

Utah Purchasing News

MAY 2003

www.napmutah.org

MAY EVENTS

May 8, 2003

Professional Development Workshop (4:30)
"Harvard's 7 Elements"

Karen Hobbs, prior Chief Appellate Mediator



May 8, 2003 Dinner Meeting (6:00)

"ABCs of People Management in the Supply Chain"
Dr. Stan Fawcett, BYU

Dinner Meeting Only: \$25 per person for dinner meeting only (with reservation) \$30 per person at the door, NAPM-Utah Regular & Lifetime members free. Workshop and dinner \$35, Special Invitation to Council of Logistic Management (CLM) CLM Members cost for workshop and dinner \$35



May 14, 2003

Central Utah Branch Luncheon (11:45)

"Past and Present Uses of Plants that Affect the Mind"
William Keller, V.P.
Nature's Sunshine Products



May 23, 2003 C.P.M. & A.P.P. Seminar

"Module 4 - Management"

University of Utah ProEd

click here

→ <http://continue.utah.edu/careers/>



Next Month:

June 5-6, 2003 Two-Day Seminar

"Purchasing: The Fundamentals"

(Brian G. Long, Ph.D., C.P.M)

<http://www.mmii.org>

(see registration page below)

June 13, 2003 Satellite Seminar

"Services Purchasing: Making the Right Decisions"

New Feature: Live On-Line Poll: Click Here Now!

<http://www.ism.ws/surveys/index.cfm?SurveyID=138>

REMINDER: Please pay your dues ☺



DINNER SPEAKER

Karin S. Hobbs whose practice focuses exclusively on mediation and training, has been a mediator since 1997.

She has conducted an average of 150 mediations per year in a wide variety of disputes including commercial litigation, personal injury, divorce, construction, zoning, probate, guardianship / conservatorship, real property and employment. She has facilitated resolutions in multi-party cases requiring resolution of several lawsuits. She has also assisted parties in finding mutually acceptable resolutions in emotionally-charged cases.

Karin, a 1985 graduate of the University of Utah College of Law, was Chief Appellate Mediator at the Utah Court of Appeals for four years, an attorney for the Utah Court of Appeals for ten years, and Bar Counsel for the Utah State Bar.

She was the founding chair of the Utah State Bar's Alternative Dispute Resolution Section and is an associate member of the International Academy of Mediators. She has served as a board member on the Utah State Bar Commission, the Utah Council on Conflict Resolution, and the Utah ADR Advisory Council.

She has published several articles on mediation and regularly conducts trainings in mediation and negotiation to students at the University of Utah and to mediators and attorneys in the Intermountain area.

Purchasing Certificate Program Course

C.P.M. & A.P.P. Seminar Starts May 2nd.

"Module 4 - Management"

Mountainland Advanced Technology Center
at Utah Valley State College

Wednesdays, 5:45-8:45 pm, ends Apr. 9th

REGISTER TODAY at:

<http://www.uvsc.edu/matc/programs/>

or for U of U programs: <http://proed.aoce.utah.edu>



For additional information contact

Cheryl Ransom, C.P.M: Cheryl_ransom@yahoo.com or

Tracey Stevens, C.P.M: tracey.stevens@ci.sl.c.ut.us

PROFESSIONAL DEVELOPMENT

PROGRAM INFORMATION ON ISM'S NEXT SATELLITE SEMINAR:

Services Purchasing: Making the Right Decisions

June 13, 2003 - 10:00 a.m. Eastern

Over the past several years, purchasing departments have increasingly moved from strictly procuring goods to the tasks associated with procuring services. This program looks at the issues of how to select a service provider, draft a contract for services, write a statement of work, and manage the service agreement. The panel will discuss purchasing services such as consulting, leasing, utilities, travel, construction, temporary workers, and information technology.

WHO SHOULD ATTEND?

Purchasing and supply management professionals, project managers, and other members of the supply chain who may be sourcing a service for the first time, as well as those who want to add to their existing knowledge base and improve their techniques for services purchasing.

NEW FEATURE -- ONLINE POLL -- Visit the ISM Web site and complete the online Services Purchasing Poll at <http://www.ism.ws/surveys/index.cfm?SurveyID=138> -- then be sure to tune in and hear the panel discussion of the survey results!



*Tracey Stevens, C.P.M., CPPB
Professional Development Chair*



A.P.P., C.P.M. Review Courses, Register Now!

Several of you have expressed interest in completing your certification testing this year. Because of our commitment to encourage certification and offer value to our membership, NAPM-UTAH is working through the University of Utah Professional Education to offer the following review courses:

Module 4 Thurs. May 23, 2003

New schedule of courses to be announced.

All of the module review courses will be offered as a one-day course and taught at the U of U Murray Cedar Park location at 5282 South 320 West, Suite D-110, Room 106. Cheryl Ransom, A. P. P., C.P.M. will be the course instructor. Cost is \$295 with a \$100 discount offered to current NAPM-UTAH/ISM members. For additional questions please contact Cheryl Ransom at Cheryl.Ransom@ClearOne.com or for registration information contact Craig Michalak, U of U at 585-1455 or Click here now! <http://continue.utah.edu/careers/>



*Cheryl Ransom, C.P.M.
Marketing Chair*

MARKETING

Market Your Magic

Margorie Brody, Brody Communications wrote an article called "Market Your Magic". She stated that in today's business climate of downsizing, reengineering, belt-tightening, and right sizing, the ability to market yourself effectively can have lasting effects on your career. By using the word "M A G I C" as an acronym, one can develop his/her own marketing plan.

M - Meet as many people as possible--people of all kinds and at all levels. This process is called networking. NAPM-Utah provides many opportunities to network. Malcom Forbes said, "There are no unimportant people." People do business with or promote the people they know and respect. So, network--network in elevators, in the cafeteria, in training sessions, network everywhere you go.

A - Attitude Adjustment: Give yourself the credit you deserve. If you don't blow your own horn and market yourself, who will? Someone once said, "Luck is when opportunity and hard work come together." Get rid of the notion that good things come to those who wait. Don't wait.

G - means get ready. Ms. Brody emphasizes that "Prior and proper planning, preparation, and practice prevent poor performance." Develop a 30 second self introduction, something you can use when you meet new people. Practice good communication skills--make eye contact, smile and listen. Learn how to make small talk. Read books, newspapers (all sections) and ask others about themselves.

I - Invest your time by getting involved. Volunteer to head committees. Invite clients or coworkers to lunch. Attend events, corporate picnics, parties, etc. Get involved by joining associations. Attend training sessions to keep up your skills.

C - Communicate what you do through writing and speaking. Don't be afraid to tell people about what you are working on. Write or speak about an area of expertise or a technique that worked for you. Submit articles to company newsletters. Offer to speak at meetings or other events.

Meeting people, doing an Attitude Adjustment, Getting ready, Investing your time, getting involved and communicating are the tools that you can develop to create your own personal marketing plan. Is it Magic? No. The only magic involved is the "magic" within each of us. In today's business world, it is imperative for each one of us to learn to MARKET ourselves.

Happy Marketing!

Cheryl Ransom
Marketing Chair

Pictures from April's "Meet the Candidates", NAPM-Utah would like to thank all the candidates for a great job!



MEET YOUR NEW OFFICERS

IMMEDIATE PAST PRESIDENT



James T. Phillips, C.P.M., A.P.P.

James T. Phillips, C.P.M., A.P.P. currently serves as President of NAPM-Utah, an affiliate of ISM. Before that he has also served as Vice President, Marketing Chair, Professional Development Committee Member, the Employment Chair and as a member of the Board of Directors for NAPM-Utah. He has been associated with NAPM-Utah for nearly 20 years and has achieved a Lifetime Certified Purchasing Manager.

Over the last several years ISM has invited Jim to make various presentations at their International Conferences.

He has been a supply management professional for more than twenty-five years. His experience comes from both Public and Private arenas. Jim has worked for a major worldwide organization, a small food and hospitality operation as well as 2 government agencies.

Currently he supervises the sourcing and supply function for the Utah Department of Transportation (UDOT)

He has the unusual distinction of having worked both sides of the buying/selling table. For several years he worked in Retail as well as Industrial Sales.

Jim has the unusual distinction of having worked both sides of the buying/selling table in his career. For several years he worked in Retail as well as Industrial Sales.

In May of 1999, Jim was a presenter at the 84th Annual International Purchasing Conference in San Diego, California, discussing YOU – Protecting Your Most Important Investment.

PRESIDENT



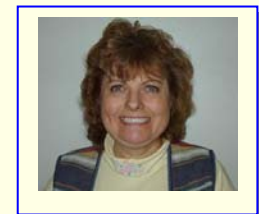
Thomas Short, C.P.M.

Thomas Short, C.P.M. is currently a Contract Manger for The Church of Jesus Christ of Latter-Day Saints, where he manages transportation and furniture contracts. He has worked at the Church for 5 years.

He is a graduate of the University of Utah. He has been in the Purchasing and Materials Management profession for 12 years. Thomas has taught the Certified Purchasing Manager exam preparation class for Weber State University as well as to Purchasing Departments of private companies along the Wasatch Front.

Thomas has served on the Board of Directors, the Professional Development Chairperson and is currently the Vice President for the National Association of Purchasing Managers, Utah Chapter. Thomas is married and has three children.

VICE PRESIDENT



Julie Anderson

Julie Anderson is currently a buyer for Lagoon Corporation and has worked there for 14 years. She is a graduate of the University of Utah. She has been in the purchasing profession for 22 years and has experience in the steel, medical laboratory, and amusement park industries.

Julie has been the Name Badge Coordinator, Secretary, and a member of the Board of Directors twice. She has been a member of NAPM for over 20 years.

MEET YOUR NEW OFFICERS

TREASURER

Daryl Flamm, C.P.M.

SECRETARY

Patti Porter will be the Secretary for one more year

BOARD OF DIRECTORS



Ron B. Peterson, C.P.M.

Ron B. Peterson, C.P.M. is married with five children (two boys and three girls) and one son-in-law, two cats and one dog. Graduated 1983 from BYU with a BS in business. Currently employed with The Church of Jesus Christ of Latter-day Saints responsible for purchases in North America. Past purchasing experience included Ricks College (BYUI) and Brigham Young University. Ron has been involved in the Purchasing profession for 16 years, with 20 to go until retirement.



Marsha P. Porter, C.P.M.

Marsha P. Porter, C.P.M., A.P.P. I am a native of Ogden, Utah, where I attended Weber High School and Weber State University. I have been employed by Petersen Inc. for 12 years, working in Material Estimating and Purchasing. Petersen's is a heavy metal manufacturing plant in Ogden. We are a job shop, most of our work is a custom build for our Customers' designs. Some of our customers include ATK, Boeing, Timet, Westinghouse, Bechtel Hanford, Bechtel INEEL, DOE- various locations. Types of products we manufacture range from rocket motors to roller coasters and everything in between. I have been a member of NAPM Northern Utah Chapter since 1995. I received my A.P.P. accreditation & C.P.M. certification in 1998.



Nancy Condie, C.P.M.

Nancy Condie, C.P.M., A.P.P. I am the proud mother of three beautiful children and recently became a grandma. I love spending time with my children and watching my new grandson. I have been employed at Alliant Techsystems Inc. since 1983. Working as an Acquisition Specialist since 1998. Previous to my current position, I worked as a Business Analyst, an Associate Accountant, an Accounting Specialist, and a System Analyst. I received my Associate of Science degree in Business Management from Salt Lake Community College in 1995. I went on to receive my Bachelor of Science degree from the University of Phoenix in 1997 and I am currently working on my Masters degree in business from the University of Phoenix maintaining a 3.7 GPA. I will graduate in May 2003. I received my A.P.P. certification in April 2002 and my C.P.M. certification in August 2002. I enjoy spending time outdoors, four wheeling in my Jeep, golfing, fishing and playing with my dog.

We would like to congratulate the newly elected officers and wish them good luck in their new office.
NAPM-Utah

PURCHASING & SUPPLY MANAGEMENT CERTIFICATE SPOTLIGHT

First Graduate of Purchasing & Supply Management Certificate Program Recognized

Congratulations to Sharon Pierce, Assistant Buyer for the University of Utah. Sharon is the first graduate of the Purchasing & Supply Management Certificate program being offered by the University of Utah and cosponsored by NAPM-UTAH. A certificate of completion was presented to Sharon at the NAPM-UTAH dinner meeting on April 10, 2003.



Sharon's buying responsibilities at the University of Utah Purchasing Department include: printing and binding, temporary employment, paper products, floral, promo items, office machine maintenance, gases, transcription, fax and dictation equipment, advertising, household moves, bottled water and food, dry ice.

In order to complete the Certificate program, five Core Courses are required including: Finance for Non-Finance Managers I and II, Fundamentals of Purchasing, Legal Aspects for Managers and Purchasing Negotiations. In addition, 2 electives are required including but not limited to: Purchasing in the Public Sector, Purchasing and the Manufacturing Process, Global Purchasing and Purchasing Services. Additional information is available at <http://www.napmutah.org>

<http://continue.utah.edu/careers/purchcert.html> (click here to see this certificate program)

Congratulations Sharon!
Tracey Stevens, C.P.M., CPPB
Professional Development Chair

APRIL'S DINNER SPEAKER AND SEMINAR

NAPM-Utah would like to thank Donald L. Woods, J.D., C.P.M. for Coming to Utah and speaking at our Dinner Meeting and also a seminar the next day. His seminar on "Developing Specifications" Was very good and is recommended to Everyone that is involved with writing Specifications for bids or contracts. Please see Don Woods on the web: <http://www.donwoods.com>



Picture right: Donald L. Woods, J.D., C.P.M.
Receiving Certificate of Appreciation from
Tracey Stevens, C.P.M., CPPB
Professional Development Chair

SUPERVISORY LEADERSHIP CERTIFICATE PROGRAM

UNIVERSITY OF UTAH

SUPERVISORY LEADERSHIP CERTIFICATE IN 5 DAYS

Part I: **How Can I become a Successful Supervisor?**

Good News/Bad News & Myths of Management
Characteristics of a Successful Supervisor
How Companies Think
The Biggest Challenges & Key Skills
Ethics & Decision-Making
Complying with Labor Law

Part II: **How Can I Choose and Supercharge Employees?**

The Most Valuable Asset & Turnover
The Investment Process
Defining Jobs, Skills and Knowledge
Hiring & Retaining Employees
Motivation and Job Satisfaction
Correcting Problems & The Do's and Don'ts

Part III: **How Can Organization and Planning Contribute to Success?**

Organizational Structure
Reactive versus Proactive
Vision, Mission and Planning
Goals and Objectives & Employee Roles
Change & Balancing Day-to-Day Challenges

Part IV: **How Can I Form and Lead Dynamic Teams?**

What is a Team and Why are Teams Better?
Building, Maintaining and Challenging Teams
Correcting Team-destructive Behaviors
Leadership versus Management
Building Leadership Skills

Part V: **How Can I Manage Quality and Performance?**

Is Quality Important and How Can I Manage It?
Essentials of Statistical Process Control
Defining Individual Quality Opportunities
Is Performance Important and How Can I Manage It?
System Thinking and Understanding Variability

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

SUPERVISORY LEADERSHIP CERTIFICATE (CONTINUED)

EARN THE UNIVERSITY OF UTAH SUPERVISORY LEADERSHIP CERTIFICATE

After completing this series, you will have the skills you need to be a highly effective supervisor in today's demanding organizations.

Additionally, you will learn...

- ✓ **How to choose and supercharge the best employees,**
- ✓ **How to effectively plan and organize your work,**
- ✓ **How to form and lead dynamic teams, and**
- ✓ **How to attain high quality and performance.**

All five courses are required to earn the Certificate, but you may take any course at any time. They do not need to be taken in sequence. No previous college level experience is required.

SUPERVISORY LEADERSHIP CERTIFICATE PROGRAM

Supervisory Leadership: The Keys to Being a Successful Supervisor PROED 600

Provides the characteristics of a successful supervisor and dispels common myths of management. Provides key skills necessary to overcome the biggest challenges facing supervisors.

Supervisory Leadership: Choosing and Supercharging Employees PROED 610

Discusses employee value, the impacts of turnover, and the employee "investment" process. Provides knowledge of how to build skills in workers, retain talent, create motivating environments, and improve performance.

Supervisory Leadership: Organization and Planning for Success PROED 620

Provides skills for moving from reactive to proactive management including creating clear understandings of purpose, sharing clear visions, creating dynamic plans, encouraging employee participation, and managing change.

Supervisory Leadership: Forming and Leading Dynamic Teams PROED 630

Provides skills for building and supercharging teams, creating synergy and correcting team-destructive behaviors. Provides a clear understanding of leadership and through a self-inventory, allows participants to plan for building important leadership skills.

Supervisory Leadership: Managing Quality and Performance PROED 640

Discusses quality and how to manage it including statistical process control (SPC). Provides a thorough knowledge of what performance is and how to effectively manage and measure it. Additionally, it provides knowledge of key 21st Century improvement concepts such as system thinking and variability.

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

2 DAY SEMINAR REGISTRATION

Fundamental of Purchasing and Supply Management

June 5-6, 2003 Sheraton Centre City Salt Lake City, UT

Cosponsored by N.A.P.M. – Utah

This two day seminar will introduce you to the fundamental concepts and modern techniques of purchasing and materials management. The course is primarily designed for new people entering the purchasing profession, although experienced purchasers may find it helpful to benchmark with other firms in the industry. You will examine all phases of the purchasing process including negotiations, materials management, sourcing, bidding, and cost containment. To give you "hands-on" experience, the program uses a combination of lectures, case studies, group exercises, and discussion. In addition, all participants will earn two points (14 hours) toward the C.P.M. (Certified Purchasing Manager) program. Topics include:

- Importance of Purchasing
- Source Selection
- Total Quality Management
- Purchasing Organization
- Supplier On-Site Survey
- Legal Contracts
- Uniform Commercial Code
- Sources -Purchasing Info.
- Supplier Performance Eval
- Supply Management Concept
- Competitive Bidding
- Negotiation
- Large Volume Contracts
- Establishing the Right Price
- Supplier Relations
- System Contracts
- Fighting Price Increase
- Freight Cost Reduction
- Internet Purchasing
- Inventory Management
- F.O.B. Terms
- EDI
- Value Analysis
- C.P.M. Certification
- Ethics
- Quality Management
- P-Credit Cards

About The Presenter: The instructor for the seminar will be Dr. Brian G. Long. Dr. Long earned his Ph.D. in business administration at Michigan State University in 1975. From 1975 to 1985 he served as associate professor of marketing at Western Michigan University where he taught industrial purchasing and marketing strategy. In 1977, he became a Certified Purchasing Manager. Dr. Long is a co-founder of the Marketing and Management Institute, an educational organization dedicated to professional purchasing education. Since 1977, he has conducted hundreds of seminars for firms such as EDS, Siemens, Bechtel, BP-America, Conoco, Sun, Lamb Technicon, Cummins Engine, IBM, RJR-Nabisco, General Foods, United Technologies, Lockheed-Martin, Rockwell, Upjohn, 3M, Occidental Petroleum, and Parker-Hannifin.

To Register: Send check or purchase order along with the registration form to the Marketing and Management Institute, 3182 Davcliff, Kalamazoo, Michigan, 49024. Completing the VISA/Mastercard/Amex section is another convenient means of payment. If payment is not enclosed, please list a purchase order number in the appropriate box. A net/15 invoice will be issued.

REGISTRATION FEE: \$395.00 per person. The fee includes all professional instruction, classroom materials, breakfast rolls, coffee, and other refreshments for the day. Lunch is also included.

Fundamental of Purchasing and Supply Management

Please charge VISA/Mastercard/Amex \$_____ for _____ enrollments. Account #: _____

Expiration Date: _____

Signature: _____

Please charge Purchase Order # _____ for _____ enrollments.

Mr/Mrs/Ms: _____ Nickname: _____ Title: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone _____ Fax _____

FAX Registration To: (616) 323-8350, or send form and check/purchase order to:

8:00 a.m. – 4:30 p.m.

Marketing and Management Institute, Inc. 3182 Davcliff, Kalamazoo, MI 49024 **June 4-5, 2003**

DINNER MEETING RESERVATION FORM



Dinner Meeting RSVP

May 8, 2002 at 6:00 p.m.
Sheraton City Center Hotel
150 West 500 South, SLC, Utah
Attention: Tom Short, C.P.M.
Vice-President
NAPM-Utah

MENU

Spinach salad with toasted almonds
Chicken Marsala
Mashed potatoes
Chef's selection of Vegetables
Carrot Cake

Please R.S.V.P. no later than 3:00 p.m. on Monday, May 5, 2003

Company _____

Member(s) Attending

Guests (\$30.00)

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

Please remember that the association currently pays for the meal at one monthly meeting for Regular and Lifetime Members, which we estimate. In order to spend our association dues wisely, we rely on your RSVP to provide an accurate meal count.

RSVP by any of the following:

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

E-Mail: ShortTJ@ldschurch.org

Fax: (801)240-6215

Phone: (801)240-1236

Mail: Tom Short, C.P.M.
L.D.S. Church
50 E. North Temple
Salt Lake City, UT 84111

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.

MAY LUNCHEON RSVP FORM

Please plan on attending the May Luncheon of the 2003 NAPM-Utah Central Utah Branch on Wednesday, May 14th, at the Provo Holiday Inn, 1460 S. University Avenue (exit 266).

We have invited William J. Keller, Ph.D. to present “Past and Present uses of plants that affect the mind”. He is Vice President of Health Sciences and Educational Services at Nature’s Sunshine Products. William was born on November 13, 1942 in Ware, Massachusetts. He received a B.S. (Pharmacy) degree in 1966 and an M.S. (Pharmacognosy) degree in 1969 from Idaho State University. The University of Washington awarded him the Ph.D. (Pharmacognosy) degree in 1972.

Ruby River will be catering the luncheon. You may choose either the Steak Sandwich



w/Fries or Halibut 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, May 9th, to Dominique Bird at Nature’s Sunshine Products by fax: (801) 342-4688 or by email: dbird@natr.com. See you there!



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MEMBERS _____

STEAK SANDWICH _____ HALIBUT _____

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Vacant Positions

Press Release Coordinator

Newsletter Editor

Historian

Please contact Jim Phillips at (801)965-3836 if you are interested in volunteering for one of the vacant positions.