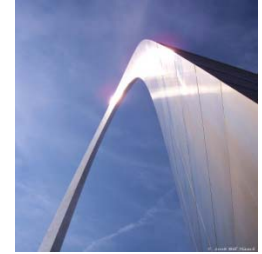


# Buylines



of the Institute of Supply Management - St. Louis, Inc.

October 2009

## President's Message

### **AT WHAT COST?**

In part, ISM –St. Louis's mission is focused on providing timely and relevant educational events, networking, member recruitment and retention. We are a not-for-profit association meaning all income received through member dues, seminars, monthly meetings, etc. go directly to fulfilling the expenses incurred to operate and provide these events.

This year, we all have endured, both personally and professionally in some form or fashion, the economic downturn. Your affiliate did not escape it either. When I began my term as President, a first order of business was to address the drop in membership, which of course, directly impacted our income.

*Continued on page 2*

## **“Contract Review” with Jim Haining**

By Patrick Williamson, C.P.M.

Please join us for the October General Meeting on **Tuesday, Oct. 27** at **Spazio's**. Registration begins at 5:30 pm and program commences at 6:30 pm.



We are very pleased to announce that Jim Haining will be our speaker for the October General Meeting. His presentation on “Contracts Review” is informative and insightful. We look forward to seeing all of you at what promises to be a great evening.

Jim Haining, CPSM, C.P.M., A.P.P. has over 20 years experience in Supply Management in a variety of roles. He is currently employed by Clark County Nevada in Las Vegas, Nevada and is assigned to University Medical Center as the Purchasing Administrator. Former employers include Insituform Technologies, Inc., Sprint and Sierra Pacific Power Company.

Jim has been a workshop presenter at the ISM International Supply Management Conference and the Southwest Forum's Supply Management Conference for

*Continued on page 2*

**President** *continued from page 1*

Your Board worked diligently to understand, review, discuss, review and discuss again, how we were going to address the shortfall in budget. Under the guidance of Larry Jackson, our VP and Director of Finance, we made some very hard (and in some cases unpopular) decisions to revise and adjust expenses to meet the reduction of income caused by lower membership numbers. These efforts, for this fiscal year, allowed us to avoid proposing a dues increase.

In order to meet the budget set forth this year, we are not implementing any new policies or procedures, but are refining those that are relevant to income and expense operations. More importantly, we are being more diligent in adhering to those that are relevant.

Case in point is to correctly obtain dinner or lunch fees from members who are dues free ("dues-free members do not pay annual dues, however, they are to pay dinner or

*Continued on page 3*

**Contract Review** *continued from page 1*

the past several years. He also provides leadership training for the ISM Summer Leadership Workshops nationwide. Jim has taught as an adjunct professor at Truckee Meadows Community College in Reno, NV. Jim received his BS from Brigham Young University and MBA from the University of Phoenix. Jim was one of the first supply management professionals to receive ISM's Certified Profession in Supply Management (CPSM) designation. He holds a Lifetime C.P.M. and A.P.P. designation.

Jim has been very involved in ISM and its affiliates since 1989. Jim is currently Executive Director of the ISM – Nevada, Inc. Jim is a member of the ISM Spokesperson Team and has served on ISM Affiliate Support Council, ISM Regional Leadership Training Committee, and ISM Board of Directors.

**Pre-Dinner meetings continue with the Maxwell Leadership Series and a discussion on the ISM St. Louis Career Bank.**

**Next Up! Luncheon Meeting for November**

**Topic:** Statement of Work via Jeopardy

**Speaker:** Don Varner - Metlife

**When:** Tuesday, November 17, from 11:30 - 1:00 p.m.

**Where:** Spazio's

**President** *continued from page 2*

luncheon fees for general meetings ) as governed by our by-laws and managed in our policies procedures. The dinner or lunch fee that “dues-free” members are being asked to pay is equivalent to our incremental cost for them to attend such meetings.

ISM- St. Louis, by comparison to some other affiliates across the country, is an actively growing and financially stable organization. As President I am committed to see that we continue to stay that way.

Please contact myself or any other BOD member for feedback, questions, or additional suggestions. Our email info is located at the end of the newsletter.

Thank you,  
Marty Rutkovitz  
President

## Looking for a Few Good Supply Managers?

Written by: Eugene M. Kattak, CPSM, C.P.M. Career Bank Facilitator

With the economy struggling to climb out of the recession and chart a path toward recovery, Supply Management has become increasingly more important to individual business plans within most organizations. Instead of pulling out of a down-turn through increased Sales, businesses have had to cut costs and, in many cases, their Supply Management organizations have led the way.

Well, if you are in need of Supply Management talent, you don't have to look far. ISM-St. Louis can help you in your search. ISM-St. Louis has over 260 active members with a variety of skill-sets, back grounds and competencies.



A quick way to reach these individuals is through the Career Bank feature of the ISM-St. Louis website. Over this Summer, the ISM-St. Louis website underwent a re-design. Call it a Summer Maker-Over! These changes should be fully implemented by the circulation of this issue of Buylines. I invite you to surf the site to see what's new!

Once there, I hope you will find the Career Bank Pages are an excellent tool to supplement your talent recruitment activities. Regardless of the location of the employer or the location of the employment opportunity, ISM-St. Louis welcomes the chance to post these notices, free of charge, on the Career Bank Pages for the benefit of both the employer and our membership.

If this is of interest to your organizations, please feel free to contact the Career Bank at [Jobpostings@ismstlouis.org](mailto:Jobpostings@ismstlouis.org) to obtain more information. Or simply go to the ISM-St. Louis website, download the Career Bank Posting Form, complete the form and submit it for processing. We look forward to working with you!

## Are You LinkedIn?

Since Networking is crucial, especially in these times, ISM-St. Louis has created an ISM-St. Louis **LinkedIn** Group. If you don't have a LinkedIn account, it's free – sign up today to take advantage of a great professional networking tool ([www.linkedin.com](http://www.linkedin.com)). Your active participation in the ISM-St. Louis LinkedIn Group is appreciated and will make it more meaningful for everyone!

## ***ISM St. Louis Presents a Seminar on:***

### **Contracting for Services and Developing an Effective Scope of Work**

**Presented By Jim Haining, CPSM, C.P.M., A.P.P.**

**When:** Wednesday, October 28, 2009 from 8 – 12:00pm

**Where:** New Horizons Learning Center, 2122 Kratky Road Ste. 200 (Page & Lindbergh) 63114

**Cost:** \$99.00

**CEU:** 4

**Lunch will NOT be provided**

Contracting for services differs from the typical purchasing contract for materials. The sourcing process is different and has a different set of challenges. We will review the basics of contracting for services, including what you need to receive from your end users and suppliers prior to formalizing a contract. Some of the important elements include the detailed Scope of Work (SOW), the contract terms and conditions, and the process for finding a supplier. In the sourcing process, one of the most critical elements is developing a clear, concise and effective scope of work is essential to ensure that the supplier(s) understand the requirements of the good/service request. This understanding will lead to superior supplier performance and overall success. We will review the need for a scope of work, cover which items should and should not be included in a scope of work, and determine how the items included in the scope of work enhance or diminish supplier performance.

Contact Dan O'Connell for further questions: [Education@ismstlouis.org](mailto:Education@ismstlouis.org)

## ***What you Missed at the ISM – St. Louis General Meeting in September***

By Eugene Katak, CPSM, C.P.M., Career Bank Facilitator

On September 22, ISM-STL launched its 2009/2010 Program Year with a General Meeting on the state of the Mid-US Economic Outlook. Dr. Ernie Goss, a renowned Economist and Professor at Creighton University, gave insights into the data he has been collecting on economic conditions with a focus on the Mid-US data. Dr. Goss did say some positive signs were reflected in the statistics. However, the recovery is weak, by economic recovery standards, so a spike in Oil, a strong dollar, rising interest rates, etc, can cause the economy to sputter. Jobs will be lagging behind the recovery and there seems to be too much uncertainty over government action on things like - taxes, healthcare reform, cap and trade - for companies to gain the confidence to start to re-hire to fuel the growth. However, Dr. Goss was not all gloom and doom! He said that if you can, now is the time to buy as interest rates are at historic lows and are expected to climb with the recovery. Also, real estate values are substantially better than they have been in years. Statistics indicate that mortgage defaults will continue to rise but the government assistance program and monetary policy has helped put people back into the market. He said that the dollar is expected to remain weak so personally, he seeks to invest in companies that have a strong international business, since the weak dollar makes their products cheap against local currencies and the local currencies bring more to the profit line when converted back to USD. He said that Gold and other precious metals have historically been, and continue to be, a safe-haven. However, panic, fear and general emotion typically influence the value of precious metals more so than real economic conditions.

**Coming soon!** Dr. Ernie Goss' presentation will be posted on our new website [www.ismstlouis.org](http://www.ismstlouis.org).

## Financial Highlights for Fiscal Year Ended June 30, 2009

By Larry Jackson, CPSM, C.P.M., Director of Finance

I along with your other Board members are pleased to say that ISM – St Louis, Inc. is financially secure even in the wake of declining membership levels and escalating costs of services. This article is intended to update you on the major financial highlights of the past year.

Total revenues received by the affiliate were \$92,137, which was 18.6% under budget due primarily to lower than anticipated revenues from seminars and other educational activities. Figure 1 shows percentage of total revenue received from various sources.

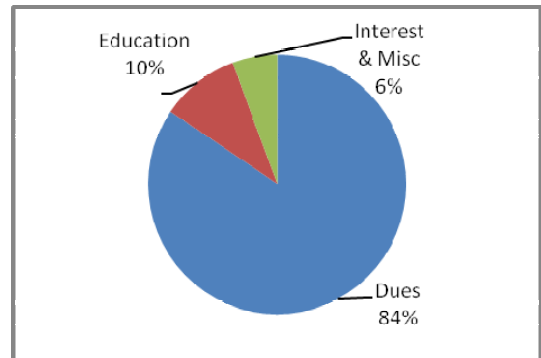


Figure 1 – Revenue

Total expenses incurred by the affiliate were \$101,171, which was 13.2% under budget due primarily to lower than anticipated expenditures for educational activities and administrative expenses, partially offset by higher than planned expenses for leadership training. Figure 2 shows percentage of total expense incurred for various activities.

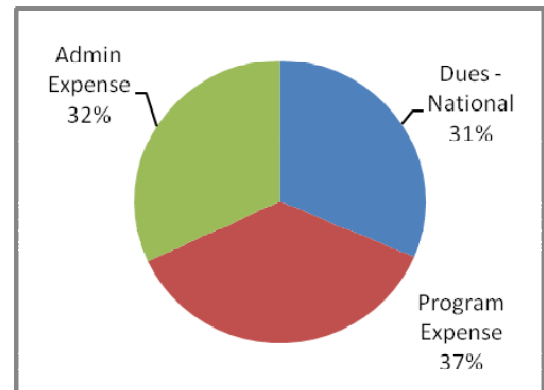


Figure 2 – Expenses

Being aware that total revenue would be lagging during the year, it was essential that we control expenses in order to maintain a reasonable cash flow. Fortunately, the Board was able to achieve sufficient reductions in expenses to avoid dipping into our reserves, although total cash available for operations decreased during the year. Figure 3 provides a month to month picture of our cash and investments available to fund operations.

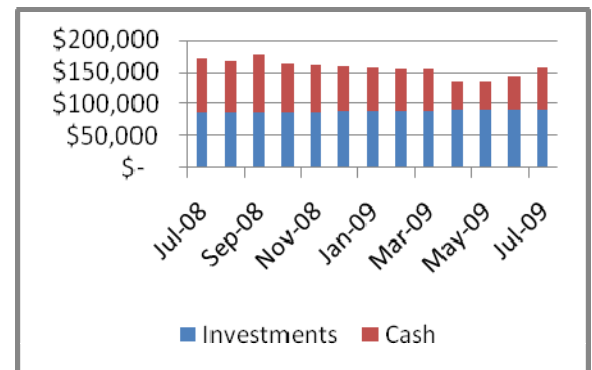


Figure 3 - Cash and Investments

If you have any questions or would like additional information concerning the finances of ISM – St Louis, please contact Larry Jackson at [Finance@ISMStLouis.org](mailto:Finance@ISMStLouis.org).

## ***CPSM Review:***

Many of you have been asking about a CPSM Review class. We are looking for an instructor for a CPSM review class. We will announce any review classes as soon as we have them.

If you are interested in starting a CPSM Study group, please contact Dan O'Connell at [Education@ismstlouis.org](mailto:Education@ismstlouis.org)

## ***Free Web Seminar - ISM: What's In It For Me?***

Whether you're a long-time member of ISM, new to the Institute or considering membership for the first time, this hour-long web seminar will be worth checking out.

You'll discover information, tools, resources and free products/services available to you as a member of the Institute for Supply Management and learn about membership programs and how they can help you with your career.

You'll also learn many of the important features of the ISM Web site, how and where to access information and how you can take advantage of ISM's many member benefits.

Be there as we discuss:

### ***An overview of ISM***

- Free or low-cost CEH opportunities
- ISM Sponsored Web Seminars
- Certified Professional In Supply Management® (CPSM®)
- Intro to ISM's Knowledge Center
- Networking opportunities
- Professional Groups & Forums
- Inside Supply Management® magazine
- CAPS Research
- Understanding the ROB, ISM's Bid Specification Database, Online Resource Guides and Online Career Center

**One of the  
guest speakers  
is our very own,**

***Julie Wulff,  
C.P.M.***

***When:*** Thursday, October 15, 2009

***Time:*** 1:00 p.m. EDT / 10:00 a.m. PDT

To Register/Learn More: <http://www.ism.ws/1545>

## ISM National Webinars:

Periodically ISM National will host a FREE Webinar. You can participate on line. They are really informative. In one hour they have a panel cover a chosen topic in our profession. Some of these topics have been:

Spend Visibility's Role — Proving Savings to Finance Bridging the Divide  
Strategic Sourcing Stimulus Plan: Leveraging Meetings Related Spend for Dramatic Costs Savings  
Five Plus Five: Two CPOs Offer Their Five Best Ideas for Driving Cost Savings

**These Webinars count for 1 CEU.** Scheduling is sent out with the Just E-Time newsletters. Just in ETime delivers ISM and supply management related news and updates to your desktop every other week. You also receive regular updates for breaking news, such as the ISM Report On Business®.

Other topics include:

Inside Supply Management® magazine previews

- Information on upcoming meetings, conferences, seminars and programs
- Information on Free ISM Web Seminars.
- News items of interest to supply management professionals
- Certification updates
- Web sites of interest to supply management professionals
- ISM's Term of the Day

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## Current Career Bank Postings

To view details of the postings below, please visit our website at [www.ismstlouis.org](http://www.ismstlouis.org)

<u>POSITION</u>	<u>POSTED</u>	<u>INDUSTRY</u>	<u>LOCATION</u>	<u>SALARY</u>	<u>POSTED BY</u>
Contract Officer	Aug-09	Public Transit	St. Louis, MO	Not Specified	Metro

To post opportunities onto the ISM-St. Louis website, please complete the Career Bank Form and submit to Eugene Kattak, CPSM, C.P.M. , ISM-St. Louis Career Bank Facilitator at [jobposting@ismstlouis.org](mailto:jobposting@ismstlouis.org)

# UPCOMING ISM SEMINARS

Below is the list of ISM seminars for the months of October and November 2009. For seminar details, please call the ISM Customer Service Department at 800/888-6276 or 480/752-6276, option 8, or visit the ISM Web site at [www.ism.ws](http://www.ism.ws) and select Education — Seminars, Conferences, then Seminars and then [Public Seminars](#).

TITLE	DATE	LOCATION
<b>October 2009</b>		
Driving Down Costs through Cost/Price Analysis <a href="#">#4508</a>	October 5-6, 2009	Las Vegas, NV
<b>NEW!</b> Legal Negotiations <a href="#">#4275</a>	October 8-9, 2009	Tempe, AZ
Fundamentals of Purchasing: The Building Blocks of World-Class Professionalism <a href="#">#4538</a>	October 14-16, 2009	Las Vegas, NV
Contracting Basics: What All the Ts and Cs Mean <a href="#">#4488</a>	October 19-20, 2009	Nashville, TN
Advanced Negotiation Strategies: Advanced Concepts and Techniques for Optimizing Value Through Negotiations <a href="#">#4449</a>	October 19-21, 2009	Atlanta, GA
CPSM <sup>®</sup> Exam Review Course <a href="#">#4251</a>	October 26-28, 2009	Atlanta, GA
<b>November 2009</b>		
Legal Aspects of Supply Management: The Basics You Need to Succeed <a href="#">#4394</a>	November 2-4, 2009	Tempe, AZ
Finance for the Supply Management Professional <a href="#">#4516</a>	November 3-4, 2009	Adelphi, MD
Contracting for Purchasing and Supply Management: Beyond the Basics <a href="#">#4424</a>	November 5-6, 2009	Las Vegas, NV
Leading and Managing Supply Relationships <a href="#">#4543</a>	November 16-18, 2009	Atlanta, GA
CPSM <sup>®</sup> Train-the-Trainer: Review Instructor Courseware Program <a href="#">#4301</a>	November 19-20, 2009	Tampa, FL

## ISM Events Calendar

Month	Date	Event	Time	Location
<b>Oct-09</b>				
	14	<u>Board of Director's Meeting</u>	5:30	Granite City Brewery
	27	<u>General Dinner Meeting</u> <u>Contracts</u> <u>SPEAKER-Jim Haining</u> <u>Pre-Dinner</u> <u>Maxwell DVD Series Laws 10, 11, 12</u>	5:30	SPAZIO'S
	28	<u>SEMINAR</u> <u>CONTRACTING FOR SERVICES AND</u> <u>DEVELOPING AN EFFECTIVE SCOPE</u> <u>OF WORK</u> <u>SPEAKER: JIM HAINING</u>	5:30-6:15 8- 12	SPAZIO'S New Horizon's Learning Center
<b>Nov-09</b>				
	9	<u>Board of Director's Meeting</u>	5:30	Granite City Brewery
	17	<u>Lunch Meeting</u>  <u>STATEMENT OF WORK via Jeopardy</u> <u>Speaker: Don Varner – Metlife</u>	11:30 – 1:00	Spazio's

### OFFICERS AND DIRECTORS

July 2009 – June 2010

#### President

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