



## MEMBER SPOTLIGHTS

**Cheryl Ransom, C.P.M., A.P.P.** joined NAPM-Utah in the mid 1980's. She volunteered to help the membership committee and was asked to run for secretary. Cheryl was successful and was elected to a one-year term. It became evident that one-year was not enough time to reach some of the goals that were set so she suggested that the secretary's and treasurer's position be two year rotating terms so that there would be continuity in those two offices. This required a by-laws change which was ratified and continues to be utilized today. Cheryl was elected again to start the new process.

Cheryl was elected president following her two one-year terms and then went on to be President of NAPM-Utah. She was recognized by NAPM and during that time and served as the District I International Resources Chair to help members with their international resource efforts.

Cheryl served her term as Director of National Affairs and completed a second term when Miles Brown resigned from office. She was also asked to serve as the new District I Marketing Chair to help affiliates develop a marketing plan to meet the needs of its members and to increase membership.

Cheryl is currently the Marketing Chair for NAPM-Utah and currently serves on a national committee to plan training workshops for NAPM affiliates.

At last summer workshop in Las Vegas Cheryl received the District I Educational Resources Person of the Year Award. She has also received the Gordon B. Affleck Utah Purchasing Person of the Year from NAPM-Utah for 1999-2000.

Cheryl teaches C.P.M./A.P.P. preparation classes for Utah Valley State College and for the University of Utah. According to Jim Parker, average passage rates for the C.P.M., A.P.P. examinations are 50% successful passage rates. Over 94% of Cheryl's students pass the first time. She attributes this success to her over 18 years experience in purchasing and supply management. Cheryl received her lifetime C.P.M., and A.P.P. certifications in July of 2001.

Cheryl loves the purchasing profession and is a strong promoter of NAPM-Utah mission and vision statements. She is currently planning some great training workshops for the Institute of Supply Management. She was instrumental in having the Governor sign a proclamation declaring March Purchasing Month.



**Jim Phillips, C.P.M.** was born and raised in Salt Lake City, Utah, and comes with all the trappings of the majority, or what might be called the majority. He's somewhat gregarious. His children, wife and some employees suggest he's controlling and demanding. He doesn't accept the idea he has an 'A' type personality because, he said, "I've been known to be sensitive and compassionate." He likes success and is rather competitive. "I fancy myself creative both in a work setting as well as in my personal life", he said. "And, change doesn't scare me." (You might ask Jim about the hiatus he took in September to work in the filming of a feature length movie.)

Having worked as a purchasing and supply management professional for more than twenty-five years, Jim has experience in both Public and Private arenas. He has worked for a major worldwide organization, a small food and hospitality operation as well as 2 government agencies. Jim has the unusual distinction of having worked both sides of the buying/selling table during his career. For several years he worked in Retail as well as Industrial Sales. He currently is the Procurement Supervisor for the Utah Department of Transportation where he has worked for over eight years.

Currently he serves NAPM – Utah as Vice President. Before being elected VP he served as Marketing Chair. In 1996 he was elected to a two-year term of office on the Board of Directors. During 1995-1996, Jim served as the Employment Chair and before that worked on the Professional Development Committee. He's been associated with NAPM-Utah for more than 18 years and has achieved Lifetime Certified Purchasing Manager status.

In May of 1999, Jim was a presenter at the 84<sup>th</sup> Annual International Purchasing Conference in San Diego, California, discussing *YOU – Protecting Your Most Important Investment*. Two years later he was asked to make the same presentation at the 86<sup>th</sup> conference in Orlando, Florida. That year, he also presented *About Customers: Lessons Purchasing Professionals Can Learn from Sales People*. He has contributed a couple of times to *Purchasing Today* and was recently interviewed by the publishers of *Purchasing Management Bulletin* about his ideas of Undue Influence. That article will appear in their March issue.

Jim and Kayla, his wife of over 30 years, are parents of 4 daughters and 3 sons. They have 6 grandchildren.

# MEMBERSHIP

The ISM has kicked off a new campaign called

Member-Get-A-Member. The rewards are as follows.

**"Sign-up Safari"**

A member that recruits...

**1 new member will receive an ISM lapel pin.**

**5 new members will receive an ISM coffee Mug.**

**10 new members will receive a \$35.00 coupon off any ISM product**

**15 new members will receive a \$100.00 off any ISM professional seminar.**

**The member who recruits more new members than anyone else will receive a trip to Nashville, Tenn., for The 2003 ISM Annual International Supply Management Conference & Education exhibit.**

Affiliate level:

**Each affiliate that recruits an additional 15% of its membership by January 1, 2003, will receive an entry for an ISM 2 day seminar drawing.**

**The affiliate that recruits more members than any other wins a free ISM 2 day seminar at the location of its choice.**

Additional information and applications can be obtained from [www.ism.ws](http://www.ism.ws)

Good Luck!

Patti Porter  
Membership Chair  
NAPM-Utah

NAPM-Utah would like to welcome the new members to the association:

**Christopher Kilmer, Natures Sunshine**  
**Richard Bagley, BYU Student**  
**Amy Strong, BYU Student**  
**Daniel Skousen, BYU Student**  
**Aaron Ashby, BYU Student**  
**Paul Garver, BYU Student**  
**Perry Colton, BYU Student**  
**David Stokes, LDS Church**  
**Jim Bean, Pacific States Cast**  
**Janice Christensen, Utah State/Education**  
**Cynthia Hikida, ATK Composite**  
**Joe Laurenzi, Weider Nutrition Group**  
**Gregory Maynard, SLC School District**  
**Leroy Tingey, Business Mgt Resources**

**Welcome to NAPM Utah!**

**NAPM-UTAH MEMBERSHIP TOTAL: 555**

As of December 31, 2001

**ISM MEMBERSHIP TOTAL: 48,985**

As of December 1, 2001

**Building a Powerful Profession: One Member at a Time!**

The National Association of Purchasing Management has become the Institute for Supply Management™. Please note that NAPM.org is now **Institute for Supply Management™**. [ISM.ws](http://ISM.ws).

# MARKETING

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**March is Purchasing Month!** A proclamation has been signed by Governor Leavitt honoring all of the purchasing supply managers throughout the state who contribute to the supply management profession. It is up to each one of us to market ourselves and to market our professional education organization. One way that we can do that is to take advantage of all of the goods and services provided to us by the Institute of Supply Management. ISM has special interest groups and forums. Groups are composed of members with common interests for education and networking in various topics. Group membership is open to all ISM regular members:

**Chemical Group:** Purchasers of chemicals, drugs pharmaceuticals and allied products companies.

**Educational, Institutional and Governmental Purchasers Group:** Purchasers for education and other types of institutions.

**Electronics Group:** Procurement professionals of OEMs, suppliers and distributors of high tech products and services. This group provides market and commodity based educational networking opportunities.

**Environmental Purchasing Issues and Services Group:** Offers "cradle to grave" methodologies as well as opportunities to learn, develop and exchange ideas on staying abreast with the ever changing environmental issues.

**Federal Acquisition and Subcontract Management Group:** Network on governmental control of the procurement and subcontract management process and your influence on its dominance.

**Global Purchasing and Supply Management Resources Group:** Composed of members who have the responsibility for the purchasing of global products and services.

**Internet Communication Group:** Represents those members of ISM having responsibility and/or interest for the maintaining ISM Web sites or communicating on the internet.

**MRO Group:** Purchasers and others involved in the procurement of indirect materials and MRO supplies vs. raw materials directly contained in the finished product.

**Medical Industry Group:** Purchasing and supply management for hospitals and similar institutions, purchasing managers and buyers for manufacturers and distributors of healthcare products and services.

**Minority Business Development Group:** To educate and offer guidance regarding development and/or implementation of meaningful minority, purchasing programs providing business opportunities for minority owned firms.

**Services Group:** Promotes a focus on providing "best practices" information to its members who are either in service industries or who buys services.

**Transportation Group:** Composed of members throughout the United States who have responsibility for buying transportation or logistics services. Hopefully, NAPM-Utah affiliate members have affiliation with one or more of these networking/educational groups. Membership is easy. It can be done on line. Celebrate Purchasing Month by broadening your scope of influence!

Cheryl Ransom  
Marketing Chair  
NAPM-Utah

# ECONOMIC REPORT, MOUNTAIN STATES REGION, UTAH

## ECONOMIC CONDITIONS UP FOR SECOND STRAIGHT MONTH: BUSINESS CONFIDENCE INDEX RISES TO HIGHEST LEVEL IN OVER 5 YEARS

OMAHA, Neb. – The Mid-America economy appears to be looking up, or at least not looking any worse, according to the January Business Conditions Survey of purchasing managers and business leaders in the nine-state region.

“The overall index climbed again in January with a reading of 47.7 compared to December’s overall index of 43.9. This is the second highest overall reading recorded since December of 2000. Even though the index remains below the growth neutral level of 50, it is an indication that the regional economy has experienced the worst of the recession,” Creighton University Economics Professor Ernie Goss said today.

“The prices paid index increased as well to 51.5 from 45.2 in December. It is the highest reading since May of 2001 and is consistent with an improving economy. The upturn in the regional leading economic indicator, along with somewhat greater wholesale inflationary pressures, which mirrors recently released national data, will likely force the Federal Reserve to half additional rate cuts. In fact to counteract somewhat greater inflationary pressures, I fully expect the Fed to begin raising interest rates in the second half of 2002,” said Goss.

“Furthermore, survey participants were very confident of economic conditions in the next six to nine months as the January Business Confidence Index rose to its highest level in more than five years to 67.2 from December’s 53.1. This was the fourth consecutive monthly increase,” said Goss, who holds the Jack A. MacAllister Chair in Regional Economics. Goss releases the Mid-American Survey of Business Conditions monthly in conjunction with the national PMI.

“The January employment index remained weak at 45.0 indicating that unemployment, a lagging economic indicator, will continue to rise in the coming months. I do, however, expect the rate of increase to decline substantially.

“Regional export orders again showed improvement with a January reading of 48.1, up from December’s 46.0. However, this is the 22<sup>nd</sup> consecutive month that the index has been below 50 with the high value of the dollar and the global economic downturn restraining U.S. firms ability to sell abroad,” said Goss.

Accompanying the upturn in January employment was an increase in the January production index to 48.7 from December’s 44.1.

Goss conducts a monthly survey of purchasing managers in nine states to produce leading economic indicators of the Mid-America economy. States included in the survey are Arkansas, Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, Oklahoma and South Dakota.

The National Association of Purchasing Management began to formally survey its membership to gauge business conditions in 1931. Goss uses the same methodology as the national survey. The overall index ranges between 0 and 100. An index greater than 50 indicates an expansionary economy. Here are the individual purchasing management index figures for each state in the survey, and a brief analysis of the index:

**Utah: Utah business leaders and purchasing managers reported weak economic conditions in the state for January as the state’s Business Conditions Index dropped below 50.0 for the seventh consecutive month. “The January reading of 44.5 was down from December’s reading of 46.2 and from November’s weak 48.9. January’s reading was the second lowest reading for the state in more than two years and indicates that the state is likely to experience deteriorating economic conditions in the months to come. January new orders of 48.7, production of 46.1 and employment of 37.5 attest to the state’s economic weakness,” states Goss.**

For additional economic updates, see our website [www.namputah.org](http://www.namputah.org) and for additional reports on business, for both manufacturing and non-manufacturing please visit [www.ism.us](http://www.ism.us) website

## COUNCIL OF LOGISTICS MANAGEMENT SALT LAKE CITY ANNUAL CONFERENCE

The Salt Lake City Chapter of the Council of Logistics Management (CLM) would like to invite all interested NAPM members to it’s annual conference. The one-day conference will be held on April 12<sup>th</sup> at Brigham Young University, Marriott School of Management.

Several timely transportation and supply management related speakers will address those in attendance including: Chuck Coonradt, CEO and publisher of the book “*The Game of Work*”, Joel Sutherland, CLM National President and V.P. of [www.transplace.com](http://www.transplace.com) and Christopher Roybal, CEO of Utah Economic Development Corp. Cost to both CLM & NAPM members is \$95 per person and includes lunch.

Registration/RSVP’s are being taken at [girarda@schneider.com](mailto:girarda@schneider.com) or check the referenced link for more information or see the link at [www.napmutah.org](http://www.napmutah.org).

## CORPORATE / OLYMPIC SPOTLIGHT

### Our Impact on the Olympics

According to a recent article by the National Institute of Government Purchasing (NIGP), "the work of public procurement officials accounts for 23% of the U.S. Gross National Product or \$1.4 trillion in goods and services annually." This year, government procurement professionals throughout the state of Utah had a unique opportunity to procure many items for use during the 2002 Winter Olympics.

In Salt Lake City, the Division of Purchasing, Contracts and Property Management spent approximately \$3.5 million in purchase orders alone for Olympic related items. Many of the items were one-time purchases such as the "Sport Court" covering that was put on the Washington Square grounds to protect the grass and provide a clean walking surface. Just a few of the other items included: printing, radio equipment, clothing, signs, janitorial supplies, security equipment, robots, garbage cans, and vehicles.

In addition, over 70 formal contracts were put in place by the division including contracts such as: crowd management, architectural lighting, translation services, janitorial services, map design, signs & banners, decorative Olympic rings, VIP consultants and event management.

The 2002 Winter Olympics made a huge and in most cases positive impact on Salt Lake City. And behind the scenes, the professionals in the SLC Purchasing, Contracts & Property Management Division were a big part of this success!

If you would like to write an article on your organizations involvement with the 2002 Winter Games or spotlight the Purchasing Department in your company, please email your article to Karl Harward at [karl.harward@ci.slc.ut.us](mailto:karl.harward@ci.slc.ut.us)

Here's to our Profession & Our Impact!  
Tracey K. Stevens, C.P.M., CPPB  
Immediate Past President NAPM-UTAH  
Chief Procurement Officer-Salt Lake City



**Top row:** (left to right) Terry Anderson, Claris Clapp, Matthew Williams, Karl Harward, John Spencer, Lloyd Harris.

**Middle row:** Linda Cordova, Christy Brown, Kari Boyd, Jerilyn Hunter, Dan Yeager.

**Bottom row:** Cindy Hooker, George Nackos, Isabel Kagen, Dave Secrist, Bryan Hemsley, Tracey Stevens, Margaret Tow, Ken Foster.



# ISM NATIONAL

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Richard V. Bradshaw, C.P.M., A.P.P.

NAPM-UTAH sadly learned that Richard V. Bradshaw, C.P.M., A.P.P., ISM/NAPM 2001-02 Board of Directors died February 16, 2002. For the past 23 years Mr. Bradshaw was employed at Boston University as Director of Purchasing. Mr. Bradshaw served as the last NAPM President prior to the office being phased out and replaced by the current position "Chairman of the Board of Directors." Richard noted in the May 2001 *Purchasing Today* magazine that his term as President was the highest honor he could possibly have been given and he would always be grateful. Richard Bradshaw was a well-known member of the Purchasing Sector and will be missed by many. Memorial contributions may be made in his behalf to the Lawrence General Hospital, 1 General St., Lawrence, MA 01842-0389.

## **87th Annual International Supply Management Conference and Educational Exhibit**

Join your colleagues during the [87th Annual International Supply Management Conference and Educational Exhibit](#), May 5-8, 2002, in San Francisco. Jump on board to knowledge, professionalism and technology.

Register for the complete Conference or a 2-day pre-Conference seminar and take one, two, three, or all four certification exam modules for free. Modules offered on Sunday or Wednesday, May 5 or May 8, 2002. Space is limited. [REGISTER NOW!](#)

### **New Benchmarking Data from CAPS Research:**

Click [here for the latest info](#) from CAPS Research on benchmarking research and new program initiatives. Updated cross-industry benchmarking reports as well as the most recent industry-specific studies have been posted for your information. Want more information about CAPS Research? Contact the [webmaster@capsresearch.org](mailto:webmaster@capsresearch.org) or visit us at <http://www.capsresearch.org>.

### **ISM's Supplier Directory**

Looking for the perfect source? Find them on the [ISM Supplier Directory](#), a comprehensive resource for the busy supply management professional.

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The National Association of Purchasing Management has become the Institute for Supply Management™. Please be aware that NAPM.org is now [ISM.ws](#).

The Institute for Supply Management™, established in 1915, is the world's leading educator of supply management professionals and is a valuable resource for decision makers in major markets, companies, and government. In May 2001 the membership of NAPM voted to change the association's name from the National Association of Purchasing Management to the Institute for Supply Management™ to reflect the increasing strategic and global significance of supply management.

# COMMUNICATIONS

If you know someone that you would like to spotlight in your office and is a member of NAPM-UTAH, please send a paragraph or two with educational accomplishments, certification accomplishments, and note any work related [Purchasing] accomplishments and send them as an e-mail attachment to [karl.harward@ci.slc.ut.us](mailto:karl.harward@ci.slc.ut.us) or by snail mail to: Salt Lake City Corporation, Department of Public Utilities, 1530 S. West Temple Street, SLC, UT 84115. Cutoff date for the April newsletter will be March 18, 2001.

Also, if you would like to share a purchasing, editorial, or opinion article for the NAPM-Utah Newsletter, please submit it to me by March 18, 2002 for the April issue.

Also, we are always looking for volunteers to help out with various types of affiliate management responsibilities. NAPM-UTAH currently has a volunteer position available as Managing Editor. If you are interested, please contact me as soon as possible.

Thank you,

Karl Harward  
 Communications Chair  
 NAPM-Utah  
 P 801-483-6832  
 F 801-535-6618  
[Karl.harward@ci.slc.ut.us](mailto:Karl.harward@ci.slc.ut.us)

### Additional National News

#### C.P.M.s & A.P.P.s ISSUED

	1/2002	1/2000
TOTAL C.P.M.s issued	<b>37,522</b>	<b>35,128</b>
TOTAL A.P.P.s issued	<b>6,098</b>	<b>5,308</b>

If you have earned your C.P.M., A.P.P. or have passed a module, and would like to be featured in the newsletter, please send us the info to:

[karl.harward@ci.slc.ut.us](mailto:karl.harward@ci.slc.ut.us)

### COMMUNICATIONS SURVEY

Please rate the various items by circling the following (4) being excellent, (3) good, (2) needs improvement, (1) poor, and fax to me (801)535-6618 or by email: [karl.harward@ci.slc.ut.us](mailto:karl.harward@ci.slc.ut.us)

Newsletter Articles	[4]	[3]	[2]	[1]
Monthly Happenings info	[4]	[3]	[2]	[1]
Spotlight content [1]		[4]	[3]	[2]
Economic content	[4]	[3]	[2]	[1]
National news	[4]	[3]	[2]	[1]
Overall rating	[4]	[3]	[2]	[1]

Comments: \_\_\_\_\_  
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Survey results will be posted in the Communications section next month. Please respond by March 18, 2002

## **NEW YEAR'S RESOLUTION:**

I will be a better email citizen in two easy steps!

One: \*\*\* I will never, ever forward email messages until I have deleted the old message headers.

Email addresses of family, friends and colleagues can be harvested from forwarded messages and used by spammers, sold to the highest bidder, sent to investment advisors and worse.

Next time you feel like forwarding a message, do everyone else a favor and clean up (delete) the old headers first! I've received messages forwarded multiple times that contained dozens of email addresses. Each one you send on is a valid potential customer for the "I've-got-a-hot-pick stock club".

Two: \*\*\* I will never, ever forward a virus warning until I am sure the warning is valid.

A large percentage of the virus and scam warnings circulating around the web are hoaxes. They are invalid, fake, not true, not likely or just plain stupid. Many well meaning people make the problem worse by taking a hoax message and forwarding it to all of their friends and family. "I got it from my mom, how could it be wrong?" It's kind of like hearing someone yell "fire" in a movie theater and then also starting to yell without knowing for sure a fire really exists.

During the past few weeks I've had three friends forward virus warnings that all clearly were identified on the anti-virus web sites as fake. When you get one of those messages, don't forward it unless you check it out yourself first. Repeat; don't stampede the crowd unless you know the danger is real.

Check out virus and scam warnings at one of several anti-virus and hoax buster web sites. Pick one:

<http://www.mltweb.com/ec/fraud.htm> At the moment, I like Symantec <http://www.symantec.com/avcenter/index.html>

Open the Symantec page and then search on some of the message keywords. If the supposed virus has a name, search for the virus name. The recent messages I received related to a file named S U L F N B K. Try a search for this word (without spaces) on the Symantec web site and see what it says about this hoax. It's pretty easy. In this case, the hoax instructed people delete a valid Windows file. I know some people who got the message, deleted the file and then asked me what I thought. You can imagine what I said...

Happy new year!

Mike

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**This article was prepared by Mike Taylor, C.P.M. for distribution to NAPM affiliate newsletters.**

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**Email: [Michael L. Taylor, C.P.M.](mailto:Michael L. Taylor, C.P.M.) with comments and suggestions regarding this article, or visit his website: [www.mltweb.com](http://www.mltweb.com)**

# JOB DESCRIPTIONS

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## **NAPM-Utah Immediate Past President**

**Elected for a one-year term following serving as the President**

### **Overall Responsibilities:**

- Serves as a member of the board of directors and has authority to take action in the matters of policy and procedure which would be the most beneficial in promoting the interests and welfare of the affiliate as well as reviewing, modifying, and changing all or part of any affiliate policy.
- Offers assistance to President based from past experiences.
- Voting Board Member

### **Specific Responsibilities:**

Attend monthly board meeting to review progress reports, offer comments and suggestions, and vote on issues being discussed for approval.

- Review monthly minutes and reports issued for upcoming board of directors meeting.
- Shall accompany NAPM visitors when they visit the Affiliate.
- Practice the duty of loyalty (act in good faith), the duty of care (use diligence in governing), and the duty of obedience (act within the scope of the powers granted by law).

### **Time Commitment:**

- Eight to 12 affiliate Board Meetings per year
- Eight to ten general membership meetings per year.
- Miscellaneous meetings with committees.
- Affiliate Summer Planning Meeting
- Other subcommittee commitments or assignments.

## **NAPM-Utah Board of Directors**

### **Elected for a two-year term**

#### **Overall Responsibilities:**

- The board of directors has authority to take action in the matters of policy and procedure which would be the most beneficial in promoting the interests and welfare of the affiliate as well as reviewing, modifying, and changing all or part of any affiliate policy.
- Voting Board Member

#### **Specific Responsibilities:**

- Review monthly minutes and reports issued for upcoming board of directors meeting.
- Review and recommend appropriate action on all applications for membership as submitted by the Membership Chair
- Make recommendations for honorary and lifetime memberships.
- Review and make recommendations on all complaints by members
- Maintain other subcommittee commitments as assigned or needed.
- Practice the duty of loyalty (act in good faith), the duty of care (use diligence in governing), and the duty of obedience (act within the scope of the powers granted by law).

#### **Time Commitment:**

- Eight to 12 affiliate Board Meetings per year
- Eight to ten general membership meetings per year.
- Miscellaneous meetings with committees.
- Affiliate Summer Planning Meeting

## **NAPM-Utah President**

**Elected for a one-year term as President & serves the next year as the Immediate Past President**

### **Overall Responsibilities:**

- Administration of all professional and organizational activities under association bylaws
- Exercise of leadership in the development of planning, policy, and practices that will assist the organization in the achievement of its objectives
- Serves as Chairperson of the Board, Chief Executive Officer, and ex-officio member of all committees (except Nominating Committee) of the Affiliate
- Voting Board Member

### **Specific Responsibilities:**

- Ensure affiliate mission statement is developed, maintained/revise, and disseminated to membership
- Develop long-term (min. 5-year) strategic plan in concert with mission statement
- Appoints standing committees within thirty (30) days after assuming office.
- Organize annual planning meeting with all officers, directors, and committee chairs; coordinate implementation of strategic plans and goals
- Fiscal/administrative oversight in conduct of affiliated association activities:
  - Budget preparation
    - Review previous records with treasurer
    - Request budget proposals from committees
    - Total all expenses to determine income needed to support activities
    - Determine income sources (dues, seminars, etc.)
    - Balance expenses to income
    - Present budget to board for approval
    - Review monthly budget versus actual with board
    - Make adjustments to control expenses/income
  - Duty assignment to local officers, directors, chairs
- Preside at all regularly scheduled and special meetings; request presentation of officer/committee reports
- Work with the affiliate board to develop and implement board-approved policies, procedures, practices
- Recognize available organizational resources to meet demands for volunteer staffing and funding of committees
- Coordinate with officers and committee chairs the development/presentation of materials for national awards
  - Match qualified candidates with award guidelines for affiliate and national recognition
- Advance the profession through promotion of professional/personal growth of the membership via education, networking, community involvement

- Sustain an effective organization through:
  - Creation and advancement of opportunities to develop and support leadership
  - Utilization of membership's formal education/experience
  - Refinement of policies/practices conducive to membership retention
- Conduct first board meeting as president:
  - Review/update officer, director, committee responsibilities; share objectives
  - Review financial status; develop budget
  - Schedule board meetings for the year
  - Establish progress report schedule (reports from officers, directors, chairs)
  - Reevaluate member communication system
  - Discuss reporting responsibilities/communications between NAPM, affiliate
  - Review program activity calendar for regular association meetings
- Lead affiliate in necessary changes
  - Ensure openness during the change process
  - Involve the people most affected
- Write/assign affiliate goals, objectives, action steps
  - Develop the strategic plan by writing goals, objectives, action steps, and targets for affiliate with planning committee or board
  - Coordinate implementation of plan, goals, objectives, action steps, and targets with board
  - Delegate/assign duties to officers, chairs, committees, directors, administrative staff
- Establish transitional training for new chairs/directors based on skills found in their job descriptions
  - Allocate resources for affiliate officer training
  - Build a "team" of officers and chairs
  - Identify interpersonal skills needed by board and committee members
- Develops and ensures active participation of current and future affiliate leaders
- Develops mentoring programs
- Ensure affiliate treasurer has completed and filed all tax forms
- Appoints an Auditing Committee during the month of April.
- Write and submit article prior to deadline for monthly NAPM-Utah newsletter.
- Countersigns all Membership Certificates for new members.

**Time Commitment:**

- Eight to Twelve affiliate Board Meetings per year.
- Eight to ten general membership meetings per year.
- Miscellaneous meetings with committees.
- Affiliate Summer Planning Meeting
- One Summer Leadership Workshop

## **NAPM-Utah Vice President**

**Elected for a one-year term as Vice-President then serves as President the next year and as the Immediate Past President the following year.**

### **Overall Responsibilities:**

- Assists the president in carrying out the objectives of the affiliate, and acts for, and in behalf of, the president in his or her absence or in the event of his or her inability to act.
- Voting Board Meeting

### **Specific Responsibilities:**

- Attend all meetings of the affiliate board of directors and serve as a full member thereof.
- Act in behalf of the president when he or she is not present or is in some way incapacitated.
- Provide guidance and direction to the directors and committees assigned. Help develop a balanced program of worthwhile activities for the overall benefit and professionalism of the membership.
- Perform other duties as may be assigned by the president or the board of directors.
- Represents the directors and committees under his or her guidance in the event of a director's absence.
- Prepares him- or herself for the position of president through overall observation of the operation of the affiliate.
- Serve as ex-officio member of affiliate committees.
- Complete business licenses for events requiring special licenses
- Schedules facilities for the Pre-Dinner and Dinner Meetings along with menu planning and Audio/Visual Equipment when needed.
- Receives RSVP's from members who attend Pre-Dinner and Dinner Meetings. Keeps attendance records of individuals to be forwarded to Professional Development Chair at the end of the year.
- Responsible for planning the Christmas and Summer Socials.
- Provides information to Newsletter Editor for Facility, Menu and RSVP requirements.
- Arranges for members at each meeting to lead the group in the Pledge of Allegiance and prayer.
- Write one article a month prior to deadline for monthly NAPM-Utah newsletter, which may include information on dinner speaker topics, or other pertinent NAPM information.

### **Time Commitment:**

- Eight to Twelve affiliate Board Meetings per year.
- Eight to ten general membership meetings per year.
- Affiliate Summer Planning Meeting
- Miscellaneous meetings with committees.

## **NAPM-Utah Secretary**

### **Elected for a Two-year term**

#### **Overall Responsibilities:**

- Acts as custodian of all association records; handles official correspondence; and compiles and maintains accurate membership records
- Voting Board Member

#### **Specific Responsibilities:**

- Maintain bylaws, corporate records, corporate seal, and NAPM organizational documents (non-financial records)
- Distributes pertinent information from NAPM to the membership
- Record/maintain minutes of the membership and board of directors meetings
- Provide copies of previous dinner meeting minutes and call for approval of minutes by the membership at monthly dinner meetings.
- Prepare/maintain membership roster. Coordinate with Treasurer and Membership Chair.
- Prepare/submit monthly membership reports to National and the Executive Committee
- Prepare address information in label or electronic format to newsletter editor for mailings as needed.
- Issue meeting notices
- Plan, with president, meeting agendas
- Orders business cards, letterhead, and other supplies as required by the affiliate. Approves and forwards invoices to Treasurer for payment.
- Maintain affiliate history
- Ensure that affiliate is in compliance with NAPM bylaws as well as local, state, and federal laws
  - File annual report with appropriate state agency (secretary of state, corporation commission, department of commerce, or an attorney).
  - Ensure the designation of a registered agent for the affiliate
- Ensure that affiliate's articles of incorporation (corporate charter) are filed with the appropriate state office
- Deliver to successor all books, records, documents, and other property of the association.

#### **Time Commitment:**

- Eight to Twelve affiliate Board Meetings per year.
  - Eight to ten general membership meetings per year.
  - Summer Planning Meeting
  - Time to write and distribute agendas and minutes of Board Meetings and General Membership Meetings.
-



# Dinner Meeting Reservations

March 14<sup>th</sup>, 2001

Attention: Jim Phillips, C.P.M.  
Vice-President, NAPM-Utah

**Please R.S.V.P. no later than 3:00 p.m. on Monday, March 11<sup>th</sup>.**

Company \_\_\_\_\_

Name(s) Attending	½ Day Workshop (1:00)	Dinner (6:00)
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>

R.S.V.P. by any of the following;

Online: [www.napmutah.org](http://www.napmutah.org)  
E-Mail: [jphillip@dot.state.ut.us](mailto:jphillip@dot.state.ut.us)  
Fax: (801) 965-4073

Phone: (801) 965-3836

Mail: Jim Phillips, C.P.M.  
UDOT  
4501 S. 2700 W.  
Salt Lake City, UT 84114



<p><b>Immediate Past President</b> Tracey Stevens, C.P.M., CPPB Salt Lake City Corp 451 S. State #235 Salt Lake City, UT 84111 Phone: 801-535-7944 <a href="mailto:tracey.stevens@ci.slk.ut.us">tracey.stevens@ci.slk.ut.us</a></p>	<p><b>President</b> Trent N. Baker, C.P.M. Wilson Foods Company 1811 W. 1700 S. Salt Lake City, UT 84104 Phone: 801-972-5633 <a href="mailto:trent@lynnwilson.com">trent@lynnwilson.com</a></p>	<p><b>Vice-President</b> James T. Phillips, C.P.M. UDOT 4501 S. 2700 W. Salt Lake City, UT 84114 Phone: 801-965-3836 <a href="mailto:jphillip@dot.state.ut.us">jphillip@dot.state.ut.us</a></p>
<p><b>Secretary</b> Brian Ravenberg, A.P.P. Intermountain Concrete 425 W. 1700 S. Salt Lake City, UT 84115 Phone: 801-486-5311 <a href="mailto:bravenberg@ics50.com">bravenberg@ics50.com</a></p>	<p><b>Treasurer</b> Barbara Burningham, C.P.M. 996 Claremont Dr. Bountiful, UT 84010 Phone 801-292-7848 <a href="mailto:burning@slkc.uswest.net">burning@slkc.uswest.net</a></p>	

### Board of Directors

<p>Daryl Flamm, C.P.M. LDS Church 50 E. North Temple Main Floor 1WW Salt Lake City, UT 84150 Phone: 801-240-1227 <a href="mailto:flammjd@ldschurch.org">flammjd@ldschurch.org</a></p>	<p>Susan Maass Smith MegaDiamond 275 W. 2230 N. Provo, UT 84604 Phone: 801-818-4524 <a href="mailto:smaass@smith.com">smaass@smith.com</a></p>	<p>Jeff Palmer, C.P.M. Gentner Communications 1825 Research Way Salt Lake City, UT 84119 Phone: 801-974-3712 <a href="mailto:jeff.palmer@gentner.com">jeff.palmer@gentner.com</a></p>
<p>Gina Gleed Xpedex 1987 W. 3700 S. Salt Lake City, UT 84104 Phone: 801-978-3657 <a href="mailto:Gina.Gleed@ipaper.com">Gina.Gleed@ipaper.com</a></p>	<p>Rebecca Higgs, A.P.P. Lifetime Products P.O. Box 160010 Clearfield, UT 84016 Phone: 801-776-1532 <a href="mailto:Rhiggs@lifetime.com">Rhiggs@lifetime.com</a></p>	<p>Glendon Mitchell, C.P.M. State of Utah 3150 State Office Bldg Salt Lake City, UT 84114 Phone: 801-538-3147 <a href="mailto:pamain.gmitchel@state.ut.us">pamain.gmitchel@state.ut.us</a></p>
<p><b><u>Central Utah Branch</u></b> <b>Coordinator</b> Dominique Bird Natures Sunshine 75 E. 1700 S. Provo, UT 84606 Phone: 801-342-4466 <a href="mailto:dbird@natr.com">dbird@natr.com</a></p>	<p><b>Professional Development</b> Tom Short, C.P.M. LDS Church 50 E. North Temple Salt Lake City, UT 84150 Phone: 801-240-1236 <a href="mailto:shorttj@ldschurch.org">shorttj@ldschurch.org</a></p>	<p><b>Certification Coordinator &amp; C.P.M. Mail Designation</b> Tom Richards, C.P.M. SLOC 1644 West 1750 North Layton, Utah 84041 Phone: 801-212-5031 <a href="mailto:thomas.richards@saltlake2002.com">thomas.richards@saltlake2002.com</a></p>
<p><b>Marketing Chair</b> Cheryl Ransom, C.P.M., A.P.P. CSC 1065 W. 85 S. Orem, UT 84058 Phone: 801-794-2600 <a href="mailto:cherylransom@hotmail.com">cherylransom@hotmail.com</a></p>	<p><b>Press Release Coordinator</b> Clay Chugg LDS Church 50 E. North Temple P Salt Lake City, UT 84150 Phone: 801-240-1440 <a href="mailto:chuggcd@ldschurch.org">chuggcd@ldschurch.org</a></p>	<p><b>Membership Chair</b> Patti Porter, C.P.M. Lifetime Products P.O. Box 160010 Clearfield, UT 84016 Phone: 801-776-1532 <a href="mailto:pporter@lifetime.com">pporter@lifetime.com</a></p>

<p><b>Employment Coordinator</b>  Darin Reber, C.P.M.  Novell  1555 Technology Way  Orem, UT 84057  Phone: 801-861-1712  <a href="mailto:dreber@novell.com">dreber@novell.com</a></p>	<p><b>Name Badge Coordinator</b>  Julie Anderson  Lagoon Corp.  P.O. Box 696  Farmington, UT 84025  Phone: 801-451-8026  <a href="mailto:Janderson@lagoonpark.com">Janderson@lagoonpark.com</a></p>	<p><b>Librarian</b>  Martin McBride, C.P.M., CPIM  Martin Door Manufacturing  5640 White Wood Dr.  Bennion, UT 84118  Phone: 801-973-9310  <a href="mailto:martinmcbride@martindoor.com">martinmcbride@martindoor.com</a></p>
<p><b>Communications Chair</b>  Karl Harward  Salt Lake City Corp.  1530 S. West Temple  Salt Lake City, UT 84115  Phone: 801-483-6832  <a href="mailto:karl.harward@ci.sl.c.ut.us">karl.harward@ci.sl.c.ut.us</a></p>	<p><b>Web Engineer</b>  Bryan Hemsley, A.P.P., CPPB  Salt Lake City Corp.  451 S State Rm 235  Salt Lake City, UT 84111  Phone: 801-535-6347  <a href="mailto:bryan.hemsley@ci.sl.c.ut.us">bryan.hemsley@ci.sl.c.ut.us</a></p>	<p><b>Newsletter Editor</b>  Vacant</p>
<p><b>Leadership Chair</b>  Mark Brown, C.P.M.  Autoliv  3350 Airport Rd.  M4500  Ogden, UT 84405  <a href="mailto:mark.brown@autolivasp.com">mark.brown@autolivasp.com</a></p>	<p><b>Photographer</b>  Dave Secrist, C.P.M., A.P.P.  Salt Lake City Corp.  451 S State Rm 235  Salt Lake City, UT 84111  Phone: 801-535-6309  <a href="mailto:dave.secrist@ci.sl.c.ut.us">dave.secrist@ci.sl.c.ut.us</a></p>	<p><b>Historian</b>  Vacant</p>

**Please contact Trent Baker at (801)972-5633 if you are interested in any of the vacant positions listed above.**