



T-O-A-L, NAEP

Texas – Oklahoma – Arkansas – Louisiana Region, National Association of Educational Procurement

NETWORKING NEWS

Volume 06 – Issue 3

August, 2006

Message from the President . . .

We are ready for our Annual Meeting in Tulsa - are you? The **September 1** deadline for our registration and hotel price bargains is quickly approaching, so if you have not registered, now is the time to do it! TOAL Officers and the Oklahoma Host Committee have been working hard to bring you a wonderful program at the NAEP-TOAL Annual Meeting on September 24-27. We have a terrific theme, Renaissance: The Art of Purchasing, plus for the first 40 purchasing professionals who sign up, there is the added bonus of the NAEP Tier 1 Procurement Academy – a \$595 course offered absolutely free to TOAL members! For all of you seasoned procurement professionals, this is a great time to bring some of your newer staff for a superb annual meeting on September 24-27 and great foundational training on September 27-29.

I could go on and on about this year's annual meeting. Our host hotel, the Tulsa Renaissance is Tulsa's only 4-diamond hotel and we were able to get a block of rooms for only \$79 a night – incredible value...I assure you that you will be comfortable at this outstanding hotel! Our keynote speaker will be Jim Stovall, who, while faced with the

challenge of total blindness, has gone on to become an International Humanitarian of the Year, Olympic Weight Lifting Champion, and an Emmy award winner....you will not want to miss this inspiring message! For our closing speaker, we will have Paul Vitale – you may remember him as Mr. Energetic last year...due to popular demand, he is back with a totally new message, so don't even think about leaving early. To celebrate our Renaissance theme, we will have jugglers, a magician, and falconers at our welcome reception at the beautiful Philbrook Museum of Art <http://www.philbrook.org/> so be sure to arrive early on Sunday. We have an excellent educational program scheduled, including a live pre-proposal meeting facilitated by Mary Sue Goldwater of E&I, plus strong participation at our Supplier Product Show. Our closing gala event will feature a performing Renaissance acting troupe and of course, dinner and dancing to a variety of music to suit all tastes. One more item....for those of you attending the Procurement Academy, your class will tune in to a live web cast, another \$99 value for free!

Am I excited about all of this? – you bet! I honestly cannot think of a better value for your professional development budget. It is a great time to reconnect with your TOAL

family, and this event is guaranteed to be a lot of fun. So, please do not miss out, register now – can't wait to see you in Tulsa!

Tom Hoffmeyer, C.P.M.
TOAL President

Vendor Show . . .

What do those two words stir up in your mind? Do you often skip them thinking you have met everyone that is going to be there or do you go looking for new ideas and products and vendors to business with? I sure hope it is the latter as there are always new products out there that we need to learn about and new faces to go with those vendors we deal with.

Is there a vendor that you would like to see us have at our vendor show – maybe one that has never been or not been in awhile? If so, call or email me and we will get in touch with them – or better yet – you call them and personally invite them to the show.

Applications can be found on the TOAL Website, <http://www2.selu.edu/orgs/toal/>, and we have extended the deadline until September 1 without a late fee!

I sure hope that each of you will take at least 5-10 minutes at each booth this year getting to know our vendors – they spend a lot of money and time to attend our show and we need their continued support to be able to keep putting on our great conferences.

We will again this year be having some fun during the vendor show with our Renaissance Theme and some vendors are expected to have some games going on. We will also be celebrating NAEP 85th anniversary during the 2nd half of the vendor show – so you will want to stay in the exhibit hall for door prizes and food!

See you in Tulsa!

Carol Barnhill C.P.M.
Director of Procurement Services
Arkansas State University
870-972-2122

Host Committee . . .

The Host committee has been able to secure most of the entertainment for the upcoming TOAL conference September 24th through the 27th.

King Tom has extended an invitation for all conference attendees to join him at his Royal Art Museum, otherwise known as the [Philbrook Museum of Art](#). Coaches will be available to transport everyone to and from this event beginning at 5:30 Sunday evening. Beverages and heavy hors d'oeuvres (food) will be provided while you enjoy the exquisite art and grounds of the museum. Jugglers, a falconer and a pianist will also be performing to enhance these festivities.

After the sessions on Monday morning, attendees can stroll through the town square to see the many merchants from around the Kingdom who have come to display their wares.

Monday evening everyone is encouraged to join forces and participate in the “Quest for the holy Grill” (Dutch treat Dinner). Fortunately, there is a wealth of dining opportunities at the hotel as well as within a short walking distance to assure successful missions for all who seek fulfillment.

A Royal Feast will be held on Tuesday evening to honor all of the brave attendees who sacrificed their time to travel to the conference in search of knowledge and truth. A culminating quest / murder mystery will take place during the feast and if we are successful, the king has promised to provide

a royal “DJ” for everyone’s listening, singing and dancing pleasure.

We are going to have a great time this year in Tulsa so be sure to get your registration and hotel reservation in as soon as possible.

Kevin Holmes, C.P.M.
OSU-Tulsa
Host Committee

Dates to Remember for the TOAL 2006 Conference . . .

- **September 24-27, 2006.** The TOAL 2006 Conference will be held at the Renaissance Hotel and Convention Center, Tulsa, Oklahoma.
- **Individual Registration:** The deadline for individual registration for the TOAL 2006 Annual Meeting has been extended to **September 1, 2006.**
- **Vendor Registration:** The deadline has been extended to **September 1, 2006** for the TOAL 2006 Annual Meeting.

Note: Bring your appetite for some networking, learning and professional development. The program committee has been hard at work putting together some hot topics and some old topics with new approaches. We have tried to plan some sessions for all aspects of your job. Sooooo don’t miss out, our TOAL annual meeting is right around the corner. Come join us September 24th through the 27th. The registration form is attached. Just fill it out and fax it in. See ya there.

By the way, the registration deadline before an increase has been extended to September 1, 2006.

Notice . . .

If you did not receive this newsletter directly and would like to, contact Sharon Toy, sharon.toy@okstate.edu. You may also submit news items to this address.

2005 – 2006 TOAL Officers . . .

President

Tom Hoffmeyer, C.P.M.
Baylor University
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Ph: 254-710-1561: Fax 254-710-3465
E-mail: Tom.Hoffmeyer@baylor.edu

1st Vice President

Vacant (Steve Smith has accepted a position outside of higher education)

2nd Vice President

Vacant (Floyd Self was unable to complete the term)

Treasurer

Carol Barnhill, C.P.M.
Arkansas State University
Procurement Services
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Secretary

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2006 NAEP/T-O-A-L Annual Meeting and Product Exhibit

GO TO WEBSITE: <http://www.selu.edu/orgs/toal/confmtg5.htm>

September 24 – 27, 2006

**Renaissance Tulsa Hotel and Convention Center
Tulsa, Oklahoma**

REGISTRATION FORM

Please print or type all information

Last Name:	Phone:
First Name:	Fax:
Title:	E-mail:
Institution:	Name for Badge:
Address:	Certifications: <input type="checkbox"/> C.P.M <input type="checkbox"/> CPPO <input type="checkbox"/> CPPB <input type="checkbox"/> A.P.P. <input type="checkbox"/> CTP <input type="checkbox"/> CTPM <input type="checkbox"/> OTHER:
Address:	
City:	Name of Spouse/Guest:
State: Zip:	Name for Badge for Spouse/Guest:
Check if: <input type="checkbox"/> First-time Attendee <input type="checkbox"/> Past-President <input type="checkbox"/> Retired Officer	

REGISTRATION FEES:

Registration Due: September 1, 2006	<u>Registration</u>	<u>Late Registration</u> <small>(after September 1, 2006)</small>	<u>Cost</u>
Primary Registrant	\$285	\$335	\$
Subsequent Registrant	\$265	\$315	\$
Optional One Day Attendance	\$150	\$175	\$
Spouse/Guest <small>(This covers all T-O-A-L activities, meals and events)</small>	\$160	\$160	\$
Non-Members Registration Fee	\$360	\$410	\$
T-Shirt Size <input type="checkbox"/> Small <input type="checkbox"/> Medium <input type="checkbox"/> Large <input type="checkbox"/> XL Large <input type="checkbox"/> XX Large			
Additional Host Event Tickets (must purchase prior to 09/01/2006 - NO Tickets available at the door)			\$
Sunday, Sept 24, 2006, Reception - \$ 45.00 X ____ EA	Tuesday, Sept 26, 2006, Lunch - \$ 22.00 X ____ EA		
Monday, Sept 25, 2006, Breakfast - \$ 18.00 X ____ EA	Tuesday, Sept 26, 2006, Dinner Party - \$ 40.00 X ____ EA		
Monday, Sept 25, 2006, Lunch - \$ 18.00 X ____ EA	Wednesday, Sept 27, 2006, Breakfast - \$ 18.00 X ____ EA		
Tuesday, Sept 26, 2006, Breakfast - \$ 18.00 X ____ EA			

TOTAL DUE \$

Payment Method:	<input type="checkbox"/> Check <input type="checkbox"/> Purchase Order # _____	(NOTE: No registration refunds after September 1, 2006)
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Mail Registration and Remit Checks to: OSU-Okmulgee Attn: Carol Belter, TOAL Registration 1801 E. 4 th St Okmulgee, OK 74447-3901	Make checks payable to: T-O-A-L VID# 74-2655783
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Fax or E-mail (with payment to follow): • Fax: 918-293-4642 • E-mail: carol.belter@okstate.edu

For questions about registration, please contact Carol Belter at 918-293-5266 or at the above e-mail

OPTIONAL NAEP PROCUREMENT ACADEMY – FOUNDATIONAL – Free to NAEP/TOAL Members – LIMITED SPACE!	<input type="checkbox"/> Please check if attending
<i>The purpose of PROFESSIONAL is to teach the skills and tools needed to expand upon the industry's issues and challenges. You will gain some in-depth knowledge of specification development, protective covenants and caveats, procedural integrity, evaluation and award, customer service in purchasing, ethical considerations and alternate procurement opportunities. This session is designed for the more advanced procurement professional with five to eight years of experience in purchasing. You will: Gain a clear understanding of the roles of procurement in Higher Education; Be a better and more informed contributor to your organization; and understand the skills, technologies, and tools needed in procurement. Seating is limited to 40.</i>	

T-O-A-L REGISTRATION INSTRUCTIONS

1. One registrant per form. Please copy form for additional registrants. Members should register their spouse/guest on the same form using the space provided.
2. Complete **ALL** sections of the form. Keep one copy for your records.

Mail Registration and Remit Checks to: OSU-Okmulgee
Attn: Carol Belter, T-O-A-L Registration
1801 E. 4th Street
Okmulgee, OK 74447-3901

Make checks payable to: T-O-A-L
VID# 74-2655783

3. Host committee will confirm all registrations received. If you do not receive email confirmation within two weeks after you have sent your registration to T-O-A-L, please check with your Accounts Payable or Travel Department to confirm processing and then e-mail OSU-Okmulgee, Carol Belter, at carol.belter@okstate.edu.
4. Auxiliary aides or services will be provided if requested, as required under the ADA (Americans with Disabilities Act.) If such services are needed, please include that information with your registration.

REGISTRATION:

Terms & Explanations:

Primary Registrant refers to the first person to register from a member institution.
Subsequent Registrants refers to all other persons from the same member institution as the Primary Registrant.

The Registration Fee Includes:

Member/Non-Member Fee Includes:

- ✓ T-O-A-L Activities, Meals, and Events
- ✓ Admittance to the Vendor Exhibits
- ✓ Workshops

Spouse/Guest Fee Includes:

- ✓ T-O-A-L Activities, Meals, and Events
- ✓ Admittance to the Vendor Exhibits

Additional Tickets:

- ✓ **September 24, 2006 Host Event Reception**
- ✓ **September 26, 2006 Host Event Dinner/Entertainment. NO Host Event Tickets will be sold at the door**
- ✓ Deadline for purchase of additional tickets is Friday, September 1, 2006.

ACCOMMODATIONS:

Conference Hotel:

Renaissance Tulsa Hotel
6808 South 107th East Ave.
Tulsa, OK 74133
For Reservations
Phone: 1-800-264-0165 or
918-307-2600

- **Group Rate Name:** TOAL Educational Buyers **Group Code:** EDBEDBA
- **Single or Double Occupancy** **\$79.00 per night**
- **Triple or Quadruple Occupancy** **\$79.00 per night**
- **Room Block Rate Cut-Off Date:** **September 1, 2006**
- For room cancellation after Sept. 1 call 1-918-307-2600 (minimum 24 hour cancellation)

TRANSPORTATION:

Airport

Hotel Phone: 918-307-2600
or 1800-264-0165

Renaissance Tulsa Hotel and Convention Center offers guest a discounted rate of \$16.00 for taxi cab transport to and from the airport to the Hotel.
PU can be arranged by contacting the Hotel upon arrival and a taxi will be dispatched for you. Phone banks are located in the baggage claim area. **Hotel must arrange the taxi pickup in order to get the discounted rate.**
Departure pickup can be made at Hotel desk at check out. **Hotel must arrange for pickup in order to get the discounted rate.**
Approximate travel time from airport to Hotel is 20 minutes

PARKING:

Renaissance Tulsa Hotel

- Complimentary Parking provided – Valet Parking available.

2006 TOAL PROGRAM

TOAL Renaissance The Art of Purchasing

September 24-27, 2006
Renaissance Tulsa Hotel & Convention Center
Tulsa, Oklahoma

Sunday Sept 24th

5:00-5:30 New Attendee Orientation – Sharon Toy
6:30-9:00 Welcome Reception – Philbrook Museum

Monday Sept 25th

7:30-8:45 Breakfast / Opening Welcome
8:45-9:00 Break
9:00-10:30 Opening Keynote Session – Yes You Can – Jim Stovall
10:30-10:45 Break
10:45-12:00 Supplier Product Show
12:00-1:00 Lunch at Supplier Product Show
1:00-3:30 Supplier Product Show
3:30-3:45 Break
3:45-5:15 General Session:

- Time Value of Money – Burr Milsap

Tuesday Sept 26th

7:30-9:30 Breakfast / Morning Session – NAEB & E&I Joint Presentation
9:30-9:45 Break

9:45-10:45 Concurrent Sessions:

- Medical/Research Equipment Procurement, Part 1 – Panel
- Imaging – Put away that Stone Tablet, Step into the Digital Age – Jane Eaves Benton
- Professional Sustainability: Succession Planning for Higher Ed Procurement – Nancy Brooks

10:45-11:00 Break
11:00-12:00 Concurrent Sessions:

- Medical/Research Equipment Procurement, Part 2 – Panel
- RFP Training, Pre-Proposal Meeting, Part 1 – MarySue Goldwater
- Teams at Work – Lynn Baker

12:00-1:30 Lunch
1:30-2:30 Concurrent Sessions:

- The Age Old Art of Public Speaking – Jane Eaves Benton
- RFP Training, Pre-Proposal Meeting, Part 2 – Mary Sue Goldwater
- Construction Contracting – Panel

2:30-2:45 Break

2:45-3:45

Concurrent Sessions:

- Coping with Difficult People – Lynn Baker
- Boost your Career: Get Certified! – Yvonne Herbst
- Strategic Procurement – Burr Milsap/Rob Parker

3:45-4:00 Break

4:00-5:00 General Session:

- Live Life Like You Mean It – Paul Vitale

7:00-?? Dinner & Entertainment

Wednesday Sept 27th

7:45-9:00 Breakfast / Early Morning Session
Business Meeting & Elections

9:00-9:15 Break

9:15-11:00 Closing Keynote Session:
Enthusiasm – Your Secret Weapon – Paul Vitale

11:00 Adjourn

NAEF Tier 1 Foundation Procurement Academy (Nancy Brooks & Ted Nassar):

Wednesday: 1:00-5:00, Procurement Academy
Thursday: 8:00-5:00, Procurement Academy
Friday: 8:00-4:00, Procurement Academy