

# THE BUYERS FLYER

East Tennessee Purchasing Association

October 2009

## Message from the President



**2009 E.T.P.A.  
Membership Meetings**  
• October 14, 2009

On October 14, my term as President of ETPA will end and you be electing both a new President and a new executive board. The nominating committee did a wonderful job recruiting this year and I wish the new officers all the best as they move ETPA on to bigger and better things.

Since this will be my last message to you as President, I would like to take a few minutes to thank some folks who have gone above and beyond what could be expected of a Volunteer and to also thank those of you who've been behind the scenes.

I think most of you will agree that setting up the ETPA website in itself is a major accomplishment, but not only did Penny Owens set-up the site, but she's been in charge of registration for both the EMP conference and the Matchmaking Event as well. This was no easy task, especially when the President was sticking her nose in every morning saying, "What do you think about this?" "How many do we have?" "Can you send me another report?" So I would like to say a special Thank you to Penny. You've been GREAT!!!

To Karen Whaley, who's put up with me saying, "I know I'm late, I'll send the article tomorrow." and then have it arrive two weeks later, I'd like to say thank you for your patience. It's not easy pulling the Buyer's Flyer together and I really appreciate everything you've done. Oh and by the way, "The Eagle has landed."

To Boyce Evans, Pamela Cotham, Lynn Farnham, Sherry Bennett, Mike Reeves, Jay Garrison and Hollie Verran I'd like to say thank you for all of your hard work and your support. ETPA accomplished a great deal this year because of the efforts put forth by all of you. We couldn't have done it without your expertise and your willingness to work.

I have two other people I would like to thank. These two ladies, unbeknownst to most of you, sat and talked with me a long time after I was sworn in, discussing some of the things that they would like to see accomplished and how we could possibly provide training during these economic times. The subject of Emergency Preparedness was just one of the topics, but it was one that came to fruition. These ladies helped give me some direction, something that I really needed at that time, so to Dale Dubose and Susan Huskey, thank you for sharing your thoughts with me.

Last but not least, to all the members, thank you for allowing me the opportunity to serve, it has been a pleasure. I look forward to seeing you all at the next meeting.

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**E.T.P.A. Officers and Committee Chairs****President - Linda Crabtree, City of Knoxville**

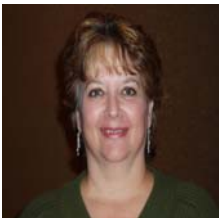
Linda has been with the City of Knoxville for thirty-three years and in Purchasing for fourteen years. She has served ETPA on various committees & positions such as Professional Development, Secretary and Vice-President. But her most important position is the Grandmother of two.

**Vice President - Pamela Cotham, Anderson County Purchasing**

Pamela has been with Anderson County for 10 years and in Purchasing for the past 7 years. She has served on various committees & positions such as the Newsletter, Treasurer, and Secretary. She has been married for 18 years and has 2 daughters.

**Secretary - Jay Garrison, Knox County Purchasing**

Jay has been with Knox County for 2 years as a Buyer as well as the Procurement Card Coordinator for the County. He will be sitting for his CPPB in May 2009. Good luck Jay!

**Treasurer - Lynn Farnham, Roane County Purchasing**

Lynn has been with Roane County for 14 years. She sits on the Board of the Roane County Chamber of Commerce and works with the Roane County Industrial Development board as needed to develop the County's industrial parks. Lynn resides in Harriman with her husband Bill and their daughter Katy.

## Message from the Treasurer

The Invoice for ETPA Membership Dues for 2009 is attached. Please contact me at 865-376-4317 or email: [lfarnham@roanegov.org](mailto:lfarnham@roanegov.org) if you have any questions.



### The following agencies HAVE renewed their membership:

Anderson County	Blount County	City of Athens
Chattanooga	City of Cleveland	City of Johnson City
City of Kingsport	City of Knoxville	City of Maryville
City of Oak Ridge	Hamblen County	Knox County
Loudon County	Public Building Authority-Knox	Roane County
Elizabethton	Cocke County	KCDC
Knox County Schools	Sullivan County	

## QUARTERLY MEETING OF THE EAST TENNESSEE PURCHASING ASSOCIATION

- **When: Wednesday, October 14 at 5:00 pm**
- **Immediately following the EMP conference for the day - Business Meeting**
- **Where: Crowne Plaza**
- **Topic: Election of new officers for 2010**
- **Reception and networking event will follow**

### E.T.P.A. PROPOSED SLATE OF OFFICERS FOR 2010

**President—Boyce Evans, City of Knoxville**

**Vice President—Jay Garrison, Knox County**

**Secretary—Terry McKee, KCDC**

**Treasurer—Lynn Farnham, Roane County**

EAST TENNESSEE PURCHASING ASSOCIATION 2009 MEMBERSHIP INVOICE

**2009 INVOICE FOR DUES**

An initial \$50.00 fee for the first one or two members and there is a \$20.00 fee for each additional member

Agency: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Make check payable to East Tennessee Purchasing Association c/o Lynn Farnham, Treasurer, Roane County Purchasing, 200 East Race Street Ste #3, Kingston, TN 37763.

\_\_\_\_ NIGP Member    \_\_\_\_ Non-NIGP Member    \_\_\_\_ New ETPA Member    \_\_\_\_ Renewal Member

NIGP Membership Number: \_\_\_\_\_ Amount Enclosed: \$ \_\_\_\_\_

**Please List Members Paying 2009 Dues:**

<u>Name</u>	<u>Title</u>	<u>NIGP Certification</u>	<u>Email Address</u>
Member 1			
Member 2			
Member 3			
Member 4			
Member 5			
Member 6			
Member 7			
Member 8			
Member 9			
Member 10			





## East Tennessee Purchasing Association Emergency Preparedness Conference October 14 – 15, 2009 Knoxville, TN

- About the Event
 

This two-day conference is an excellent educational opportunity to gain a better understanding of your role during a disaster. Learn about the need for cooperation between agencies/departments during a disaster and the importance of pre-planning/contracting for an emergency.
- Where & When
 

October 14<sup>th</sup> & 15<sup>th</sup>, 2009, 8:30 to 5:00 p.m.  
Crowne Plaza; 401 W. Summit Hill Drive; Knoxville, Tennessee
- Who Should Attend
 

Purchasing directors and staff, EMA directors, finance/accounting officials/directors, city managers and city/county administrators in the following types of agencies: City, county and state governments, public universities, utility districts and quasi-government agencies (i.e. airport authorities, public building authorities, etc.) located in the state of Tennessee.
- Education
  - Lessons learned from Hurricane Katrina presented by Ms. Andree M. Cohen, Purchasing Director, City of New Orleans
  - Financial aspects of a disaster
  - New legislation
  - Risk management
  - Logistics
  - Available resources
  - Emergency cooperative contracting
  - Emergency Operations Center (EOC) overview
  - TEMA/FEMA reimbursement requirements
- Registration
 

The East Tennessee Purchasing Association presents the education portion of this conference at no cost to you. Opportunities for free hotel accommodations available subject to eligibility. Go to [www.etpanews.org/epcregistration.html](http://www.etpanews.org/epcregistration.html) for details and to register today!
- Meals & Parking
 

Lunch and snacks will be provided for free both days. A free networking event with heavy hors d'oeuvres will follow the first day's conference. Parking information is forthcoming – please visit the ETPA website for further information and maps.
- Presenters
 

To be announced pending confirmation of speakers
- Exhibitors
 

To be announced at a later date
- Sponsors



TN Homeland Security  
District 2

[www.etpanews.org](http://www.etpanews.org)



## Emergency Preparedness Conference

October 14 – 15, 2009

Registration Form

### Contact Information

Full Name		Badge Name	
Agency	Department	Title	
Address			
City	State	Zip Code	
Office Phone	Cell Phone	Email Address	
Emergency Contact Information (Name and Phone)			

### Educational Sessions

Please check the sessions you will be attending:

#### October 14, 2009

Morning Session       Lunch       Afternoon Session       Networking Session  
 8:30 a.m. – 12:00 noon      1:00 – 5:00 p.m.      5:00 p.m.

#### October 15, 2009

Morning Session       Lunch       Afternoon Session

### Hotel Reservations

If you will be attending this event on the 14<sup>th</sup> and 15<sup>th</sup> and your business address is 50 miles or more from Knoxville, you may be eligible to receive a complimentary hotel room for October 14<sup>th</sup> (one night only) at the Crowne Plaza for no charge, subject to availability on a first-come first-serve basis. Rooms are double occupancy. We encourage you to double-up with co-workers so we can provide this option to more participants. Participants receiving a complimentary room will be required to provide a credit card at check-in for incidental charges.

#### **NO EXCEPTIONS.**

If the requests for complimentary rooms exceed the number reserved, a waiting list will be created. As we receive cancellations, we will award rooms to those on the waiting list on a first-come first-serve basis.

To request a complimentary room, contact Jenny Holden, Tennessee Office of Homeland Security District II, at (865) 215-1161 or email address [jenny.holden@knoxcounty.org](mailto:jenny.holden@knoxcounty.org).

To be considered for a complimentary room, the request must be received NO LATER THAN **August 28, 2009**.

**CANCELLATION:** After September 1, 2009, participants registered for a complimentary room must notify Jenny Holden at (865) 215-1161 of any cancellation no later than 48 hours prior to the event. ETPA will make a good faith effort to fill the vacancy from the waiting list and the cancelling agency will incur no charge. HOWEVER, if the vacancy cannot be filled, the participant's agency will be invoiced for the cost of the unoccupied room(s) at a rate of \$83.00 per night, per room, plus applicable hotel/motel tax. This same cancellation policy shall apply in the event of no-shows.

#### **ROOM RATES:**

If you will be attending and do not meet the eligibility requirements for a complimentary room or you miss the deadline, you may reserve a room, subject to availability, through the Crowne Plaza at a rate of \$83.00 per night (government rate) plus hotel/motel tax. Contact the hotel at (865) 522-2600 and mention the East Tennessee Purchasing Association to get the group rate.

#### **PARKING:**

Please check [www.etpanews.org](http://www.etpanews.org) for parking details as they become available.

QUESTIONS? Go to [www.etpanews.org](http://www.etpanews.org) or contact Linda Crabtree, ETPA President, at [lcrabtree@cityofknoxville.org](mailto:lcrabtree@cityofknoxville.org).

If you cannot complete and submit this form online, fax the completed form to Penny Owens at (865) 215-2277.

## Birthdays

### October

11-Phyllis Clayton, City of Athens  
 15-Terry McKee, KCDC  
 17- Hugh Holt, Knox County  
 26-Sherry Bennett, City of Knoxville

### November

6-Pamela Cotham, Anderson County  
 6-Ray Irminger, Retired

### December

12-Gene Settles. City of Chattanooga

### ATTENTION ALL ETPA MEMBERS

Comments and suggestion for the Buyers Flyer are welcomed. Please submit any Birthdays, Announcements, Marriages, New Babies or Personal

### A Note from Mike Ragsdale to ETPA Members

*Subject: East TN Purchasing Assoc/Diversity Conference*

*Hi Folks,*

*What a great event today! Thanks for including me. You guys do great work and I'm proud to call you my partners in government. Please share this with other members of your team.*

*Mike*

### E.T.P.A. Website

Are you looking for upcoming events for ETPA, TAPP or NIGP? Take a look at the NEW E.T.P.A. Website: [www.etpanews.org](http://www.etpanews.org) to get all the information you need!

A BIG thank you to all who have worked so hard to get the Website up and running.

And a very SPECIAL THANK YOU to Penny Owens with the City of Knoxville for all her hard work she has put into Creating, designing and the upkeep of the website.

Thank you Penny from the E.T.P.A. Membership!

## *Talk Radio Show*



# **Business on Demand**

**HOST:** *Robert L. Minter Jr., Works with small and minority business owners to provide guidance on how to successfully compete for contracts.*

**CO-HOST:** *M.D. Blakemore and Tatia Harris*

**WHAT:** A local independent talk radio show for small business owners. The radio show provides information about bid opportunities and networking events to business owners.

**WHEN:** 4:00 – 4:30pm, every Wednesday

**WHERE:** WNPZ 1580 AM

**WE ARE NOW BROADCASTING FROM THE BECK  
CULTURAL EXCHANGE CENTER 1927 DANDRIDGE AVE,  
KNOXVILLE, TN 37915  
Phone: 865-525-1189**



This week Business spotlight is on **GFT -Gillespie Financial and Tax Service**

All of you that are in business need to read this article about what service GFT can provide. The president and owner of Gillespie Financial and Tax (GFT) Service is Bonita Gillespie, a public accountant with over 20 years entrepreneurial experience in business, accounting, income tax preparation and management consulting. She holds a master's degree in Business Education with emphases in management and economics and a bachelor's degree with emphases in accounting. She is an Assistant Professor of Business at Knoxville College. She has served as an adjunct professor of accounting at Tennessee Wesleyan College. She is an enrolled agent, trainer and instructor for the Internal Revenue Service. With these credentials she has the authority to argue tax cases before the Internal Revenue Court. She is a member of the National Association of Public Accounting, the National Association of Black Accountants and the Better Business Bureau Serving Greater East Tennessee. Ms. Gillespie has conducted several seminars or workshops for various nonprofit organizations on accounting in the Knoxville and surrounding areas, including:

- East Tennessee Chapter of the March of Dimes
- Habitat for Humanity
- Knoxville Housing Partnership and
- Center for Neighborhood Development.

Ms. Gillespie was recognized as Entrepreneur of the Year 2002/2003 by the Iota Phi Lambda Sorority, Incorporated for her excellence in business. Gillespie Financial and Tax (OFT) Services, was one of the first businesses to participate in the City Knoxville Incubator Project at the old Moses school building now known as the Greater East Tennessee Boys and Girls Club located on Carrick Street. Today GFT is a privately held corporation located within the empowerment zone at 3611 Western Avenue serving more than 125 clients with a staff of two professionals, two associates and one clerical (See attachment). The firm is equipped with a computerized accounting, payroll and tax system. Providing to its clients monthly financial statements, a general ledger of all cash transactions, completion of quarterly federal and state reports, records keeping of employees' earnings, issuance of W-2 or 1099 yearly, budget planning and analysis and consulting service concerning matters of Internal Revenue Service compliance and business operations. GFT overall goal is to provide the client with a diversified level of services. The corporation specializes in small to medium size business, payroll taxes, income tax preparation, not-for-profit organizations, and management services. Recently, the corporation has added a division specializing in cash flow financing for small and new businesses, mortgage payoff acceleration payment program, purchase of real estate notes, insurance and annuity plans.

GFT has a history of commitment to community service organization. Its owner has volunteer accounting, tax and/or consultant services to many nonprofit organizations such as:

- Knoxville/Knox County Community Action Committee
- Morningside Home Owners Association and
- East Tennessee Chapter of the March of Dimes.

**GFT provides the following services:**

- Monthly financial statements
- A general ledger of all cash transactions
- General journal
- Cash disbursements journal
- Monthly payroll register
- Issuing payroll checks and other related reimbursement
- Completion of quarterly federal reports (IRS tax paperwork)
- Record keeping of employees' earnings, sick leave, annual leave and holiday leave
- Issuance of W-2 and maintaining W-4 forms
- Occasional training of new staff on the accounting system
- Financial or tax seminar or workshops
- Notary services

Gillespie Financial and Tax (GFT) Service is located at 3611 Western Avenue  
Knoxville, TN 37921 (865) 974-9674 (Office) / 521-6500 (fax)

JULY 2009

Time: Friday, 7:00 PM

Produced/Filmed at  
Community TV of Knoxville  
808 State Street  
Knoxville, TN  
Tel: 865-215-8848  
Fax: 865-215-4337



Robert L. Minter, Jr.  
Host/Executive Producer

Kelle Jolly  
Host

Ray Brown  
Executive Director

Marlena B. Beal  
Technical Writer

“What’s Going On” Show..

Robert L. Minter, Jr.  
Executive Producer  
1012 Elmwood  
Knoxville, TN 37914-5939

Phone: 865-603-0093  
Email:  
whatsgoingonon2001@hotmail.com

# WHAT’S GOING ON

## Community TV, Comcast Cable Channel

### IMPORTANT COMMUNITY ANNOUNCEMENT.....

Robert L. Minter Jr., the show’s creator, Executive Producer and Host, announced starting in July, the *What’s Going On* show will begin airing at 7:00 p.m., every Friday, on Community TV’s Comcast Cable Channel 12, throughout the remainder of the year. “The show has been on the air for 10 years and this time slot is a great opportunity to bring more exciting shows to a larger viewing audience,” he stated. WGO’s guests offer a broad range of information on any topic, organization, event, or service to its audience. The show received an award in recognition of its efforts and contributions to Community Television programming.

Congratulations to WGO Co-Host, Kelly Jolly, who will be on hiatus until August while away performing in “*Hair Spray*” at the Cumberland County Playhouse in Crossville, TN

