

National Contract Management Association  
 Chapter Annual Report  
 For 2008-2009  
 Great Lakes State Chapter  
 #084 (Formerly the Detroit Chapter)

**Chapter Board Officers 2009-2010**

President - David Denomme	Secretary - Ernestine Hendricks	Two Year Trustee - Natalie Baird
President Elect - Mike Jennings	Treasurer - Rhonda Mosley-Jones	Past President – Ray Folden
Vice President - Carol Wiles	One Year Trustee - Pam Hill	

Objectives: The Great Lakes State Chapter’s (“GLS Chapter” or “Chapter”) Annual Report demonstrates how the Chapter:

1. provided value to members,
2. connected NCMA and members, and
3. operated effectively.

<b>Executive Summary</b>
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The Chapter had a successful 2008-2009 program year. This year, being our 30<sup>th</sup> year of operation, was the capstone of a three year short term plan to redirect and revitalize the Chapter. We completed our rebranding as the “Great Lakes State Chapter”, expanded our service to members across the State, and have begun the process to stand up a Student Chapter.

This program year continued our strong partnership with Eastern Michigan University, and Procurement Technical Assistance Centers around the State. The Chapter delivered over 25 hours of professional development, learning, and networking for members and non-members thorough sponsoring Nation Education Seminar classes, morning “eye-opener” meetings, and special focus presentations. Our year concluded with a 30<sup>th</sup> anniversary celebration and new Officer’s induction ceremony held June 11, 2009, which united current members with some of our past member for an evening of socialization, networking, and entertainment.

Our membership remains stable. As of June 30<sup>th</sup>, 2009 our Chapter Report counts 125 members representing a diversity of participation including a variety of Government agencies, Universities, and business community. The challenging economic environment in Michigan is a likely contributor to slow growth within our profession.

Financially, the chapter remains strong. Following our long range marketing strategy we have leveraged our large cash reserve to fund revitalization and marketing efforts, improve our information sharing and communications with membership. The chapter now has more than \$13,000 in the bank for future activities.

The chapter’s main challenge continues to be lack of volunteers for the different chair positions. Chapter leaders continue to solicit new volunteers to help grow the chapter in the coming fiscal year. Successful elections were held in April replacing two of four new Chapter Executive Council officers.

**Objective 1: Provide Value to Members.**

Below is a description of how the GLS Chapter provided value to its members during the reporting period. A list of programs, products and services provided, including the dates of the activities and the participants are included here.

Highlights: (details in following table)

- Over the 2008-2009 Program year, the GLS Chapter conducted two workshop events more than two hours in duration.
- The Chapter organized a study program for Certification candidates.
- The Chapter hosted two National Education Seminars (NES).
- The Chapter established a \$500 Scholarship program to benefit Eastern Michigan University (EMU) Supply Chain Management Program.
- The Chapter nominated to support a participant, Mr. Justin Pullman, to the NCMA Contract Management Leadership Development Program (CMLDP), however he was not selected by the National organization.
- Additionally, the Chapter provided value to its members by participating in a Supply Chain Management career fair held at the EMU College of Business.

Details of events are provided in the table below.

<b>Date</b>	<b>Program Title, Description, Hours</b>	<b>Type*</b>	<b>Attendance**</b>
10/3/08	<b>EMU College of Business Career Fair, Lansing, MI</b> Presented by Pamela Hill with special Guest Speaker, Mark Gleason, Subcontracts Administrator at GDAIS	Education Networking	EMU Students 4 hours
10/28/08	<b>NES: Bids and Solicitations</b> , Schoolcraft College Livonia, MI Presented by Jim Phillips, Partnership with Lansing PTAC	Education	4 members 28 non-members 8 hours
1/23-24/2009	<b>Mid-Year Leadership Conference</b> , Las Vegas, NV	Education Networking	James Phillips, Jr., Past President & Membership Chair
1/27/09	<b>Breakfast Eye-Opener - The Aerotropolis Vision: 21st Century Transportation in SE Michigan</b> , Ypsilanti, MI Hosted by: EMU Owen College of Business. Presented by: David Mielke, Ph.D., Dean of Eastern Michigan University Owen College of Business and Member of Aerotropolis Business Attraction	Education Networking	6 members 4 non-members 2 hours
3/24/09	<b>NES: Solicitations, Bids, Proposals and Source Selection – Building a Winning Contract</b> , Lansing Regional Chamber of Commerce, Lansing, MI. Sponsored by the Lansing Area PTAC. Guest Speaker, James N. Phillips, Jr.	Education	4 members 28 non-members 8 hours
4/5-8/2009	<b>World Congress</b> , Long Beach, CA	Education Networking	Pam Hill, Program Chair (GDAIS), Members Bruce Barta (BAE Systems) and Stacy Kesteloot (BAE Systems)
5/12/09	<b>Chapter Workshop: DAU Acquisition Life Cycle</b> Schoolcraft College, Livonia, MI Presented by Raymond Folden, BAE	Education	7 members 45 Minutes
6/11/09	Chapter's 30 <sup>th</sup> Year Anniversary and New Officer Installation	Networking	35 members 6 non-members 6 hours
On-going	Study Program for Certification Candidates held at TACOM, Warren, MI. Presented by Michael Fultz (GDLS)	Education	6 members 2 hrs. / week

**Objective 2: Connect NCMA and Members.**

Following is a description of how the GLS Chapter connected NCMA with its members. This includes promoting NCMA in the local community, promoting national programs and initiatives with the chapter and the community, and the contributions or accomplishments of individual members outside of the chapter's programs.

During the 2008-2009 Program Year, the GLC Chapter connected NCMA to its members as highlighted below.

- Pamela Hill, the Chapter's Program Chair, served as an Advisory Board Member of the EMU College of Business Supply Chain Management program.
- James Phillips, Jr., the Chapter's Membership Chair and Past President, presented "Solicitations, Bids, Proposals, and Source Selection – Building a Winning Contract" at the Lansing Michigan Regional Chamber of Commerce sponsored by the Lansing PTAC.
- Pamela Hill, the Chapter's Program Chair, worked with EMU, a local university, to participate in a career fair and provided a guest speaker to talk to students about Subcontracting and Supply Chain Management.
- The Chapter transitioned to a new website that is more interactive and user friendly. Included at <http://www.ncmagreatlakes.org> are sections for visitors, members, students and job seekers. Within each category several areas are covered such as certification, resources and links, recruiting, education and training, news, Chapter directory, calendar of events and member resources. Additionally, we address college programs and offer free membership to students. Last, we provide career paths and job postings. The website also serves as our Newsletter to our member community and provides up-to-date information on what's going on with the Chapter.
- In addition to our Website, the Chapter also uses Facebook as a means to communicate with our membership. The Facebook project is still in its infancy as much of the focus has been devoted to our website the past program year.
- Our chapter membership directory is not published to all members due to privacy issues, however all Board Members and Chair information is posted on our Website so that we may be contacted at any time by our members.
- Many of our website links go directly to the NCMA National home page.
- Items submitted to the "Association News" section of *Contract Management* magazine by Chapter members include our Induction Ceremony announcement for our Program Year.
- Chapter Trustee Michael Jennings authored an article entitled, "Demystifying the DoD Specialty Metals Regulation and Exceptions Thereof" published in the NCMA Journal of Contract Management. September 2008
- Chapter Past President and current Membership Chair James Phillips, Jr., authored an article entitled, "Guiding Principles, FAR Part One", published in the October 2008 CM Magazine.
- Mr. Phillips also published two book reviews in CM Magazine, one in December 2008 and one in April 2009.
- Mr. Phillips received the NCMA Fellow designation in October 2008.
- Mr. Phillips participated in the National Chapter Relations Committee.

- Chapter membership remained constant? 126 members vs. 128 in FY2008. We consider this a very positive result considering the difficult business climate in Michigan and the significant reductions in automotive activity. Both the of two members lost in this period have been to job loss and relocation.
- Chapter Held a 30<sup>th</sup> Anniversary Celebration for members and guests which included dinner, comedy, and social networking, as well as inducting the new Board members and providing awards and recognition to special Chapter members. Special NCMA Chapter promotional items (backpacks, pens, sticky notepads) were developed and distributed to our attending members.
- The chapter received a Certificate of Proclamation from Governor Granholm from the State of Michigan to proclaim the week of April 5, 2009 “Contract Management Week”.

**Objective 3: Effective Chapter Operations.**

The following outlines how the GLS Chapter operated effectively in the past program year.

- The Chapter held an induction ceremony to welcome newly elected officers on June 11, 2009.
- The Chapter was represented at the Mid Year Leadership Meeting in Las Vegas by Past President and Membership Chair James Phillips, Jr.
- The Chapter was represented at the Annual Leadership Summit in San Diego by Pamela Hill, the Chapters Program Chair.
- Members of the Chapter attending the World Congress in Long Beach CA included Pamela Hill, Bruce Barta and Stacy Kesteloot.
- The Chapter has ended the fiscal year with a balance of \$13,806.69.
- The Chapter conducted an independent audit of the Chapter’s previous Program Year financial records (Program Year 2008-2009). No significant findings were reported.
- The Chapter President reviewed and updated a 3-year plan as well as a fiscal year budget. These documents are used to insure consistency from year to year as well as guide the events of the coming program year. The goal of the 3-year plan is to deliver value to Members, connect NCMA to Members, and operated chapter effectively.
- The Chapter also maintains a longer range strategic plan. This document serves as a guideline for achieving closer alignment with National HQ goals and objects as well as facilitating marketing efforts over several program years. This is a living document that is updated by the board throughout the program year.
- The Chapter holds monthly Chapter Board meetings, which include an open invitation to all Chapter members, posted via our Website.
- The Chapter supports semi-monthly Educational Enrichment presentations provided adjacent to the Board meeting by one of our members, or an outside presenter.
- The chapter implemented the President’s annual plan, chapter records were transferred, and new volunteers were provided guidance on their duties and responsibilities.
- The chapter conducted elections in May 2009 to fill officer and board positions for next program year. The list of chapter officers for the 2009-10 Program Year are

**Board of Directors 2009-2010**

President	David Denomme
President Elect	Mike Jennings
Vice President	Carol Wiles
Secretary	Ernestine Hendricks
Treasurer	Rhonda Mosley-Jones
One Year Trustee	Pam Hill
Two Year Trustee	Natalie Baird
Immediate Past President	Ray Folden

- The Chapter hereby submits a complete roster of Chapter Officers/Leadership Team for the 2009-2010 program year as an attachment to this Chapter Annual Report.
- A copy of the Chapter By-laws are hereby included as an attachment to this Chapter Annual Report. The By-laws were updated to include the name change from the Detroit Chapter to the Great Lakes State Chapter.
- The Chapter's annual financial report and audit for the program year period (July 1, 2008 –June 30, 2009) is hereby included as an attachment to this Chapter Annual Report