noted a mantle clock has been purchased and was to be presented to Max Luft as an expression of our thanks for his many years of service. Since Max was not present at the meeting the clock will be held until the April meeting so that a personal presentation may be made.

1.5.1 Nominating Committee - Elmo Kallner, representing Ohio and Chairman of the nominating committee, reviewed the bylaws applicable to succession of officers in the event of an officer resignation. The review confirmed that Tom Post is now the President of AEPA, will continue in the position until April 2011 and is acting in compliance with current bylaws. Wyoming made a motion to accept confirmation of Tom Post as the AEPA president meeting all requirements of the bylaws, Kentucky seconded the motion and it carried unanimously.

1.6 Membership Concerns - President *5

1.6.1 Remembering the Past - President Tom Post expressed appreciation to all past members that have contributed to the success of AEPA noting that the tenth bid was just published by the organization and annual sales continue to increase.

1.6.2 Honoring the Present - President Tom Post noted that Atlas Track has been purchased by Field Turf and Corporate Express has been purchased by Staples. Pennsylvania asked both vendors if they are willing to assume all terms, conditions and liabilities previously incurred by the relationship with AEPA. Both confirmed their acceptance and further stated that there would not be any operational changes in dealing with any AEPA member representative.

1.6.3 Texas Region 16 - President Tom Post welcomed Texas Region 16, represented by Andrew Pickens, as our newest AEPA member. He also introduced Florida and New Jersey as two of our newest members.

1.6.4 New Committee: Fiscal Agent, Administrative Fees - President Tom Post stated he would like to create a new committee to research fiscal issues and propose needed changes. John Jankowski will chair the committee and would appreciate volunteers to staff the committee.

1.7 Setting Next Meetings *6

1.7.1 Las Vegas April 18, 2010 - Ann Burden reported she has negotiated with Harrah's Hotel in Las Vegas, Nevada as the location of our next meeting which will start on April, 18, 2010 and end on April 21, 2010. The meeting room will have internet access and reservations may be made after January 10, 2010. Tom Post reported that additional time will be set aside for committee meetings in April.

2.0 Approval of Bid AEPA #010

2.1 Summary of Requests *7 - Pam Clover reported that there were 880 hits on the website downloading bid documents. A list of vendors requesting documents was included with the agenda.

2.2 Summary of Questions *8 - Tammy Standley reported that 30 questions were received and responses posted on the website. A copy of all questions and answers were included with the agenda.

2.3 Summary of Bids Received - Ann Burden and Pam Clover reported that the bid opening record was included with the agenda and that this was the largest vendor response year. Two vendors did physically attend the bid opening.

2.4 Bid committee report *10 - Jeff Kimball provided the Bid Committee Report with the agenda. He noted that 60 vendors responded to the bid publication and only 5 were deemed non responsive prior to Oversight Committee review. He also noted that some states did not use the standard newspaper publication form which led to problems accommodating conference call requests. He also suggested that all submissions be done electronically only next year.

2.4.1 Review of Non-Responsive Bids - Jeff Kimball noted that some states did not use the standard newspaper publication form which led to problems accommodating conference call requests. He also strongly suggested that all submissions be done electronically only next year due to the costs being incurred by both the vendor and AEPA.

2.5 Award by Category

2.5.1 Furniture *11 - Tom Post, Chairman of the Furniture Oversight Committee, reviewed discounts, terms & conditions and product lines offered by respondents recommending a contract award by member states to Staples, Spectrum, School Specialty and Palmer Hamilton and rejection of submissions by Midwest Folding, Mity Lite, Pepco, Smith Systems, Paragon, Lifetime, Artco-Bell, Contrax and Krueger International. He explained the recommendation of multiple vendors is due to the different product offerings by each vendor. Discussion ensued regarding restrictive terms and high shipping costs submitted by School Specialty. School Specialty agreed to eliminate the restrictive terms and review shipping charges. The motion was made by Missouri, seconded by New Mexico and passed with eighteen votes in favor of the motion and three against.

2.5.2 Sports and Health Catalog *12 - Ted Witt, Chairman of the Sports and Health Catalog Oversight Committee reviewed all six responses noting that the Laerdal Med Corp, Ridell All American and School Nurse Supply responses were rejected prior to evaluation as the bid submissions were incomplete and further recommended a contract award by member states to Sports Supply Groups Inc., Flaghouse and Pocket Full of Therapy. He explained the recommendation of multiple vendors is due to the different product offerings by each vendor. California made the motion, which was seconded by Indiana and passed with a vote of twenty one votes in favor and one member abstaining.

2.5.3 Technology Catalog *13 – Elmo Kallner, Chairman of the Technology Catalog Oversight Committee, explained the evaluation process recommending a contract award by member states to MNJ Technologies Direct Inc. and CDWG and to reject responses received from Comp USA, Global Gov/Ed, Learning Services, Max Group, Southern Computer and Troxell Communications. He explained the recommendation of multiple vendors is due to the different product offerings by each vendor. New Mexico made the motion previously noted, Wyoming seconded the motion which passed unanimously.

2.5.4 Portables and Modular Buildings *14 – Jim Barrow, Chairman of the Portables and Modular Buildings Oversight Committee, reviewed the responses received and recommended a contract award by member states to Mobilease Modular and Modern Building Systems and to reject

responses received from William Scotsman, Modular Space Corporation and Modular Genius. Washington made the motion which was seconded by Montana and passed unanimously.

2.5.5 Industrial supplies *15 – Ken Swink, Chairman of the Industrial Supplies Oversight Committee, requested that Phil Partenheimer, Committee Member, present the committee recommendation. Phil reviewed the responses received recommending a contract award by member states to Midwest Technology Products and to reject the response received from Retco Alloy as nonresponsive. Indiana made the motion which was seconded by New Mexico and passed unanimously.

2.5.6 Document Management *16 - Tim Blanton, Chairman of the Document Management Committee, reviewed the responses received and recommended that a contract be awarded by members to Advanced Records Management and Cima Software. He also recommended to reject responses received from Records Consultants Inc., Softdocs Inc., Data Management Internationale, Ciber Inc., Paper Free Technology and RJS Software Systems. California made the motion which Pennsylvania seconded and passed unanimously.

2.5.7 Interactive Classroom Technology Catalog *17 – Jane Eastes, Chairman of the Interactive Classroom Technology Catalog, noted that seven responses were received and recommended contracts be awarded by members to AV Rover, CCS Presentation and Central Indiana Marketing and to reject responses received from Inter Technology Corporation and CDW-G. She explained the recommendation of multiple vendors is due to the different product offerings by each vendor. North Dakota made the motion which Ohio seconded and passed unanimously.

2.5.8 Parent Notification *18 - Brad Stefanoni, Chairman of the Parent Notification Committee, reported that twelve bids were received and the committee was recommending multiple award due to differences in product offerings. He recommended contracts be awarded by member states to Edulink, Avtex and School Reach and to reject the bids received from Alert Now, Code-Ed, Honeywell, One Call Now, Parent Link, Pro Active, Reliance Communication, Tactical Digital and Twenty First Century. Kansas made the motion, Iowa seconded the motion and it passed with nineteen members voting in favor of the recommendation and two members voting against the recommendation.

2.5.9 Food Service *19 – Rhonda Houston, Chairman of the Food Service Oversight Committee, reported that no vendor responses were received therefore no recommendation would be made.

3.0 Summary of Use

3.1 Member Report Cards *20 - Laurie Walsh, representing the Bid Utilization Committee, reviewed the Member Report Cards included with the agenda noting that a comparison to prior reports was difficult due to the reporting period change. She also stated that future reports would include a contact person name in the event information needed to be verified.

3.2 Vendor Report Cards *21 – Jim Barrow, Chairman of the Bid Utilization Committee, reviewed the Vendor Report Cards included with the agenda noting that Texas reported sales through the prior Texas representative and that Mohawk Carpeting did not provide the requested information.

3.3 Review of Procedures Relating to Extensions *22 - President Tom Post reviewed the AEPA expectations of vendors for contract renewal recommendation to members. These include participation by member agencies, evidence of a pro-active marketing plan and contract utilization.

3.3.1 Form New Committee to Produce User Friendly Reports - Tom Post noted that he would like the New Fiscal Committee to work with the Bid Utilization Committee to more clearly define sales, reporting periods, and report sales at both the December and April AEPA meetings in an effort to bring the two reports to a common number.

4.0 Extension of Bid #007 (One additional extension – scheduled rebid #11, 2010)

4.1 Office Supplies *23 - Jane Estes, Chairman of the Office Supplies Oversight Committee, reported sales were hard to reconcile as many states combined the categories awarded to Staples and recommended that members extend the contract for an additional year with Staples. Discussion ensued regarding shipping charges made by Staples outside the accepted terms and

conditions. Staples agreed to abide by the original free shipping arrangement and reimburse any purchaser shipping charges made in error. North Dakota made the motion, New Mexico seconded the motion which passed unanimously.

4.2 Classroom Supplies *24 – Jim Randecker, Chairman of the Classroom Supplies Oversight Committee, stated that School Specialty did not break out their sales report by category making category sales difficult to compare and that sales were included for the previous Texas representative. He further noted that Sax Arts and Crafts is converting to ENP Pricing (Education National Pricing) and proposing a 28.8% discount from ENP. Pennsylvania recommended members extend their contract with Staples for another year, this motion was seconded by Indiana and passed unanimously. Following a review of the Sax Arts and Crafts price structure change, and a commitment by the vendor to define this change in writing with evidence that the final price would remain unchanged or better than previously accepted by each member, Pennsylvania recommended members extend the contract with School Specialty for an additional year. This motion was seconded by Indiana and passed with a vote of sixteen members in favor and one member against the motion..

4.3 Web based Auctions *25 - Tony Crosby, Chairman of the Web Based Auction Oversight Committee, stated that sales were modest in this category and the prior Texas representative was the largest usage member. Virginia recommended members extend their contract with Lone Star Auctioneers for another year. New Mexico seconded the motion and it passed with a vote of thirteen members in favor of the recommendation and three members against.

4.4 Custodial Supplies *26 – Kip Schneider, Chairman of the Custodial Supplies Oversight Committee, applauded Staples on their commitment to AEPA. Nebraska recommended that members extend the contract with Staples for another year, New Mexico seconded the motion which carried unanimously.

5.0 Extension of Bid #008 (Two additional extensions – scheduled rebid #12, 2011)

5.1 Administrative Software *27 - Cara Hart, Chairman of the Administrative Software Oversight Committee presented the report. Connecticut recommended that members extend their contract with School Dude for an additional year, Virginia seconded the motion which passed unanimously

5.2 Athletic Equipment *28 – Mike Rangos, Chairman of the Athletic Equipment Oversight Committee discussed the lack of marketing in this bid category. Michigan recommended that members extend their contract with Samson Equipment Inc. for an additional year allowing time to work with the vendor on marketing. Ohio seconded the motion which passed unanimously.

5.3 Artificial Turf *29 - Llew Perry, Chairman of the Artificial Turf Oversight Committee, distributed a CD with price and product updates as allowed by the current contract terms and conditions. New Mexico recommended that members extend their contract with Atlas Tracks for an additional year. North Dakota seconded the motion which passed unanimously.

5.4 Tracks and Courts *30 - Llew Perry, Chairman of the Tracks and Courts Oversight Committee, distributed price and product updates as allowed by the current contract terms and conditions. New Mexico recommended that members extend their contract with Atlas Tracks for an additional year. Kentucky seconded the motion which passed with a vote of fourteen members in favor of the extension and one member against. Price and product updates were discussed with Robert Cohen Co., LLC as allowed by the current contract terms and conditions. New Mexico recommended that members extend their contract with Robert Cohen Co., LLC for an additional year. North Dakota seconded the motion which passed with a vote of fourteen members in favor of the extension and one member against.

5.5 Hardwood and Synthetic Flooring *31 - Llew Perry, Chairman of the Hardwood and Synthetic Flooring Oversight Committee, distributed price and product updates prepared by both vendors as allowed by the current contract terms and conditions. New Mexico recommended that members not extend their contract with Atlas Tracks for an additional year. With no second to the motion received, Kentucky made a motion that members extend their contract with Atlas Tracks which was seconded by Montana and passed with a vote of fourteen members in favor of the extension and one member against. New Mexico then recommended that members extend their contract with Robert Cohen Co., LLC for an additional year including proposed modifications, Ohio seconded the

motion which passed with a vote of fourteen members in favor of the extension and one member against.

6.0 Extension of Bid #009 (Three additional extensions – scheduled rebid #13, 2012)

6.1 Roofing *32 - Llew Perry, Chairman of the Roofing Oversight Committee, reviewed product updates as allowed by the current contract terms and conditions that were included with the agenda. New Mexico recommended that members extend their contract with Weatherproofing Technologies, Inc. for an additional year including product additions. Washington seconded the motion and it carried unanimously.

6.2 Carpeting *33 – Jeff Kimball, Chairman of the Carpeting Oversight Committee, reviewed product additions by both vendors as allowed by the current contract terms and conditions which were included with the agenda. Pennsylvania recommended that members extend their contract with Interface Flor and The Mohawk Group for an additional year. Missouri seconded the motion which carried unanimously.

6.3 Vehicles *34 - Mike Rangos, Chairman of the Vehicles Oversight Committee, noted sales in this category are being made in Washington only. Michigan recommended that members extend their contracts for both Tilt Cabs and Walk-In Vans with Husky for an additional year to allow time to meet with Husky representatives and discuss marketing in other states. Montana seconded the motion which carried unanimously.

6.4 Copiers *35 - John Jankowski, Chairman of the Copier Oversight Committee, noted that Kyocera is providing a sales incentive to local dealers by allowing them to obtain credit for AEPA sales and Konica Minolta is lowering their additional discount threshold from \$100,000 to \$50,000 in light of the economy and to spark sales. Both vendors are updating their product offerings due to new technology as allowed by the current contract terms and conditions. North Dakota recommended that members extend their contract with Kyocera for an additional year. Connecticut seconded the motion which passed unanimously. He then recommended that members extend their contract with Konica Minolta for an additional year which was seconded by New Mexico and passed unanimously.

6.5 Medicaid *36 - Ted Witt, Chairman of the Medicaid Oversight Committee, stated most sales are occurring in New Mexico and that a marketing pilot program will begin in January. California recommended that members extend their contract with Sivic Solutions for an additional year which was seconded by New Mexico and passed with ten members in favor of the extension and one member against.

7.0 Administrative Concerns

7.1 Marketing Committee Report *36.5 - Mike Rangos, Chairman of the Marketing Committee, presented a power point reviewing the activities of the committee. He focused on vendor show participation, development of a marketing budget to be presented at the April meeting, the purchasing of an exhibit booth and incidentals needed at show setup. Rick Everitt, a Member of the Marketing Committee, presented a video produced with help of vendors that will be used at the AESA conference break out session.

7.2 Examining a National AEPA Presence, The Culture of AEPA - President Tom Post thanked the Marketing Committee for their aggressive activities over the past year and urged the membership to attend the AESA presentation. He reiterated the need to increase membership in an effort to become a stronger organization, confirmed that he would process letters to vendors regarding decisions made at this meeting, and felt it important to allow Oversight Committees time to meet in April.

7.3 Partnership Committee Report Regarding AESA - President Tom Post explained that AEPA is currently in its second year of a three year contract with AESA. He expressed appreciation to AESA for their assistance in finding a new representative for Texas, for their efforts in promoting AEPA involvement to Massachusetts and Wisconsin, and the linking of AEPA on the AESA website. Brian Talbott, Executive Director of AESA, promised assistance in defining priority states for AEPA expansion. He also stated that most of the meetings next December in Savannah, Georgia will be held at the convention center rather than the hotel due to costs and that the vendor exhibit hall will open at 2:30.

7.4 Financial Review *37 - John Jankowski, Chairman of the Finance Committee, reviewed the 2008 Assessments. He also noted that a final date needs to be established for submission of the assessments, conference registrations, and that 2009 assessments will be due June 30, 2010. Following discussion it was agreed there would be no change in the assessment amount.

7.4.1 Budget - John Jankowski, Chairman of the Finance Committee, reviewed the current bank statements and after discussion it was agreed that no change in assessment was required at this time.

7.4.2 Balance Sheet - John Jankowski, Chairman of the Finance Committee, reviewed the Profit & Loss and Balance Sheet included with the agenda. Washington made a motion to approve the financial statements which was seconded by Ohio and approved unanimously.

7.5 Additional Administrative Concerns *38 - A change to the Policy & Procedures regarding succession and the use of email was read. This constituted the first of two readings and a second reading will occur at the April meeting. Discussion revealed that a change in verbiage is needed on 2A altering the reference from President Elect to Vice President, addition that an Officer change will remain constant until the end of the term and the need to add verbiage that if you are no longer employed by the member agency you can not serve on the Board of Directors or as an Officer.

7.5.1 AEPA Bylaw Changes and Reimbursement of AEPA Officer Expenses - \$6,750.00 was previously agreed as the amount to be paid annually by AEPA to the President's member agency as an administrative staff fee. Following discussion, it was agreed that this amount would remain unchanged.

7.5.2 AEPA IRS Status Tax Exempt Status - President Tom Post urged any member that had not yet completed the Disclosure Form required by the IRS to maintain our tax exempt status to complete the form and return prior to the close of this meeting.

8.0 Additional Concerns of the Membership - Discussion followed regarding the expansion of AEPA through only qualified members capable of meeting the expectation of AEPA. It was agreed that the New Member Committee should clearly define the membership process to include the goals of AEPA and require due diligence in recruiting potential members.

With no further items on the agenda the meeting was adjourned on December 2, 2009 12:10 p.m.