

Utah Purchasing News

January 2004

www.napmutah.org

JANUARY EVENTS

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.



Jan. 8, 2004, Dinner Meeting (5:45)

Wesley M. Bitters, Director

“Leadership / Communication”

The Center for the Advancement of Leadership

Jan. 14, 2004, Central Utah Branch Luncheon (11:45 pm)

Wesley M. Bitters, Director

The Center for the Advancement of Leadership

“Leadership / Communication”



HAPPY NEW YEAR FROM NAPM-UTAH !

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.

Dinner Meeting Speaker

Wesley M. Bitters 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.

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 / TREASURER

BEGINNINGS

As we ring in the new year, we make many new beginnings. What do your beginnings include? Mine begin with PRIORITIES.

I have to ask myself, what are my priorities? Do they then extend to GOALS? What are my goals? Do I make too many and then discard all of them because they are too overwhelming or because of a lack of TIME.

Finally, my beginnings boil down to time. Did you know that time is our most valuable resource? Think about time and the Christmas Season. Time is very perishable; it is irreplaceable; and it cannot be saved. During the Christmas Season, I kept wishing for a "TIME BANK". I kept using up more and more of my time, but kept hoping that somebody else would put some deposits back in.

So where do my deposits come from? They can only be reallocated from other activities. All activities take time. The Christmas Season showed me that.

This year of 2004, as we ring out the old and ring in the new, I am determined to reallocate time to better serve you in NAPM. What will that take? Only "time will tell".

Julie Anderson
Vice President



Note From The Treasurer:

If you have not responded to NAPM -UT invoices, your membership will not be kept current. If you have questions about any invoices or did not get billed in 2003, we may not have a current address. Please send your information to:

NAPM - UTAH
PO Box 27245
Salt Lake City, UT 84127

Thanks for your help. We want to keep everyone current and happy!



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

Entrepreneurship in Purchasing

Dr. Alvin J. Williams, Chair and Professor of Marketing from the University of Southern Mississippi reported in a recent ISM/NAPM article that Purchasing in all organizations is at the crossroads. Purchasing professionals are searching for viable alternatives to "propel them in an ever-increasing world of global competition." There continues to be different models of best purchasing practices-- entrepreneurship is one such model.

Entrepreneurship is a multidimensional term with numerous definitions. Stevenson, Roberts and Grousbeck stated in their book *New Business Ventures and the Entrepreneur* (Irwin Publishing Company, 1998) that "the process of creating value by bringing together a unique package of resources to exploit the opportunity." Jones and Butler's alternative view of the concept is "the process by which firms notice opportunities and act by creatively organization transactions between factors of production to create surplus value." (Journal of Management 1993, pp. 595-612.)

Creating value within the arena of purchasing and supply management involves:

Delineating opportunities, Developing the business concept, Resource acquisition, Implementation of the opportunity, Managing and bringing to fruition

Dr. Williams asked purchasing professions to identify traits of the entrepreneurial people: Noted below are the findings:

Drive, Action Orientation, Self-Confidence, Creativity, Persistence

Key traits of an entrepreneurial organization are: Strong Leadership at the top, Willingness to pursue risks, Hands-on management, Closeness to the Customer, Aggressiveness in the marketplace. There are numerous challenges in the field of Procurement. Can we as purchasing and supply management professionals adopt an entrepreneurial attitude toward the following?

Greater emphasis on value creation and enhancement, Heightened levels of cost consciousness, Cycle time management, Process mapping, Supplier base reduction, Outsourcing, Integrated supply chains, Inter-function teams, Total Cost management, Reducing Costs, Strategic focus.

It might behoove us all to adopt a more entrepreneurship attitude. Some degree of entrepreneurship is essential for purchasers to perform effectively in all areas of cost cutting. Remember, every dollar that purchasing saves goes right to the bottom line.

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? <http://www.ismmmg.org/>
- 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

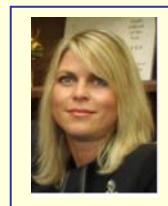
Please plan on attending the January Luncheon of the 2004-2005 NAPM-Utah Central Utah Branch on Wednesday, January 14th, at the Provo Holiday Inn, 1460 S. University Avenue (exit 266).

We have invited Wesley M. Bitters to present "Leadership and Communications". 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 a coordinator of the Hospitality Management 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.

Ruby River will be catering the luncheon. You may choose either the 1/3 Rack BBQ ribs w/Baked Potato or the Salmon w/Rice. Please indicate your choice below on your RSVP. We will start seating at 11:45 a.m. and will begin serving the entrée at noon.

Please RSVP by Friday, January 9th, 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 _____

1/3 RACK RIBS _____

SALMON _____

DINNER RESERVATION FORM



RSVP

Attention: Julie Anderson
Vice-President
NAPM-Utah

Please R.S.V.P. no later than 3:00 p.m. on Monday, January 5, 2004.

Company _____

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

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.

AFFILIATE OFFICERS

Officers

Tom Short, C.P.M.
President
L.D.S. Church
50 E. North Temple
Salt Lake City, UT 84111
Phone: (801)240-1236
shorttj@ldschurch.org

Julie Anderson
Vice-President
Lagoon Corp.
P.O. Box 696
Farmington, UT 84025
Phone: 801-451-8026
Janderson@lagoonpark.com

Patti Porter, C.P.M.
Secretary
Lifetime Products
P.O. Box 160010
Clearfield, UT 84016
Phone: 801-728-1259
pporter@lifetime.com

Daryl Flamm, C.P.M.
Treasurer
L.D.S. Church
50 E. North Temple
Salt Lake City, UT 84111
Phone: (801)240-1227
flammjd@ldschurch.org

James T. Phillips, C.P.M.
Immediate Past President
UDOT
4501 S. 2700 W.
Salt Lake City, UT 84114
Phone: 801-965-3836
jamesphillips@utah.gov

Board of Directors

Bud Covington
Utah State University
1330 E. 700 N
Logan, UT 84322
Phone: (435)797-1042
bud@purchasing.usu.edu

Stephen Mayo, C.P.M., C.P.I.M.
Parker Hannifin
1425 W. 2675 N.
Ogden, UT 84404
Phone (801)786-3349
smay@parker.com

Susan Shepherd
Utah County
1932 N Main
Orem, UT 84057
Phone: (801)370-8234
Ucadm.susans@state.ut.us

Ron B. Peterson, C.P.M.
L.D.S. Church
50 E. North Temple
Salt Lake City, UT 84111
peterersonrb@ldschurch.org

Marsha P. Porter, C.P.M.
Petersen Inc.
1527 N 2000 W
Ogden, UT 84404

Nancy Condie
Alliant Techsystems, Inc.
4197 S 6620 W
Salt Lake City, UT 84128
Phone: (801)250-3866
nancy_condie@atk.com

Committees & Volunteers

Dominique Bird
Central Utah Branch Coordinator
Natures Sunshine
75 E. 1700 S.
Provo, UT 84606
Phone: 801-342-4466
dbird@natr.com

Tracey Stevens, C.P.M., CPPB
Professional Development
Salt Lake City Corp.
451 S State Rm 235
Salt Lake City, UT 84111
Phone: 801-535-7994
tracey.stevens@ci.sl.c.ut.us

Tom Richards, C.P.M.
Certification Coordinator & C.P.M. Mail Designation
1644 West 1750 North
Layton, Utah 84041
Phone: 801-212-5031
thomasrichards2000@yahoo.com

Cheryl Ransom, C.P.M., A.P.P.
Marketing & Membership Chair
CSC
1065 W. 85 S.
Orem, UT 84058
Phone: 801-794-2600
cherylransom@hotmail.com

Debbie Hefner, C.P.M.
Press Release Coordinator
Ogden City Schools
1950 Monroe Blvd
Ogden, UT 84401
801-737-7311

Darin Reber, C.P.M.
Employment Coordinator
Novell
1555 Technology Way
Orem, UT 84057
Phone: 801-861-1712
dreber@novell.com

Karl Harward
Communications Chair & Acting Newsletter Editor
Salt Lake City Corp.
1530 S. West Temple
Salt Lake City, UT 84115
Phone: 801-483-6832
karl.harward@ci.sl.c.ut.us

Martin McBride, C.P.M., CPIM
Librarian
Martin Door Manufacturing
5640 White Wood Dr.
Bennion, UT 84118
Phone: 801-973-9310
martinmcbride@martindoor.com

Dave Secrist, C.P.M., A.P.P.
Photographer
Salt Lake City Corp.
451 S State Rm 235
Salt Lake City, UT 84111
Phone: 801-535-6309
dave.secris@ci.sl.c.ut.us

Bryan Hemsley, A.P.P., CPPB
Web Engineer
Salt Lake City Corp.
451 S State Rm 235
Salt Lake City, UT 84111
Phone: 801-535-6347
bryan.hemsley@ci.sl.c.ut.us

Vacant Positions

Name Badge Coordinator

Historian

Leadership Chair

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