



Utah Purchasing News

December 2003

www.napmutah.org

DECEMBER EVENTS

Dec. 3rd & 10th, U of U Certificate Course (6:00-9:00)
"Business and Professional Ethics"
University of Utah ProEd <http://continue.utah.edu/careers/>

Dec. 4, 2003 Holiday Social (6:30)
"The Dickens Feast At The Master's Inn"
1000 West North Temple Street
Promontory Building, (SE Corner State Fair Park)
7 Course Dinner, \$10 Members, \$15 Guests. Please
make checks payable to NAPM-Utah, Inc.

Enter to Win Door Prize!

RSVP by November 28th and your name will be entered for a fabulous door prize. A set of leadership tapes by Stephen R. Covey has been donated to NAPM-Utah. See you there!

Dec. 6th & 13th, 2003 Certificate Course (9:00-5:00)
"Finance for Non-Financial Managers I & II"
University of Utah ProEd <http://continue.utah.edu/careers/>
Become a graduate of the Purchasing and Supply Management Certificate Program!

Jan. 7, 2004, Central Utah Branch Luncheon (11:45 pm)
Wesley M. Bitters, Director
The Center for the Advancement of Leadership



Jan. 7, 2004, C.P.M. & A.P.P. Seminar (5:45-8:45 pm)
"Module 2, Supply Environment"
Mountainland Advanced Technology Center
at UVSC <http://www.uvsc.edu/matc/programs/>

Jan. 8, 2004, Pro-D Workshop (4:30)
"Microsoft Project: HOW TO for Purchasing Professionals"
Nancy Condie, C.P.M.



HAPPY HOLIDAYS FROM NAPM-UTAH !

Holiday Social: December 4, 2003

The Dickens Feast At The Master's Inn



Enter to Win Door Prize!

A set of leadership tapes by Stephen R. Covey has been donated to NAPM-UTAH. The tapes will be given as a door prize at the December Holiday Social. Everyone who RSVP's will have their name entered in the drawing. Remember to RSVP by Nov. 28th to be eligible for this great door prize.

THE PRESIDENT'S PAGE

The 2004 Purchasing Skills Report

I recently read a report entitled "The 2004 Purchasing Skills Report" that declared the most important skill a Purchasing Professional can have is the ability of interpersonal communications. The definition of interpersonal according to the Webster Dictionary is "being, relation to, or involving relations between persons." Communications one to another is so very important not only in our professional lives but also with our personal lives. I have often thought that my life would be much easier if people could just read my mind and know what was expected from me. I have been negligent before of not communicating clearly what a new employee expects or what is expected of a supplier and the end result can often lead to failure if not caught in time.

Communicating is something we do all the time. Sometimes well, other times not so well. Our ability to communicate well and then to do so interpersonally will make us more professional, more personal, a better manager and for us husbands, a better spouse. Here are a few ideas to help us all communicate better in the workplace.

- 1) Don't let your decisions be made by emotions. Make decisions based on facts.
- 2) Let employees know up front what is expected of them and how they will be evaluated. When evaluating others, do so in a constructive way that will build them up.
- 3) Listen. Listening is so important because it allows others to express their ideas and allow you to have all the facts. The number one skill in communicating is listening. Listening is best accomplished by looking the other person in the eye (and not with the T.V. remote in hand).
- 4) Don't interrupt. By allowing the other person to speak, you are showing trust with them and it may show you that they are right. Be willing to accept others opinions.
- 5) Watch peoples body language. Are they uncomfortable speaking with you? Are they upset or emotionally drained. Are we working them too hard? Can you help them in any way?
- 6) Follow up with them. If people have an idea and you have told them that you will present it, do it and follow up. This shows to employees that you value them and you trust them.

And now I wish to communicate one last thing, I want to thank, on behalf of NAPM-Utah, you and your companies for all your support that is given to NAPM-Utah.

Happy holidays.

Tom Short, C.P.M.
President



THE V. P.'S PAGE

BALANCE



Do you have no spare time?

Is your time extremely valuable?

Did you know that in order for you to do anything new, you have to stop doing something old?

I know. You're probably saying, "That's easier said than done."

Balance at this time of year to me includes shopping, baking, parties, socials, a lot of joy, and a lot of cheer. It includes Hanukkah, Kwanzaa, Christmas, and Winter Solstice (especially Winter Solstice).

This time of year means being together with family and friends. It means doing things for each other. This year NAPM-Utah will celebrate [The Holiday Social] at **THE FEAST AT THE DICKENS INN**. It will include seven courses (count them -- 7) of wonderful food, friends, and laughter.

At this time of year, we try not to be alone. Everyone is remembered. Everyone needs to come to **THE FEAST**. Please pay at the door [\$10 Members, \$15 Guests].

Everyone is invited to **THE FEAST**. **Bring a guest**. Have fun.

I'll see you there.

Julie Anderson
Vice President



FYI: J. Shipman Gold Medal Award Nomination

The nomination process is underway for selecting the 2004 J. Shipman Gold Medal Award. The nomination form can be accessed on the ISM Web site:

www.ism.ws/AboutISM/JShipmanAward.cfm or by contacting Judy Waters at 800.888.6276 or by email: jwaters@ism.ws, you may also fax your request to Judy at 480.752.7890. Nomination forms should be submitted by January 31, 2004.

PROFESSIONAL DEVELOPMENT

Purchasing and Supply Management Certificate Program. Endorsed by NAPM-UTAH.

Become a graduate of the University of Utah NAPM-Utah endorsed Purchasing and Supply Management Certificate Program! <http://continue.utah.edu/careers/purchcert.html>

“Or just take a class that interests you! No prior college level experience required

This fast-paced certificate program, endorsed by the National Association of Purchasing Managers - Utah, gives students the basic skills they need to be buyers and planners in the field of purchasing and supply management.

This exciting series of classes has been designed to offer information and knowledge in not only the fundamentals of purchasing but also timely topics such as 1) legal aspects of purchasing, 2) win-win negotiations, 3) international business and 4) purchasing in a manufacturing setting.

Upon completion, students will understand the fundamentals of purchasing, planning, and sourcing including being able to review the needs of their organization, develop specifications, qualify and select suppliers, address invoicing issues, receive and inspect orders, maintain records, and manage inventory.”

Here's to a life of learning-
Tracey K. Stevens, C.P.M., CPPB
Professional Development Chair
tracey.stevens@ci.sl.c.ut.us



“I strongly encourage all professionals in this field to consider this program for themselves and those they manage.”

Tracey K. Stevens C.P.M.
Past President NAPM-Utah
Chief Procurement Officer, Salt Lake City Corporation

UNIVERSITY OF UTAH Career and Organization Classes

Fundamentals of Purchasing and Supply Management (PROED-410) Mondays, 3/2/2004 - 3/9/2004 08:15 AM - 05:00 PM

Legal Aspects for Managers (PROED-450)
Wednesdays, 1/21/2004 - 2/4/2004 06:00 PM - 08:40 PM

Interest-Based Negotiation (PROED-430)
Wednesday, 2/25/2004 08:15 AM - 05:00 PM

Accounting and Budgeting for Non-Accounting Managers I (PROED-100)
Saturdays, 4/17/2004 - 4/24/2004 09:00 AM - 01:00 PM

Business and Professional Ethics (PROED-200)
Wednesdays, 12/3/2003 - 12/10/2003 06:00 PM - 09:00 PM

Introduction to Global Purchasing (PROED-440)
Saturday, 4/10/2004 09:00 AM - 05:00 PM

Customer Service (PROED-220)
Wednesdays, 4/14/2004 - 4/28/2004 06:00 PM - 08:40 PM

APP/CPM Module 2 'Supply Environment' Exam Preparation (PROED-130) Friday, 11/21/2003 08:15 AM - 05:00 PM

APP/CPM Module 3 'Value Enhancement Strategies' Exam Preparation (PROED-140)
Friday, 1/16/2004 08:15 AM - 05:00 PM

APP/CPM Module 4 'Management: Organization and HR' Exam Preparation (PROED-150)
Friday, 3/19/2004 08:15 AM - 05:00 PM

<http://continue.utah.edu/careers/purchcert.html>



MARKETING

In 1993, the ISM's Center for Advanced Purchasing Studies had Michigan State do a focus study on sourcing teams which evaluated cross-functional sourcing team effectiveness. The study defined cross-functional teams as people from at least three functions of an organization. Noted below is a summary of key research findings.

A team's access to key organizational resources relates directly to team effectiveness. Key organizational resources categories included:

Job-related information, Tools and equipment, Materials and supplies, Budgetary support, Required services and help from others, Team member task preparation, Time availability, Work Environment, Executive management commitment and, Supplier participation.

The study found that not all resources are available to teams at equal levels. The required services and help from others, and budgetary support as the least available organizational resources. These resources are also some of the most critical to sourcing team effectiveness.

Certain organizational resources relate systematically to sourcing team effectiveness. The teams most effective in the area of supply base management performance, for example, indicate that certain resources are clearly more critical to team performance than others. The most critical resources, in order of importance, include:

1. Supplier participation
2. The availability of required services and help from others
3. Time availability
4. Budgetary support
5. Adequate team member task preparation.

Sourcing teams with access to these critical resources demonstrated higher levels of team performance. Management commitment of the necessary resources as the potential, therefore, to separate marginally from exceptionally performing sourcing teams. Cross functional sourcing team leadership is particular important to team interaction and success. The study found that a strong relationship exists between effective leadership and sourcing team performance. Leadership is a critical factor impacting a sourcing team's ability to complete successfully its assignment. Task oriented leaders garnered the most success.

In order to find success a cross functional sourcing team implementation plan must be developed. Planning is the most important aspect and should include: (1) an assessment of an organization's readiness to use cross functional sourcing teams; (2) the selection of sourcing team tasks, (3) actual team formation and member role clarification and (4) the establishment of team performance goals.

A thorough review of this study can be found in www.capsresearch.org.

Cheryl Ransom, C.P.M.
Marketing Chair



Mark your Calendars Now to celebrate Purchasing Month. Free 1/2 day seminar 1:00 to 4:30 p.m. on March 10, 2004 Sandy City Offices.

ISM ASSOCIATION MANAGEMENT FORUM

Association Management Forum

Institute for Supply Management™™ (ISM)

The ISM Association Management Forum (AMF) was created to provide a peer network for those who are regular members and are involved with the management and leadership of the affiliate. Membership in the AMF is extended to paid and volunteer members involved with the management of their affiliate. These members would be required to be a regular ISM member. AMF supplies a networking forum for association executives. In the past, AMF provided funds for regional workshops and leadership training conference sessions through its Grant Program. The AMF seeks to expand the knowledge and skills of affiliate officers. Through the support and training of affiliate managers, AMF members seek to augment and develop leadership within the various affiliates. AMF also pursues new methods and technology in providing services for its respective affiliate members. Main objectives of the ISM Association Management Forum (AMF) is to:

- (a) To provide, through one body, for members of ISM having responsibility and/or interest for the supply management of coordinating and directing administrative functions, the opportunity to discuss and exchange information and knowledge on a cooperative basis.
- (b) To study, evaluate, and impart knowledge supply management knowledge or problems and administrative responsibilities peculiar to the secretaries, executive secretaries and executive directors.
- (c) To promote local and national programs which will aid in the education and development of the AMF members.
- (d) To assist in the preparation of reports, studies, or statistics of general interest and value to all ISM members.
- (e) To work in conjunction with the ISM continuing Education Program to encourage and assist in the professional development of its members.
- (f) To strive by all legitimate means to advance the supply management field in its specific business activities.
- (g) To foster and promote ethical and professional practices.
- (h) To engage in any other activity which may be authorized either by ISM policies or the ISM Bylaws, which is consistent with and in direct furtherance of the foregoing objectives of the AMF.
- (i) To comply at all times with all existing laws, including antitrust laws, in accordance with the ISM Policy Guide for Antitrust Compliance.

More information on the ISM AMF can be found on our website at:

http://www.redlabnet.net/ism_amf/index.html

If you are interested in activities or applying for membership to the ISM AMF contact:

Kathy Perna
Chair, ISM AMF
Executive Director,
NAPM-New Jersey, Inc.
Phone: (908)431-1100, Email: Kathy@mail.napmnj.org

ISM MATERIALS MANAGEMENT GROUP

ISM MMG RESURGENCE

Call it supply management, materials management, or whatever term you prefer, the Materials Management Group (MMG) of ISM is vigorously promoting professional development and networking opportunities in our broad profession. Our field encompasses all aspects of purchasing, production planning, distribution, warehousing, inventory management, traffic and transportation. Underpin all of these endeavors with the principles of good customer service, quality assurance and continuous improvement.

We are continuing the effort to revitalize the MMG. We invite you to participate with us. We are in the process of establishing closer ties with ISM affiliates and increasing enrollment in the MMG. ISM members can easily enroll through www.ism.ws, log into Members Only, go to Affiliates, Groups & Forums, click on Group/Forum Enrollment Form and find Materials Management Group. Also, see a complete list of ISM MMG board members on our website. You can also visit the MMG website directly at www.ismmmg.org.

We are currently expanding our website to feature articles by leading purchasing and materials professionals. We invite your articles. We are planning a Spring 2005 ISM MMG Conference for Las Vegas. The MMG seeks increased participation from the Utah area. We would like to hear from ISM members that would like to help represent the MMG in their area or to participate in planning at the national level. The MMG needs more volunteers and more ideas on how we can add value for our members. You can learn more about us through our MMG board member in Salt Lake City, Karl Harward karl.harward@slcgov.com or (801-483-6832). Utah, we hope to hear from you!

Fred Lutz, C.P.M., CIRM
ISM MMG Chair
585-254-6424
fredlutz@hotmail.com

We are continuing the effort to revitalize the Materials Management Group. We invite you to participate with us:

- Could you consider submitting an appropriate topic for the 2005 ISM Conference (due by July 1, 2004) and listing the MMG as the ISM Sponsor Group or Forum?
- Could you contribute any articles to the MMG website?
- Do you have any ideas for topics at the planned National ISM MMG Conference in the spring of 2005?
- Could you speak for no fee at smaller meetings involving ISM affiliates in your geographic area?
- If you are an ISM member, could you enroll in the MMG through the ISM website?

Thanks,
Karl W. Harward
ISM MMG Director,
Communications Chair,
NAPM-Utah
(801)483-6832
karl.harward@slcgov.com



CENTRAL UTAH BRANCH

JANUARY LUNCHEON

Please plan on attending the Central Utah Branch January Luncheon Wednesday, January 7, 2004 at the Provo Holiday Inn, 1460 S. University Avenue (exit 266).

We have invited Wesley M. Bitters from The Center for the Advancement of Leadership. Wesley is the director of The Center for the Advancement of Leadership. He received a Master's Degree in Secondary Education from Michigan State University. He has been a professor at Utah Valley State College for 23 years and has received many outstanding teaching awards, including Teacher of the Year in 1986. He was coordinator of the Hospitality Management Program from 1979 to 1995 and Chair of the Business Management Department from 1994 to 2001. In addition to hospitality classes, he developed the curriculum for the Supervisory Training, Leadership Principles, Leadership Process, the Leadership Certificate and four Internet classes.

He has 12 years of business experience, managing country clubs, hotels, and restaurants throughout the United States and Europe. He serves as a consultant, trainer, and provides workshops in service, supervisory skills, and management.

Wes's hobbies and interests include traveling with his family, visiting his grandchildren, contributing service to his church, college and community, and most outdoor sports. Wes and his wife of 38 years, Bonnie, have 7 children and presently live in Orem, Utah.

Please RSVP by Friday, January 2, 2003, to Dominique Bird at Nature's Sunshine Products by fax: (801) 342-4688 or by email: dbird@natr.com See you there!

Dominique Bird
Central Utah Branch
Coordinator



LUNCHEON RSVP

COMPANY _____

MEMBERS _____

HOLIDAY SOCIAL RESERVATION FORM



RSVP

Attention: Julie Anderson
Vice-President
NAPM-Utah

Please R.S.V.P. no later than 3:00 p.m. on Friday, November 28, 2003.

Company _____

Member(s) Attending \$10

Guests \$15 (Please make checks payable to NAPM-Utah, Inc.)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

RSVP by any of the following:

Online: <http://www.napmutah.org>

E-Mail: janderson@lagoonpark.com

Fax: (801)451-8013

Phone: (801)451-8026

Mail: Julie Anderson
P.O. BOX 696
Farmington, Utah 84025

MISSION

NAPM-Utah serves as a center of excellence in the development of world class purchasing and supply management professionals by providing education, certification, leadership, and networking opportunities for its members.

VISION

The National Association of Purchasing Management-Utah will be recognized as a center of excellence in establishing and promoting best-in-class professional standards of competency, ethics, education, and certification for its members. We value and seek a diverse membership and there are no barriers to full participation in the association.

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Vacant Positions

Name Badge Coordinator

Historian

Please contact Tom Short at (801)240-1236 if you are interested in any of the vacant positions.