

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. Request Usage Reports from NCPA distributors from August 1, 2013 – July 31, 2014
3. Update Spreadsheet of Member's Distributor House & Bid \$Estimates for 2014-2015.
4. Complete update of Alliance Library of Bid Specifications and Nutritional Analysis for Membership.
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. Complete initial review of "current bid" product specifications received from Manufacturers/Brokers for 2015-2016 Testing.
8. 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. Assign products and send e-mail to broker/member school districts for Student Testing. Results due by November 7, 2014.
3. Send via e-mail invitations to Manufacturers, Brokers and Members for the October Meetings.

September 2014

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

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

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

❖ Meetings in conjunction with DPI-CNS Meeting at Sheraton Imperial, Research Triangle Park, NC

❖ Oct 21 - (1) 9:00 a.m. – Annual Distributor Meeting with Board (2) 11:00 a.m. - Annual Brokers/Manufacturers Meeting with Board (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.
7. Request via e-mail manufacturers submit Request for 2015 -2016 DTM/CMDTY Bid Renewals by Oct 22, 2014.

November 2014

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

Recurring Tasks:

1. Finalize bid items and product specifications for the 2015 -2016 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 2015 -2016 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 via e-mail of Student Testing product results for 2014-2015 by end of the month.**
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**

❖ **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 for **March Distributor Pre-Bid Meeting and New Product Food Show** to members, distributors, manufacturers and brokers.
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 – 2015 – 2016 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**

❖ **Feb 4 - 10:00 a.m. - 2015 – 2016 DIRECT TO MANUFACTURERS/COMMODITY PROCESSING BID OPENING**

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

March 2015

❖ **March 9 - 12 – Board Meeting – Ramada Blue Ridge 1520 Blue Ridge Rd. Start Time – 2:00 p.m.**

❖ **March 10 –NCPA DISTRIBUTOR 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.**

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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**
- ❖ 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**
- ❖ **May 13 – 2015 -2016 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
- 2. **Requests for Products with Current Bid Specifications Due June 1, 2015 from brokers/manufacturers.**

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.