

# **Cape Cod Public Purchasing Officials Association**

**Officers: Jennifer Frates – President; Amber Patterson - Vice President; Mihaela Miteva - Secretary  
Speaker Committee Chair - Roby Whitehouse**

## **MEETING MINUTES**

**Tuesday, November 24, 2020 at 9:00 AM**

**\*\*This meeting was held remotely online\*\***

**For attendance, please see the attached list made part of these meeting minutes.**

### **Welcome and Introductions**

President Jennifer Frates opened the meeting to order at 9:00 am.

**Minutes of September 22, 2020:** On a motion by Roby Whitehouse, seconded by Carolyn Carey the minutes of September 22, 2020 were unanimously approved.

### **Presentation by Willow Stuart, Account Executive of Bonfire**

Willow Stuart is an Account Executive at Bonfire, specializing in public procurement at the local government level. Willow assists purchasing teams, understanding challenges in the bidding process, Willow has extensive experience working with both small and large procurement teams across the USA, including in Massachusetts (UMass, Westfield State). Willow gave a presentation on the Bonfire public procurement platform and its benefits. He explained that Bonfire transforms municipal purchasing into an easy to manage, and transparent workflow. According to Willow Bonfire is the most trusted provider of Procurement software in the public sector, and is currently serving over 400 municipalities, K12 educational districts, and public universities in the United States.

### **Annual County-wide Bid Schedule for FY21 – Jennifer Frates**

President Frates gave an update on current and future procurement projects and went over the expected FY21 procurement schedule.

### **General Procurement Discussion / Speaker suggestions or topics**

Ms. Frates asked for suggestions and ideas for future speakers.

The next virtual CCAPPO meeting will be on Tuesday, January 26, 2021 at 9:00 am. A meeting invite will be sent out to all members subscribed to this list.

### **Adjourn**

Mike Griffin moved, and Roby Whitehouse seconded to adjourn the meeting at 9:59 am. The motion passed unanimously.

November 24, 2020 Meeting Attendees:

Attendee Name	Town/Company
Ruth Nee	Town of Yarmouth
Jennifer Frates	Barnstable County
Roby Whitehouse	Town of Yarmouth
Shana Brogan	Eastham
Donna Kalinick	Brewster
Svetlana Salemme	Yarmouth
Willow	Bonfire
Mihaela Miteva	Town of Orleans
Carolyn Carey	Town of Harwich
Mike Trovato	Wellfleet
Gail Coyne	Cape Cod Commission
Denese Allen	Nantucket / Wannacommet Water
Kristy Matheson	Bonfire
Emily Summner	Town of Brewster
Liana Surdut	Town of Orleans
Griffin Ryder	Town of Harwich
Amber Patterson	Barnstable
Sandra Cashen	DY Regional School District
Glenn Cannon	Bourne
Terrie Cook	Mashpee
Laura Hayden	Yarmouth