

## UPCOMING EVENTS

### JANUARY

- 11 **Dinner Meeting**
- 14 **January Plant Tour**  
Fisher Scientific
- 26 **Seminar**  
"Building a Successful  
Supplier Diversity Program"
- 28-29 **CPM Review**  
Crowne Plaza Hotel

### FEBRUARY

- 7-8 **Nahabit Seminar**  
"Legal Aspects of Purchasing" and  
"Contracts: Reading, Writing &  
Negotiating"  
Brookhollow Sheraton
- 10 **ISM Satellite Seminar**  
Finding and Keeping the Best Sources  
Aramco Services Company Auditorium  
9:00 AM - 1:30 PM

Check out the details for all events  
[www.napmhou.org](http://www.napmhou.org)

**Think Service**  
**Think Value**  
**Think NAPM-Houston**

## January 11, 2005 General Meeting

*Robert J. Nahabit, C.P.M.*

### **"Importance of Purchasing"**

Professional Purchasing People invest for their respective firms something like \$17.4 Trillion annually. A discussion of what Purchasing People think the Purchasing Job is, what their bosses think it is, and what it actually is. The discussion will also include the UNIMPORTANCE OF PURCHASING as well as the IMPORTANCE OF PURCHASING. A dialogue regarding purchasing primary and secondary responsibility will also take place.

This is one NAPM-Houston dinner meeting that you surely will want your boss to attend, so bring them along. Every time that Mr. Nahabit has presented this program, time and time again, the audience will approach him following the talk saying "Gee, I wish my boss was here." **So bring them.**

**Bob Nahabit**, is an educator, public speaker, expert witness, author and consultant specializing in training of purchasing. He is the former Purchasing Manager for United Technologies Lexar and Pacesetter Systems, Inc. In 1981 he established Nahabit & Associates, Inc., and in 1991 his firm became the national leader in training purchasing professionals. His firm was founded in California and is now headquartered in Austin, TX.

Before Bob really started his career, he entered a design contest sponsored by Ford Motor Company in 1954, competing with 55,000 other entries. He received an "Honorable Mention" by the Ford Motor Industrial Arts Awards organization. Not satisfied with a Honorable Mention, Bob re-entered the contest the following year, 1955, and was awarded "Third Place" on a national level. (Cont'd on page 5)

**Location:** **Sheraton Houston Brookhollow Hotel**  
3000 North Loop West (I45 to 610 to T.C. Jester Exit-Hotel on Right)

**Cost:** **\$27 (Reservations Required by Thursday, Jan 6th, 5PM)**

**When:** **5:00 PM - Pre-Meeting:** "Sarbanes Oxley and its Implications on Supply Chain Management"  
**6:00 PM Dinner**  
**7:00 PM Program:** "Importance of Purchasing"  
Presented By: Robert J. Nahabit, C.P.M.  
**8:15 PM Adjourn**

**Menu:** Blackened Salmon Filet with Braised Leeks on dirty fried rice and Roasted Pepper Sauce

## EXECUTIVE BOARD

### President

Mike Valant, C.P.M., A.P.P.  
Hewlett Packard  
Mike.Valant@HP.com

### Vice President

Edward M. Wahowski  
Williams  
edward.m.wahowski@williams.com

### Secretary/Parliamentarian

Mercedes Howell  
Dynegy, Inc.  
Mercedes.howell@dynegy.com

### Treasurer

Doc Stelzer, C.P.M., A.P.P.  
Stelzer & Associates  
docstelz@swbell.net

### Immediate Past President

Marian Nimon, C.P.M.  
U. T. M.D. Anderson Cancer Center  
mnimon@mdanderson.org

### Directors-At-Large

Sharon Malkovicz, C.P.M.  
Hewlett Packard  
Sharon.Malkovicz@HP.com

Gary Lyon, C.P.M., A.P.P.

glyon2@sugar-land.oilfield.slb.com

### Local Directors

Wayne Doyle  
wdoyle1@houston.rr.com

Ben Schaeffer  
Ben.Schaeffer@EmersonProcess.com

Linda Love, C.P.M.  
linda.a.love@saic.com

### Standing Committees

#### Communications

Bernadette Bowers, C.P.M.  
bernadettebowers@us.abb.com

#### Membership Activities

Mara Stanfield, C.P.M.  
Mstanfield@belmontvillage.com

#### Professional Development

Jo Ann Prazak, A.P.P.  
jprazak@paraengr.com

#### Programs

Kim Wren, A.P.P.  
kwren@swbanktx.com

#### Public Relations

Lin Peterson, C.P.M., A.P.P.  
lapeters@texaschildrenshospital.org

#### Special Activities

Bob Engel  
Bob.Engel@resource-us.com

# PRESIDENT'S MESSAGE

I hope all of you had a wonderful time through out the Holiday Season and the New Years Celebration. I want to wish you the best for the New Year 2005. I hope you are looking forward to making the necessary changes your in life to continue moving in the direction you desire.

I believe each one of us has found ourselves thinking, "If only I had more time." Well I rechecked and I found out that we are not going to get it. There are still only 24 hours in a day or 1,440 minutes or 86,400 seconds. There are days it seems like 36 hours, but it was not. No matter what we do there are not going to be any more hours in the day. Time management has nothing to do with the watch, but everything with what we do with the time in the day. One method to getting more done better is to evaluate and align your priorities.

I took an NAPM course on time management once and still remember the statement "**It is difficult to kill the elephant if you are chasing all the mice.**" The little items are a lot easier to handle then the BIG item so many people spend their time fixing the symptoms instead of attacking the one large project, which you did not have time to get to because of the little items. Maybe NAPM can assist with your prioritization or education in this new year. Below is only a small list of the many education and reference materials available for the meager price of your membership.

**ISM:** ISM website [www.ism.ws](http://www.ism.ws) has fifteen different subjects to access hundreds of reference information or educational topics. Including the A.P.P., C.P.M. certification program, study guides and educational opportunities, seminars and online training, conference and programs, reference to supply chain management, ISM Reports on Business, online guides and tools, CAP Research and a Career Center for seekers and employers. Those looking for employment or a change will find a newly enhanced Career Center. Plus much much more! Visit the site every now and then to see what they have to offer. I find something new and exciting each trip.

An excellent **Southwest Supply Chain Conference** is coming up soon in Galveston, TX. This is one of the most reasonably priced conference offering of all. Make plans now to attend this event.

**NAPM – Houston:** NAPM - Houston [www.napmhou.org](http://www.napmhou.org) has information on our Professional Development, Monthly Dinner schedule, speakers and meals, Career Services, Up coming events, Group and Forum information, Houston Business Report, A.P.P., C.P.P. training seminars and the schedule for the free Satellite Seminars. Please watch for an exciting Seminar coming in February that I hope will be to your liking.

Check out the calendar of events in this month's BuyLine. You may just find the tool or training you are looking for today to start your new year. Come join us as the first step toward your priority.

**Mike Valant, C.P.M., A.P.P.**

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**Think Service,**  
**Think Value,**  
**Think NAPM-Houston**

## 2005 Membership Dues

All 2005 dues invoices were distributed/mailed by November 15. If yours has not been received, please contact Stan or Doc Stelzer at (713) 702-0056 or -5072.

January 11, 2005 is the payable date for 2005 membership dues. That means any subsequent payments would be past due. Starting after the dinner meeting, we will follow-up on non-renewals, by email.

ISM has advised their deadline for what they call the "clean list", which means "delete non-paying members or you (NAPM-Houston) must pay their semiannual dues with no exceptions or refunds". Therefore, Feb 10 will be our deadline, so we can meet ISM's deadline.

That includes all 2004 new members! Many are unaware or think they don't need to renew until their anniversary date. That is not true! If we followed that policy we would have to issue invoices every month. So, new members must renew but at a reduced rate depending on their join date. The renewal amount will essentially extend their membership from their anniversary month through to the end of 2005. There is a later drop dead date for any renewals into August, but there would be a lapse in one's membership, until payment.

We will have a list of all renewals at the dinner meeting for any member to verify payment.

All other details were included in the November issue of the Buylines, available on our web-page at [www.napmhouston.org](http://www.napmhouston.org).

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### SCHOLARSHIPS & TUITION REIMBURSEMENT

Obtaining scholarship funds may be easier than you think. NAPM-Houston is here to assist. A completed application and essay are all that's required to begin the process. Awards are given based on financial need, grade average (minimum of 3.0 GPA) and involvement in the NAPM-Houston organization. Check out the website for more information

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### SATURDAY SEMINAR – February 19th

February 19th is the date of a special seminar being presented by our own Bob Engel of Resources Connection. The seminar will be held at the Paragon Engineering offices located at 10777 Clay Road, just off the Beltway. Here's a twist on the registration fee. It will cost \$100 per participant, BUT if you show up you get your money back! Now is that incentive or what?

Bob Engel will present a half day seminar on **Strategic Sourcing and Emerging Trends in Supply Chain Management**. Strategic Sourcing has developed into a very important building block of world class supply chain organizations and Bob will review a step by step process of a typical model. Strategic Sourcing, by definition, is an organized and collaborative process for supply chain organizations to look at spend areas with the objective of selecting suppliers who are best suited to deliver optimum value. The objective of the Strategic Sourcing workshop will be to give you an insight and takeaways that you can use at your company. Strategic Sourcing is just one of the new emerging trends in our profession. Bob will also spend time during the workshop to review Emerging Trends in Supply Chain that he has observed over the past couple of years. We think you will find this workshop to be very helpful and Bob's style of presenting includes interaction from all participants. Registration forms will be available on the website.

### C.P.M REVIEW

Don't miss this lecture style review that many of us having been eagerly awaiting. Russ Moray, C.P.M. will present a two day review session January 28th and 29th at the Crowne Plaza Hotel. Friday's session will cover Modules I & II. Saturday's session will cover Modules III & IV. The cost is \$90.00 per day or \$160.00 for both days. Registration forms and more information on the website.

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### PLANT TOUR

A January tour of Fisher Scientific has been scheduled for Friday, January 14, 2005 at 3:00 p.m. (Registration begins at 2:30 p.m.) Fisher is located on Veterans Memorial. Please contact Pam Washington at [prwashington@fbcc.com](mailto:prwashington@fbcc.com) to register for this tour.

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**NAHABIT SEMINAR:** February 7<sup>th</sup> and 8<sup>th</sup> is the next seminar to be held at the Brookhollow Sheraton. Topics to be presented are entitled "**Legal Aspects of Purchasing**" and "**Contracts: Reading, Writing & Negotiating**". A flyer with registration information has been mailed to each member. Earn up to 15 CEH's for both days.

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### SATELLITE SEMINAR

Our next Satellite Seminar is scheduled for February 10, 2005 at Aramco Services, located at 9009 West Loop South. Be there about 8:15 a.m. and have photo ID with you to enter the building. Check the website for registration forms or contact Dora Valdez at [DA.Valdez@aramcoservices.com](mailto:DA.Valdez@aramcoservices.com).

This session is entitled "**Finding and Keeping the Best Sources**". Explore sourcing strategies, risk management and get tips on how to streamline the process. Learn how to determine which suppliers will be most effective in meeting your organization's needs. These seminars are FREE OF CHARGE. If you've never attended a Satellite Seminar, do yourself a big favor and try one out. You'll be finding excuses to go to all of them!

If you sign up and cannot attend, PLEASE let Dora know. There's a lot of preparation and expense associated with the Satellite Seminar. So please take the time to advise if your plans change.

## NOMINATIONS NOW BEING ACCEPTED

Laurie Oberhoff - Awards Committee Chairman

### 2005 Boss Of The Year Award

Once again it is time for accepting nominations for 2005 Boss of the Year Award to be presented at the February 8, 2005 "Bosses Night" General Meeting.

Forms will be available on the web site [www.napmhou.org](http://www.napmhou.org) under the Awards link, at the General Meeting in January, e-mail request to [loberhoff@tecmag.com](mailto:loberhoff@tecmag.com), or by phone request to 713-667-8747. Fax them to 713-667-3180 or send via e-mail. **The deadline for accepting nominations is January 11 at the General Meeting.**

### 2005 Supplier, Inside Salesperson and Outside Salesperson of the Year Awards

Nominations are now being accepted for Supplier of the Year, Inside Salesperson of the Year and Outside Salesperson of the year to be presented during the March 8, 2005 General Meeting, Mini-Trade Fair.

Forms will be available at the General Meeting in January and February, on the web site under Awards link, e-mail request to [loberhoff@tecmag.com](mailto:loberhoff@tecmag.com) or by phone request to 713-667-8747. Fax your nomination forms to 713-667-3180 or send via e-mail. The **deadline** for accepting nominations is **February 8** at the General Meeting.

### Boss Of The Year, Supplier of the Year and Inside/Outside Salespersons of the Year Awards

These awards shall be presented to these Members/Non-Members upon criteria and process established by the Awards Committee and in accordance with both Board policy and the Manual of Duties.

The Boss of the Year Awards should favor a nominee who is a Member/Non-Member who has demonstrated outstanding support in the area of career development.

The Supplier and Salesperson of the Year Awards should consider service above and beyond what is normally expected of a Supplier with emphasis on product or process improvements, which generate cost savings.

### Certificates Of Appreciation

Certificates of Appreciation may be presented to a deserving member who has performed admirably in one or more tasks, but may not otherwise qualify for another award. The intent of these Certificates is to acknowledge a Member's contribution on a particularly difficult or lengthy task, which has benefited the Association. Nominees for these shall be presented by any Member at any time to the Chairman of the Awards Committee.

### Recent A.P.P. Accreditations / C.P.M. Certifications

**Pamela Wright, C.P.M.**, Lifetime  
**Kendra Cook, A.P.P.**, Original  
**Sandra Moseley, C.P.M.**, Recertification  
**Marvin Shiflett, C.P.M.**, Recertification  
**Greg Smith, A.P.P.**, Original  
**Lynnea Walter, C.P.M.**, Original

**NEWLY CERTIFIED?** If you've recently received your C.P.M. certification or A.P.P. accreditation allow us to recognize your accomplishment! Let us present it to you at one of our general meetings. It can be a real encouragement to those considering taking up the challenge of attaining certification. Please contact Jo Ann Prazak and advise her when you plan to attend.

## TENURE CONGRATULATIONS

### February 2005 5 Year

Bryan Dawson  
Brenda S. Schroeder, C.P.M.  
Doug C. Campbell, C.P.M., CPIM  
Ted F. Callahan, Jr., C.P.M.  
Mimi Gonzales  
Noel V. Webb

### February 2005 10 Year

Marian T. Nimon, C.P.M.  
Darren K. Ebanks, A.P.P.

### February 2005 15 Year

Kevin Youngblood, C.P.M.  
Glenn G. Frank

**The Awards Committee offers our sincere apologies of the incorrect spelling of Lawrence M. Ladish on his 40 year Membership Tenure.**

Laurie Oberhoff  
Awards Committee Chairman

## News & Noteables

**Lin Peterson, C.P.M., A.P.P.** recently received a distinguished award through her employer, Texas Childrens Hospital. Texas Children's Pediatric Associates, an entity of Texas Children's Hospital, nominated and elected Lin to receive the "Super Star" award for October 2004. This award is given to one deserving employee in the organization each month. Employees can submit nominations to elect any qualified employee for this award basing the nomination on Commitment to excellence; Customer-centered service; Integrity and ethical behavior; Valuing individuals; Communication and interaction, and Accountability.

**Michael P. Valant, C.P.M., A.P.P.** received a Gold Star Award as Appreciation for Leadership and Dedication to the Success of Hewlett-Packard. This award is given for work and dedication above and beyond the normal call of duty.

## Call For Nominations For The 2004 – 05 James O. Cox Award

Each year for over 50 years now, NAPM Houston has recognized a member who performs outstanding service to NAPM Houston and exemplifies true professionalism both on the job and within the community. In 1953 the "Outstanding Member of the Year Award" was created to acknowledge the accomplishments of this person and in 1972, it became known as the "James O. Cox Outstanding Member of the Year Award".

A nominee for the James O. Cox award must be a regular member of NAPM-Houston, Inc. for a minimum of ten consecutive years; must have served either as a voting member of the Board of Directors for at least 2 consecutive years or been Chair of a committee or combination of committees for at least 3 years. If a voting board member, he/she must have attended at least 7 of 10 board meetings in the same year. A sitting President is not eligible for this award during their presidential year. The nominee must have demonstrated leadership and managerial capabilities, must have performed their assigned tasks, and must have attended a majority of the General Meetings.

Nominations for the 2004 – 05 James O. Cox award will be accepted through the General Meeting on Tuesday April 12. A nomination form is posted on the association's web site at [www.napmhou.org](http://www.napmhou.org), or can be obtained by contacting Kathy Silverberg at (713) 507-4348, [ksilverberg@reefindustries.com](mailto:ksilverberg@reefindustries.com), or at any General Meeting.

## Robert J. Nahabit, C.P.M. Bio

(Cont'd from Page 1)

He is a graduate of El Camino College and is an Honor Graduate of the U.S. Air Force Electronics School. His 30 plus years in design, manufacture, management, training and procurement of electronics has given him an invaluable breadth of experience.

Bob has served on the Board of Directors of the **Purchasing Management Association of Los Angeles** from 1975 to 1982. He is also a Past President of that organization. Currently he is an active member and sits on the Board of Directors of the **National Association of Purchasing Management - Austin, TX.**

The **National Association of Purchasing Management, N.A.P.M.**, recognized and certified Bob as a **Certified Purchasing Manager (C.P.M.)** in 1975 and named him "1982-83 **Professional Development Person of the Year**" for District I.

In 1978 he formed the Electronics Group of the National Association of Purchasing Management (NAPM). He twice held the position of Executive Director and Chairman of that group. He has also held a chair on the Los Angeles Executive Committee of the **American Electronics Association.**

He has written numerous articles on the subject of purchasing and electronics. Bob has been one of the featured authors of *Electronics Purchasing* magazine at its inception in 1983. He wrote a periodic column "Nahabit On Electronics." He has served as a Contributing Editor to *Electronic Buyers' News (EBN)* and served on the Advisory Board of *Purchasing Management*, a supplement to EBN.

Bob is a highly sought after Consultant, Expert Witness, and Speaker for seminars, workshops, and conferences. His training and speaking appearances require him to travel in excess of 100,000 miles a year. He is the originator of the very popular seminar, "**The Nuts & Bolts of Electronics.**" He has taught "Electronics for the Buyer and Seller" at California State University at Northridge for years. He is the President of Nahabit & Associates, Inc., a company supplying over a dozen different seminars, all designed for the Purchasing Professional.

Bob has received honors from numerous organizations such as N.A.P.M., IEEE, PMA-LA, ERA, WESCON, ELECTRO, WIE, and the Ford Motor Company.

He is one of the Founders of Valencia National Bank formed in 1987. Appointed Director of the Bank in 1994. Was named Director Emeritus in 1996

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## Newsletter Staff

**Lin Peterson, C.P.M., A.P.P., Chair**  
**Laurie D. Oberhoff, Vice Chair**

The Public Relations Committee of NAPM-Houston, Inc. publishes the Houston BuyLine throughout the year. All comments, inquiries, and suggestions are welcome and may be submitted to:

Houston BuyLine  
P. O. Box 35698

Houston, TX 77235-5698

or directly to the editor at [lapeters@texaschildrenshospital.org](mailto:lapeters@texaschildrenshospital.org).

**Also, check out our website at:**  
**[www.napmhou.org](http://www.napmhou.org)**

# NAPM - HOUSTON BUSINESS REPORT

December 10, 2004

## TWELVE MONTHS OF JOB GROWTH PRICES STILL HIGH PRODUCTION ACCELERATING

November marked the twelfth consecutive month of overall employment expansion in Houston as the PMI for the month was 60.8 and climbing. Survey contributors also reported continued gains in Sales and Production in November for the twentieth straight month, fueling forecasts that now project significant economic growth for Houston through 2005.

Sales development in November, according to Houston area supply chain execs, was less than half the torrid growth rate reported for October, but continued the upside Sales pattern that began in January of 2003. Meanwhile, the Production component of the PMI nearly doubled in the last month, providing evidence that many firms are pushing hard to produce at levels that will match expanding Sales backlogs.

The Employment index for the month was just about level with that of the last two months, a good indicator of employee need during the last few months of the year. It is likely that the Employment component will accelerate over the next quarter and should continue to reflect job gains for several months to come. The prospects for a strengthening employment climate in Houston throughout 2005 look very good at present.

Purchases grew again in November, according to survey respondents, as 42% reported expansion of material acquisition in their organizations. Only 16% saw a reduction in buying of goods and services in their firms in the last thirty days.

Prices continued their overall upward trek in November as 63% of NAPM procurement pros reported paying higher prices that they paid a month earlier. Energy and metals lead the parade and softening of current prices is not yet visible, except in one or two isolated commodities.

Lead Times got longer again in November as sales order fulfillment continued to out-strip many firms' ability to ship finished goods, which, in turn, caused overall Finished Goods Inventories to fall at the fastest rate since December 2003. Depleted inventories are not likely to be re-built until prices soften and sales demand becomes smoother.

**Items in short supply:** Steel, castings, forgings, hydraulic pumps, tapered roller bearings, flu vaccine, SS, transmitters, bearings, filters (SS), Titanium bar & fasteners, low temperature steel plate, high tensile steel, heat treatable aluminum plate, TiO<sub>2</sub>, PVC resin, 2005 & T410 SS, trucks & drivers (lease).

**Prices on the UP side:** Petroleum based items, cardboard boxes, natural gas, plastic components, paper products, stationery, chemicals, mold release, steel, valves, forgings, pipe, pipe fittings, transportation, lumber, titanium parts, copper, steel fabrications, motors, castings, specialty forgings, lube oil, alum, SS, casing (7-5/8 & 9- 5/8), rigs, plastic shrink wrap, TiO<sub>2</sub>, PVC resin, plastic resin, chemicals, compressors, steel drums, liner board, freight, employee benefits, insurance, T316 SS, fuel, diesel, PVC, CPVC, linehaul rates.

**Prices on the DOWN side:** Computers and components, services, IT equipment, galvanized steel.

### NOVEMBER

### Index 2004 (9 months)

	UP	SAME	DOWN	N/A	MAR	APR	MAY	JUN	JULY	AUG	SEP	OCT	NOV
Sales	37%	37%	16%	10%	+46	+49	+43	+31	+52	+33	+40	+48	+21
Production	26%	37%	07%	30%	+34	+33	+29	+33	+40	+37	+24	+11	+19
Employment	21%	70%	09%	00%	+03	+19	+19	+02	+23	+27	+17	+15	+12
Purchases	42%	42%	16%	00%	+32	+35	+31	+38	+37	+31	+40	+26	+26
Prices Paid (Major Purchases)	63%	37%	00%	00%	+59	+65	+65	+51	+52	+53	+51	+52	+63
Lead Times (from Sellers)	40%	60%	00%	00%	+48	+59	+45	+49	+44	+45	+31	+42	+40
Purchased Inventory	14%	30%	12%	44%	00	+02	+17	+04	+06	+17	+06	+17	+02
Finished Goods Inventory	09%	38%	23%	30%	-05	+04	-02	+07	+06	00	-13	+03	-14

(Note: Each monthly index was calculated by subtracting the "DOWN" percentage from the "UP" percentage. The indices are not seasonally adjusted.)

NAPM - Houston	12/03	01/04	02/04	03/04	04/04	05/04	06/04	07/04	08/04	09/04	10/04	11/04
<b>Composite PMI</b>	<b>54.2</b>	<b>58.3</b>	<b>60.1</b>	<b>63.1</b>	<b>64.6</b>	<b>62.9</b>	<b>60.5</b>	<b>64.4</b>	<b>62.8</b>	<b>62.7</b>	<b>60.2</b>	<b>60.8</b>

A reading above 50 indicates that the Houston economy is generally expanding; a reading below 50 indicates that it is generally contracting.

The NAPM-Houston Business Report began publication in January 1995.  
**Subscriptions to the report are available through NAPM-Houston**  
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# JAMES O. COX OUTSTANDING MEMBER AWARD NOMINATION FORM

This form must be completed and returned with all the necessary information and/or backup material in order nomination to be valid. Attach separate sheet(s) if needed to list additional qualifications. Be sure to sign nomination.

NOMINEE: \_\_\_\_\_ Member Since : \_\_\_\_\_

## I. GENERAL PARTICIPATION

Indicate **Yes or No** to the following:

- . Attends more than half of the nine (9) General Meetings \_\_\_\_\_ Yes \_\_\_\_\_ No
- . Attends fund raiser(s) regularly? \_\_\_\_\_ Yes \_\_\_\_\_ No
- . Is able to attend District or National Conferences \_\_\_\_\_ Yes \_\_\_\_\_ No
- . Holds a Purchasing certification? **A.P.P.** \_\_\_\_\_ Yes \_\_\_\_\_ No **C.P.M.** \_\_\_\_\_ Yes \_\_\_\_\_ No
- . Adheres to the highest professional ethics? \_\_\_\_\_ Yes \_\_\_\_\_ No
- . Exhibits exemplary personal conduct? \_\_\_\_\_ Yes \_\_\_\_\_ No
- . Has performed a series of tasks for the Association well? \_\_\_\_\_ Yes \_\_\_\_\_ No
- . Other? (identify) \_\_\_\_\_

## II. SERVICES RENDERED

Indicate the activity and year the service was performed:

\* Has Nominee held one or more of the following Board Positions? (check all that apply and show the year):

\_\_\_\_\_ President \_\_\_\_\_ Vice-President \_\_\_\_\_ Secretary \_\_\_\_\_ Treasurer

\_\_\_\_\_ Director For National Affairs \_\_\_\_\_ Local Director (2 yr term) \_\_\_\_\_ Director-At-Large

\* Has Nominee been a Standing Committee Chair (select committee(s) with number of years served)

\_\_\_\_\_ **MAC** \_\_\_\_\_ **Public Relations** \_\_\_\_\_ **Programs** \_\_\_\_\_ **Pro-D** \_\_\_\_\_ **Special Activities**  
 \_\_\_\_\_ **Communications/Web**

\* Has served as a Chair or Vice Chair of a Regular Committee (name committee[s] and year held)

<u>Committee</u>	<u>Chair</u>	<u>Vice Chair</u>	<u>Member only</u>	<u>Year(s) Served</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

\* Active at **District/Forum** level? (Attach separate sheet if needed) \_\_\_\_\_ **Position** \_\_\_\_\_ **Year**

\* Active at **National** level? (Attach separate sheet if needed) \_\_\_\_\_ **Position** \_\_\_\_\_ **Year**

\* Has Nominee received any of the following awards. (Identify award(s) which apply with year received)

**Billie Sommer New Member** \_\_\_\_\_ Year \***District Person of the Year** \_\_\_\_\_ **Position** \_\_\_\_\_ Year

**Cosgrove Award** \_\_\_\_\_ Year **Shipman Medal** \_\_\_\_\_ Year

**Other:** (identify) \_\_\_\_\_

If Nominee has written/published related articles at National or other major publication, local newsletter, copies of the Publication(s) must accompany this nomination form. Provide a written statement as to why your Nominee is particularly deserving of this award. Use additional sheet(s) if necessary.

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## III. ELIGIBILITY

Nominee must be a REGULAR member of NAPM-Houston, Inc. for a minimum of ten consecutive years; must have served either as a voting member of the Board of Directors for at least 2 consecutive years or been Chair of a committee or combination of committees for at least 3 years. If a voting board member, he/she must have attended at least 7 of 10 board meetings in the same year. *The sitting President is not eligible.* Nominee must have demonstrated leadership and managerial capabilities. Must have performed their assigned tasks and must have attended a majority of the General Meetings.

Nominated by: \_\_\_\_\_ Date: \_\_\_\_\_

Submit this completed form (with required additional information) to Kathy Silverberg, Chair James O. Cox Award **no later than the April 12, 2005 General Meeting.** E-mail to [ksilverberg@reefindustries.com](mailto:ksilverberg@reefindustries.com), fax to (713) 507-4378, mail to Kathy Silverberg – 8922 Willow Quill Dr. – Houston, TX 77088, or hand deliver at one of the upcoming general meetings.

For questions or information, call Kathy Silverberg at (713) 507-4348 or e-mail at [ksilverberg@reefindustries.com](mailto:ksilverberg@reefindustries.com).

## "Building a Successful Supplier Diversity Program"

The date is January 26, 2005, and the place is the Chevron-Texaco building (formerly Enron Bldg) on Bell between Louisiana and Smith. The workshop will begin with a continental breakfast at 7:45 AM, followed by the presentation and discussions until 11:30 AM. The Workshop concludes with a luncheon and speaker. Cost per participant is \$50. For more information, call Steve Dukes, Supplier Diversity Group Chair, at 713-207-3388, or e-mail [steve.dukes@CenterPointEnergy.com](mailto:steve.dukes@CenterPointEnergy.com). Registration form can be found online at [www.napmhou.org](http://www.napmhou.org)

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The next **Pro-D Committee meeting** is scheduled for Monday, January 17, 2005 at 5:30 p.m. at the Paragon Engineering offices at 10777 Clay Road.

Contact Jo Ann Prazak, A.P.P., Professional Development Chair at [jprazak@paraengr.com](mailto:jprazak@paraengr.com) for more information about any of the above events.

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## WHO ARE YOUR BOARD MEMBERS

**Previous to the January General Meeting**, we will have a little social event. This social event will be a little different as the membership is asked to locate the NAPM-Houston board members.

When a member locates a board member, the member will be provided with a **STAR**. Before the meeting starts, the member with the most **stars** will win a prize. There will be a listing of the members who will be attending the meeting at a table across from Registration Table. Turn in your **stars** at this location.

Be early and see how many **STARS** you can collect. **Good luck!**

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**NAPM-Houston, Inc.**  
P. O. Box 771203  
Houston, TX 77215-1203

**Address Service Requested**