

NCPA CALENDAR

JULY 2014 - JUNE 2015

July 2014

❖ **July 8 - 10 – *Board Meeting – Drury Inn, Greensboro**

❖ **ALL NCPA Board Meetings* start at 2:00 p.m. Wed. and end at noon on Fri. unless otherwise announced ***

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 2014-2015.
3. Complete update of Alliance Library of Bid Specifications and Nutritional Analysis for Membership.
4. Update Alliance Calendar, Board Terms of Service and Membership Roster on CN webpage.
5. Member/Distributor Round Table Meetings to discuss product consolidation, non-stocks and issues.
6. Complete initial review of "current bid" product specifications received from Manufacturers/Brokers for 2015-2016 Testing.
7. Review and approve the e-Mail Requests for Approval of Products Meeting Current Product Specifications to Product ID Committee for Second Party Review.

August 2014

❖ **No Board of Directors Meeting**

Recurring Tasks:

1. Request Usage Reports from NCPA distributors from August 1, 2013 – July 31, 2014
2. Send out Approved Products Specifications (current spec's) to Product ID Committee for the 2nd Party Review.
3. Assign products via email to broker/member school districts for Student Testing. Results due by November 7, 2014.
4. Send via e-mail invitations to Manufacturers, Brokers and Members for the October Meetings.

September 2014

❖ **Sept 10 - 12 – *Board Meeting* – Drury Inn, Greensboro**

Reservation Cut Off: August 11, 2014 <http://www.druryhotels.com/Reservations.aspx?groupno=2218886>

❖ **Sept 11 – 9:00 a.m. – Produce Vendor Meeting (discussion of issues with produce bid instructions and details)**

Recurring Tasks:

1. Review & revise **Direct to Manufacturer/Commodity Processing (DTM/DMDTY) IFB** for 2015-2016.
2. Plan agendas for Oct. Broker/Manufacturer Meeting, Distributor Meeting and Member Meeting.

October 2014

❖ **In conjunction with DPI-CNS Meeting at Sheraton Imperial, Research Triangle Park, NC – Reservations through DPI.**

❖ **Oct 20 - Board Meeting - 2:00 p.m. – 6:00 p.m. Meeting Room – TBA**

❖ **Oct 21 - (1) 9:00 a.m. - Distributors Meeting (2) 11:00 a.m. Brokers/Manufacturers Meeting (3) 2:00 p.m. Board Meeting**

❖ **Oct 22 - **Bi-Annual NCPA Member's Meeting** Sheraton Imperial, Durham - 9:30 a.m. – 11:30 a.m. Meeting Room - TBA**

Recurring Tasks:

1. Official Recognition of 2013 -2014 Outgoing Board Members and Incoming 2014 -2015 Board Members.
2. Finalize and approve IFB/Contract revisions for the DTM/CMDTY Processing Bid.
3. Review bid categories/items/specifications for the DTM/CMDTY Processing Bid
4. Request Usage Reports from NCPA distributors from July 1, 2014– Oct. 30, 2014 for DTM/CMDTY Processing Bid
5. Send Training Consultant at DPI copies of all Meeting Agendas -roster/sign in sheets and evaluations if not sent by McKimmon.
6. Determine line items for possible bid renewal and notify manufacturers.

November 2014

❖ **Nov 12 - 14 – *Board Meeting* – Drury Inn, Greensboro**

Reservation Cut Off: October 13, 2014 <http://www.druryhotels.com/Reservations.aspx?groupno=2218888>

Recurring Tasks:

1. Finalize bid items and product specifications for the **DTM/CMDTY Bid for RELEASE of DRAFT by Dec. 1, 2014 and return of bid specification issues/errors from manufacturers/brokers no later than Dec. 12, 2014.**
2. Review manufacturer requests for bid renewal for **DTM/CMDTY Processing Bid.**
3. Board review and approval of Student testing results for inclusion on 2015-16 DTM/CMDTY Processing Bid
4. Send via e-mail Announcement of **January DTM/CMDTY Processing Pre-Bid Meeting** to manufacturers and brokers.

December 2014

❖ **No Board Meeting**

Recurring Tasks:

1. Obtain public bid announcements in *Raleigh News and Observer* and *Charlotte Observer* for **DTM/CMDTY Processing Bid**
2. Notify brokers/manufacturers of East/West Student Testing product results for 2014-2015.
3. Mid - Year Increase/Decrease of Distributor Pricing for Feb. 1 – July 31, 2015 due **Dec. 18, 2014** to members.

January 2015

❖ **Jan 7 - 9 – *Board Meeting* – Drury Inn, Greensboro**

Reservation Cut Off: December 8, 2014 <http://www.druryhotels.com/Reservations.aspx?groupno=2218890>

❖ **Jan 8 – DTM/CMDTY BID PRE – BID MEETING FOR MANUFACTURERS/BROKERS – 10:00 a.m. - Greensboro**

Recurring Tasks:

1. E-Mail Requests for Approval Forms for NEW products *without current bid specifications* to manufacturers/brokers via e-mail for the **NCPA New Product Food Show** in March to manufacturers and brokers.
2. E-Mail Announcement of March **Distributor Pre-Bid Meeting and New Product Food Show** to members, distributors, manufacturers and brokers. **Members Only - March NCPA Continuing Education Meeting**
3. **Jan 12, 2014 - RELEASE of 2015 -2016 DTM/Commodity Bid.** E-mail to manufacturers, brokers and members.
4. Review and approval of 2015 – 2016 *Distributor Bid IFB/Contract* and begin review of Distributor Bid spreadsheets.
5. Conduct annual **Distributor Mid Term Audit** of distributor products increased/decreased from Jan. 1 , 2015 to July 31, 2015.
6. Request Usage Reports from NCPA distributors from July 1, 2014– January 23, 2015 for **Distributor Bid estimates.**

February 2015

❖ **Feb 2 – DTM/CMDTY Processing Bids Envelopes Due from Manufacturers by Mail by 5:00 p.m.**

❖ **Feb 4 – 6 – *Board Meeting* – Drury Inn, Greensboro – Start Time - 8:00 a.m. on Feb 4**

Reservation Cut Off – January 5, 2015 <http://www.druryhotels.com/Reservations.aspx?groupno=2218891>

❖ **Feb 4 - 10:00 a.m. - DIRECT TO MANUFACTURERS/COMMODITY PROCESSING BID OPENING - Co-Chairs are to requested to attend this meeting to assist with review of bids and bid specifications from Wed – Fri.**

❖ **Feb 16 – DRAFT DISTRIBUTOR BID released to distributors with return of issues/errors no later than February 27, 2014.**

Recurring Tasks:

1. Board review and approval of products submitted by manufacturers/brokers for the March **New Product Food Show.**
2. Board approval of **2016 -2017 Products with Current Bid Specifications Form** and categories for competition.
3. Approve agendas for **March Distributor Pre-Bid, Member Meeting and New Product Food Show.**
4. Continue review of 2014 – 15 Distributor Bid spreadsheets.
5. Prepare and release **DTM/Commodity Processing Bid Awards Spreadsheets** for Members/Manufacturers/Brokers.
6. E-Mail Distributors spreadsheet of NCPA members NEW/RENEWAL bid status by LOT for the upcoming bid.
7. 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.

Revised and Approved by NCPA Board July 9, 2014

8. Obtain public bid announcements in *Raleigh News and Observer* and *Charlotte Observer* for the **Distributor Bid**.

Page 3

March 2015

- ❖ **March 9 - 12 – Board Meeting – Ramada Blue Ridge 1520 Blue Ridge Rd. Start Time – 2:00 p.m.**
**Phone: 919.832.4100 Reservation Info: Cut off is Feb 28, 2015 Cost: \$65.90 + tax Reservation Codes: March 9 – CGNCPA
March 10 – CGNCPRO March 11- CGPROALLIANCE**
- ❖ **March 10 –NCPA DISTRIBTOR PRE-BID MEETING – 9:00 a.m. - noon - McKimmon Center, Raleigh**
- ❖ **Member & Distributor Luncheon - Noon**
- ❖ **10 –Annual Member Education Meeting Part 1– 1:00 p.m. – 5:00 p.m. McKimmon Center**
- ❖ **11 – Annual Member Education Meeting Part 2 – 8:30 a.m. – 11:00 a.m. – Martin Building/Fairgrounds**
- ❖ **11 - New Product Food Show –11:30 a.m. – 1:30 p.m. - Kerr Scott Building/Fairgrounds**
- ❖ **11 – Board Meeting resumes at the Ramada – 2:30 p.m.**
- ❖ **12 - Board Meeting – 8:00 a.m. – noon**
- ❖ **13 - Board release of OFFICIAL 2015 -2016 DISTRIBUTOR BID to members.**
- ❖ **March 30– April 10 – Members release their 2015 – 2016 OFFICIAL NEW OR RENEWAL NCPA DISTRIBUTOR BID documents with estimated annual usage to distributors serving their areas.**

Recurring Tasks:

1. Board review/ approval of 2015-2016 final **NCPA Distributor Bid** Spreadsheets.
2. **2015 - 2016 Distributor Bid & IFB** e-mailed to Members and Distributors/Brokers after presentation at Annual Member Educ.
3. E-Mail Members spreadsheet of distributors by LOT for current year plus list of produce distributors and others if needed.
4. **E-Mail 2015 -2016 Requests for Approval of Products with Current Bid Specifications Form** to Brokers and Manufacturers.
5. Send Training Coordinator at DPI copies of all Meeting Agendas – send roster/sign in sheets and evaluations if not sent by McKimmon.

April 2015

- ❖ **April 15 - 17 *Board Meeting*– Ramada Blue Ridge 1520 Blue Ridge Rd. Raleigh – Phone: 919.832.4100**
 - **Reservation Info: Cut off is April 5, 2015 Cost: \$65.90 + tax Codes: April 15 – 16 – CGALLIANCE**
- ❖ Recurring Tasks:
 1. Board review and approval of top products evaluated by members from New Products from Food Show for student testing.
 2. Finalize agenda for May Bid Opening.

May 2015

- ❖ **May 12 - 14 – *Board Meeting*– Ramada Blue Ridge 1520 Blue Ridge Rd. Raleigh – Phone: 919.832.4100**
- ❖ **Reservation Info: Cut off is May 1, 2015 Cost: \$65.90 + tax Codes: May 11 – CGPRO May 12 – CGPROALL**
- ❖ **May 13 – DISTRIBUTOR BID OPENING - McKimmon Center – 9:00 a.m.**
- ❖ **May 13 – Member Luncheon – 2:00 p.m. – Board Meeting/Audit Committee**
- ❖ **May 14 – Audit Committee Meeting – Ramada Blue Ridge**
- ❖ Recurring Tasks:
 1. Election of members to Board vacancies for Regional Co-Chairs in Regions 1, 3, 5, and 7.
 2. Annual Distributor Pre-Bid Audit conducted – must 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.
 3. Election of 2015 -2016 NCPA Chairman of the Board of Directors.

June 2015

- **No Board Meeting**
 1. Update of Alliance Library of Bid Specifications and Nutritional Analysis for Membership

July 2015

- ❖ **July 7 - 9 – *Board Meeting* – Drury Inn, Greensboro (*Note: Tues 2 p.m. – Thurs noon*)**
- ❖ Recurring Tasks:
 1. Introductions and welcome of new Board Co-Chairs.
 2. Approve the Alliance annual calendar.
 3. Request Usage Reports from NCPA distributors from July 1, 2014 – June 30, 2015
 4. Update Spreadsheet of Member's Distributor House & Bid \$Estimates for 2015-2016.
 5. Update Alliance Calendar, Board Terms of Service and Membership Roster on CN webpage.
 6. Member/Distributor Round Table Meetings to discuss product consolidation, non-stocks and issues.
 7. Begin review of "current bid" product specifications received from Manufacturers/Brokers for 2015-2016 Testing.