

# NCPA CALENDAR OF EVENTS AND TASKS

**JULY 2015 - JUNE 2016**

*\*NOTE: BOARD MEETINGS START ON WED. AT 2 P.M. AND END NO LATER THAN FRI. NOON UNLESS OTHERWISE NOTED\**

**NCPA MEMBERS ARE INVITED TO ALL BOARD MEETINGS – CONTACT MARY FOR SEATING.**

**REQUIRED MEMBER MEETINGS ARE HIGHLIGHTED IN GREEN**

**MANUFACTURER/BROKER ACTIVITIES/INTERESTS ARE HIGHLIGHTED IN YELLOW**

## JULY 2015

❖ **JULY 7 - 9 – \*BOARD MEETING\* – DRURY INN, GREENSBORO**

### **July Recurring Tasks:**

1. Introductions and welcome of new Board Co-Chairs at Board Meeting.
2. Update Spreadsheet of Member's Distributor House & Bid \$Estimates for 2015 - 2016.
3. Update Alliance Calendar, Board Terms of Service and Membership Roster on CN webpage after Board approval.
4. Member/Distributor Round Table Meetings to discuss product consolidation, non-stocks and procedures.
5. Board review/approval of "current bid" product specifications from Manufacturers/Brokers for 2015-2016 Testing.
6. Discuss/Plan agendas for October Broker/Manufacturer Meeting, Distributor Meeting and Member Meeting.
7. Send DPI Training Consultant Meeting Agendas - roster/sign in sheets and evaluations. (all major meetings)

## AUGUST 2015

❖ **No Board of Directors Meeting Held**

### **August Recurring Tasks:**

1. Request Usage Reports from NCPA distributors from August 1, 2014 – July 31, 2015 for DTM bid estimates.
2. E-mail manufacturers/brokers results of **Products for Current Bid Specifications** submitted for 2016 -2017.
3. **Send Invitations via e-mail to Manufacturers, Brokers and Members for the October NCPA Meetings.**

## SEPTEMBER 2015

❖ **Sept 9 – 11 – \*Board Meeting\* – Drury Inn, Greensboro – Reserve by Aug 7: Phone – 1-800-325-0720 + Group#2248215**  
**On – Line Reservations: <http://www.druryhotels.com/Reservations.aspx?groupno=2248215>**

### **September Recurring Tasks:**

1. Review & revise *Direct to Manufacturer/Commodity Processing (DTM/DMDTY) IFB* for 2016-2017.
2. Assign products to broker/member school districts for **2016 -2017 Student Testing. Due by Friday, Nov. 13, 2015.**
3. Review agendas for October Broker/Manufacturer Meeting, Distributor Meeting and Member Meeting.

## OCTOBER 2015

- ❖ **In conjunction with DPI-DPI Meeting at Sheraton Imperial, Research Triangle Park, NC – Reservations by DPI.**
- ❖ **Oct 27 - Board Meeting - 8:00 a.m. – 10:00 a.m. Meeting Room – Royal Room**
- ❖ **Oct 27 - (1) 10:00 a.m. – noon - Distributors Meeting (2) 1:00 p.m. – 3:00 p.m. Brokers/Manufacturers Meeting (3) 3:00 p.m. Board Meeting – Meeting Room – Royal Room (Note: By Invitation Only)**
- ❖ **Oct 28 - NCPA Member's Meeting Sheraton Imperial, Durham - 9:00 a.m. – 11:00 a.m. Meeting Room - Auditorium**

### **October Recurring Tasks:**

1. Official Recognition of 2014 - 2015 Outgoing Chairs and Incoming 2015 -2016 NCPA Co-Chairs.
2. Finalize and approve IFB/Contract revisions for the **2016 -2017 DTM/CMDTY Processing Bid.**
3. Review bid categories/items/specifications for the **2016 -2017 DTM/CMDTY Processing Bid.**
4. Request Usage Reports from NCPA distributors from **July 1, 2015– Oct. 30, 2015** for **DTM Bid** estimates. Obtain commodity usage data from commodity processing marketing agents (such as K-12 Associates).
5. **Identify line items for possible DTM Bid Renewal and notify manufacturers via e-mail with return date prior to Nov. Board Meeting.**

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**NOVEMBER 2015**

❖ Nov 12 - 13 – \*Board Meeting\* **Start at 10:30 a.m. Thursday and end by 3:00 p.m. on Friday** – Drury Inn, Greensboro  
Reserve by Oct 10: Phone – 1-800-325-0720 + Group# 2248456.

**2248216 On - Line Reservations:** <http://www.druryhotels.com/Reservations.aspx?groupno=2248216>

**November Recurring Tasks:**

1. Review and approve products for **2016 – 2017 DTM Bid Renewal** and request manufacturer guarantee.
2. Request and collect **Manufacturer Renewal Bid Price Guarantee Letters** for 2016 -2017 DTM bid.
3. Request and collect **Manufacturer Product Specification/Code Review/Approval** for 2016 -2017 DTM bid.
4. Board review and approval of **Student Testing Results** for inclusion on 2016 -2017 DTM Processing Bid.
5. Send via e-mail Announcement: **January DTM/CMDTY Processing Pre-Bid Meeting** to manufacturers and brokers.
6. Notify brokers/manufacturers of **East/West Student Testing Results** for 2015 -2016 by Nov 30.

**DECEMBER 2015**

❖ Dec 2 – 4 – \*Board Meeting\* – Drury Inn, Greensboro Reserve by Nov 1: Phone – 1-800-325-0720 + Group#  
**On Line Reservations:** ADD Group # when received.

**December Recurring Tasks:**

1. **Finalize DTM Bid for RELEASE of DRAFT by Dec. 7, 2015 and return of bid specification issues/errors from manufacturers and brokers no later than Dec. 14, 2015.**
2. Obtain public bid announcements -*Raleigh News & Observer and Charlotte Observer* **DTM/CMDTY Processing Bid.**
3. **Mid - Year Increase/Decrease** of Distributor Pricing for Feb. 1 – July 31, 2016 due **Dec. 18, 2015** to NCPA members.

**JANUARY 2016**

❖ Jan 6 - 8 – \*Board Meeting\* – Drury Inn, Greensboro Reserve by Dec 5: Phone – 1-800-325-0720 + Group#2248217  
**On Line Reservations:** <http://www.druryhotels.com/Reservations.aspx?groupno=2248217>

❖ **Jan 7 – 10:00 A.M. DTM/CMDTY PRE BID MEETING FOR MANUFACTURERS AND BROKERS**

**January Recurring Tasks:**

1. E-Mail Requests for Approval Forms for **NEW products *without current bid specifications*** to manufacturers/brokers via e-mail for the **March 2016 NCPA New Product Food Show** to manufacturers and brokers.
2. E-Mail Announcement of **March 8 Distributor Pre-Bid Meeting and March 9 New Product Food Show** to members, distributors, manufacturers and brokers. **Members Only - March 8 – 9 NCPA Continuing Education Meeting**
3. **Jan 11, 2016 – OFFICIAL RELEASE of 2016 -2017 DTM/CMDTY Bid** to manufacturers, brokers and members.
4. Review and approval of 2015 – 2016 **Distributor Bid IFB/Contract** and begin review of Distributor Bid spreadsheets.
5. Annual **Distributor Mid Term Audit** of Distributor price increases/decreases from Feb. 1, 2016 to July 31, 2016.
6. Request Usage Reports from NCPA Distributors - July 1, 2015– January 29, 2016 to use for **Distributor Bid estimates.**

**FEBRUARY 2016**

❖ **Feb 1 – OFFICIAL 2016 -2017 DTM/CMDTY Bid Envelopes Due from Manufacturers by Mail by 5:00 p.m.**

**Feb 2 – 5 – \*Board Meeting\* – Drury Inn, Greensboro – Start Time - 8:00 a.m. on Feb 3**

**Reserve by Jan 1: Phone – 1-800-325-0720 + Group# 2248218**

**On Line Reservations:** <http://www.druryhotels.com/Reservations.aspx?groupno=2248218>

❖ **Feb 3 - 10:00 a.m. – 2016 -2017 DTM/COMMODITY PROCESSING BID OPENING - Co-Chairs are to requested to attend this meeting to assist with review of the bids and bid specifications from Wed – Fri.**

❖ **Feb 17 – DRAFT DISTRIBUTOR BID** released to distributors for return of issues/errors no later than February 25, 2015.

**February Recurring Tasks:**

1. Board review and approval of products submitted by manufacturers/brokers for the **March New Product Food Show.**
2. Approve agendas for **March Distributor Pre-Bid, Member Meeting and New Product Food Show.**
3. Continue review of 2016– 2017 Distributor Bid spreadsheets.
4. Complete and release **DTM/Commodity Processing Bid Awards Spreadsheets** for Members/Manufacturers/Brokers.
5. E-Mail Distributors spreadsheet of NCPA members **NEW/RENEWAL bid status by LOT** for the upcoming bid.

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6. Request via template and obtain **Letters of Bid Price Guarantee** from awarded **DTM/Commodity Bid** manufacturers. The awarded manufacturers are required to send a copy to NCPA distributors as confirmation of award.
7. Obtain public bid announcements in *Raleigh News and Observer* and *Charlotte Observer* for the **Distributor Bid**.
8. (NEW) Request Distributors send **Additional Items List** to customers for use in determining 2016 -2017 usage.

## MARCH 2016

- ❖ March 7 – 10 – Board Meeting – Comfort Suites Arena 1200 Hurricane Alley Way, Raleigh, NC  
Phone: 919-854-0502 Reservation Info: Call Hotel Direct Group Name: Student Nutrition Services  
Rate Cut Off is Friday, Feb. 12, 2015
- ❖ March 7 – Board Meeting begins at 2:00 p.m.
- ❖ March 8 – NCPA PRE-BID MEETING FOR DISTRIBUTORS – 9:00 a.m. - noon - McKimmon Center, Raleigh (members may attend however much of this info will be covered in the Member Meeting Part 1)
- ❖ **Member Luncheon - Noon**
- ❖ **March 8 – Annual Member Education Meeting Part 1– 1:00 p.m. – 5:00 p.m. McKimmon Center**
- ❖ **March 9 – Annual Member Education Meeting Part 2 – 8:30 a.m. – 10:30 a.m. – McKimmon Center**
- ❖ **March 9 – NCPA New Product Food Show – Member Evaluation – 11:00 – 1:00 Kerr Scott Bldg. – NC Fairgrounds**
- ❖ March 9 – Board Meeting resumes – 2:30 p.m.
- ❖ March 10 - Board Meeting – 8:00 a.m. – noon
- ❖ March 14 - Board Release of OFFICIAL 2016 -2017 DISTRIBUTOR BID to membership.
- ❖ March 28– April 8 – Member Release of 2016– 2017 OFFICIAL NEW OR RENEWAL NCPA DISTRIBUTOR BID w/ USAGE

### **March Recurring Tasks:**

1. Board calculation of member evaluation reviews from **New Products from Food Show** for 2017 -2018 student testing.
2. **Notify members and manufacturers/brokers of results of New Products Food Show.**
1. Board review/ approval of Final **2016-2017 NCPA Distributor Bid Spreadsheets** prior to issuing to members.
2. **2016 - 2017 NCPA Distributor IFB & Bid Spreadsheets** e-mailed to Members and Distributors/Brokers after presentation at Annual Member Educ. Meetings. Include list of Distributors by LOT for current year plus list of produce distributors as needed.
3. **E-Mail 2017 - 2018 Requests for Approval of Products with Current Bid Specifications Form** to Manufacturers/Brokers.
4. **E-Mail 2017 -2018 Distributor Bid** copy to Brokers (to check for any products that may have been deleted due to usage).

## APRIL 2016

- ❖ April 13 -15 \*Board Meeting\*- Comfort Suites Arena 1200 Hurricane Alley Way, Raleigh, NC  
Phone: 919-854-0502 Reservation Info: Call Hotel Direct Group Name: Student Nutrition Services  
Rate Cut Off is Friday, Mar.21, 2015 (*NOTE: Meeting may be cancelled if agenda needs met*)

### **April Recurring Tasks:**

1. Finalize agenda for May Bid Opening.
2. Board approval of **2017 -2018 Products with Current Bid Specifications Form** and categories for competition.
3. Member Recommendation: Order back – to – school supplies before last order to insure you get products.
4. **E-mail 2017 - 2018 Products with Current Bid Specifications Form** to manufacturers/brokers. **Due May 11, 2016**

## MAY 2016

- ❖ May 10 - 12 – \*Board Meeting\*- Comfort Suites Arena 1200 Hurricane Alley Way, Raleigh, NC  
Phone: 919-854-0502 Reservation Info: Call Hotel Direct Group Name: Student Nutrition Services  
Rate Cut Off is Friday, Apr.15, 2015
- ❖ May 10 – Board Meeting Begins at 2:00 p.m.
- ❖ May 11 – 2016 – 2017 Distributor NEW Bid Opening and Preliminary Bid Announcements - McKimmon Center (only members issuing NEW bids for 2016 -2017)
- ❖ May 11 – Member Luncheon and Announcements
- ❖ May 11 –12 - Audit Committee Preparation of Pre Bid Audit documents.

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### **May Recurring Tasks:**

1. Election of NCPA members to Board vacancies for Co-Chairs in Zones 1, 4, 5 and 7.
2. Annual **Distributor Pre-Bid Audit** conducted – to be approved and sent to membership BEFORE final approval of Preliminary Bid Awards due to possible bid price changes that may affect bid bottom line of NEW bids.
5. **NCPA Library of Product Specifications for 2016 – 2017** update and **Nutritional Analysis** updates.

## JUNE 2015

- ❖ **No Board Meeting Held**

### **June Recurring Tasks:**

1. Complete **NCPA Library of Product Specifications for 2016 – 2017** and begin **Nutritional Analysis** updates.
2. Complete Nutritional Analysis updates and e-mail to membership.
3. **Review and approve the e-Mail Requests for Approval of Products Meeting Current Product Specifications to Product ID Committee for Second Party Review.**

## JULY 2016

- ❖ **July 12 - 14 – \*Board Meeting\* – Drury Inn, Greensboro (\*Note: Tues 2 p.m. – Thurs noon\*)**
- ❖ **Reserve by June 10: Phone – 1-800-325-0720 + Group#**
- ❖ **On Line Reservations: <http://www.druryhotels.com/Reservations.aspx?groupno=2248220>**

### **July Recurring Tasks:**

1. Introductions and welcome of new Board Co-Chairs.
2. Board approval of the Alliance annual calendar.
3. Election of 2015 -2016 NCPA Chairman of the NCPA Board of Directors.
4. Request Usage Reports from NCPA distributors from July 1, 2015 – June 30, 2016.
5. Update Spreadsheet of Member's Distributor Awards or Renewal & Bid \$Estimates for 2016 - 2017.
6. Update Alliance Calendar, Board Terms of Service and Membership Roster on CN webpage.
7. Member/Distributor Round Table Meetings to discuss product consolidation, non-stocks and issues.
8. Finalize "current bid" product specifications received from Manufacturers/Brokers for 2016 -2017 Testing.
9. Send out Approved **Current Products Specifications** (current spec's) to Product ID Committee for the 2<sup>nd</sup> Party Review.