

# SGFMA UPDATE

This newsletter is a publication of the Southeast Governmental Fleet Managers Association sponsored by SCGFMA, and is provided at no cost to members and *potential members*.

SGFMA PO BOX 7824 COLUMBIA, SC 29202

August 20, 2006

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Dear Members,

Thank you for allowing me the opportunity to share some important news with each of you regarding SGFMA (Southeast Governmental Fleet Managers Association). You guessed it!!! We are a growing organization with hundreds of professional fleet managers, maintenance persons, and vendors as a valued part of our team. Every member is important to our organization. We care about our organization and we care about each individual who shares a part in making SGFMA special. This is evident by our focus on training opportunities frequently offered during the year to our membership at no cost. We strengthen our commitment each year as we bring more training, information, and networking at our annual conference. We envision bigger and better things to come for Southeast Governmental Fleet Managers Association and, although new by name, we remain strong in reputation. The name changed but let me assure you the goals and intensity of our organization are rock solid with a greater vision to reach even more fleet professionals and affiliates throughout the southeast. We are delighted to welcome any and all new members, vendors, and guests to this elite organization.

Sincerely,  
Jimmy Brown, President

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## YOU'VE STILL GOT TIME.....

We look forward to seeing each one of you at **the 2006 Annual Meeting** being held at the Sheraton Myrtle Beach Convention Center Hotel, Myrtle Beach, South Carolina on **October 1- 4, 2006**. As we celebrate our fourteenth Annual Meeting, we anticipate this meeting to be the best one yet. On October 1st we plan to have the registration in the hotel lobby for members (adjacent to the hotel registration desk) on the first floor from 3:00 p.m. until 6:00 p.m., with registration for Vendors located in the Convention Center.

**It won't rain on our parade.....**Marty Burr, Vendor Show Chairman, again anticipates having good vendor participation this year. We are all excited because for the first time we will have enough space to meet our needs in the Myrtle Beach Convention Center for booths and equipment (regardless of size) all in one location.

Clara Collins, Program Chairman, has put together an impressive group of workshops and speakers for managers and automotive technicians alike. Our theme is "Alternative Fuels and Vehicles – Now and in the Future". We want to emphasize the technical and management workshops that have been planned this year and encourage you to attend the workshops that will best serve your needs.

Karen Hyatt and her committee have planned a **Golf Tournament** for Sunday October 1st with a 12:00 p.m. tee off time. The golf tournament will be held at the Myrtlewood Golf Club which is five minutes from the Sheraton Myrtle Beach Hotel. The cost to play is \$60.00 per person, which includes the green fee and golf cart. Golf Awards will be presented on Sunday evening during the Vendor's Reception.

Please call the Sheraton Reservation Line at 1-800-325-3535 (reference SGFMA) no later than August 31, 2006 to receive the special room rate of \$78.00 per night. Be sure to specify a smoking room if that is your preference. Any questions or concerns regarding reservations should be directed to Alton Bellamy at 843-918-5035.

Should you have any questions or concerns regarding your Annual Meeting, please feel free to contact Jan Smoak at 803-898-3514, Marty Burr at 803-329-5551 or Karen Hyatt at 803-436-2241. We look forward to seeing You at the Sheraton Myrtle Beach Convention Center Hotel in Myrtle Beach.

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**GET THE CREDIT YOU DESERVE**

**The Bill Nix Award,  
The Presidents Award  
and  
The Darrell E. Floyd Scholarship**

Enclosed in this newsletter are the application forms for the **Bill Nix Award**, the **Presidents Award**, and the **Darrell E. Floyd Scholarship Award**.

**The Bill Nix Award** recognizes an agency whose innovative fleet management practices have improved the productivity and quality or produced substantial savings in your agency.

**The President's Award** recognizes an individual governmental fleet employee whose creative practices improved productivity and quality or produced substantial bottom-line cost savings.

**The Darrell E. Floyd Scholarship Award** recognizes a graduating high school senior or current college or university student who is pursuing a higher education in a certified degree program at an accredited institution.

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**!!! IMPORTANT NEWS !!!**

**South Carolina Governmental Fleet Managers Association  
2006 Amendments to the  
Constitution and By-Laws**

**Your 2006 Board and Officers have proposed several revisions to the Association's Constitution and By-Laws. At the October annual meeting, the membership will vote to accept or reject the suggested changes.**

**The Constitution and By-Laws, including the proposed revisions, are listed below and will also be posted on the Association's website.**

**The following is a summary of the amendments for your review:**

**Association By-Laws, Article IV – Board of Directors and Officers, Section 7-Treasurer**

***Currently Reads:***

The treasurer shall receive all revenues of the Association, and shall deposit the same in an approved bank in the name of the Association. The Treasurer shall disburse funds by check or credit card for expenses incurred by the Association.

The Treasurer shall keep regular and accurate accounts of all funds, and shall, at all times, have the accounts open for inspection by the President, Board of Directors and Executive Committee. The Treasurer will provide detailed reports for all accounts at every scheduled Board meeting. The President may request, at will, a current report for any of the accounts. The Treasurer shall send annual membership dues notice to the members, and shall maintain an accurate roster of paid members. The Treasurer shall report in writing at the annual meeting of the Association on the state of the Association's financial condition, and shall submit other financial reports at such time as requested by the President, Board of Directors or the Executive Committee.

***Amended to Read:***

The treasurer shall receive all revenues of the Association, and shall deposit the same in an approved bank in the name of the Association. The Treasurer shall disburse funds by check or credit card for expenses incurred by the Association.

***The Treasurer, at the Board's direction, may delegate to the Annual Meeting Chairperson the authority to receive and deposit annual meeting account funds, make dispersals for annual meeting expenses. When authority is delegated to the Chairperson, regular and accurate accounting of all annual meeting funds, donations and transactions shall be provided in a detailed written report to the Treasurer for presentation to the Board of Directors at the regularly scheduled meetings.***

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**Check out our new Website...[www.sgfma.org](http://www.sgfma.org)**

**Association By-Laws, Article VI – Committees, Section 8-Association Annual Meeting Committee**

***Currently Reads:***

**Responsibilities:** The primary responsibility of the Committee is to plan, develop, organize and coordinate all activities relevant to the Association’s annual meeting. The Chairperson shall keep members advised of plans by timely reports at meetings, and/or special bulletins or releases to the entire membership, encouraging attendance at the annual meeting. Distribute registration forms to members. Arrange for suitable meeting facilities at the location selected, and coordinate the seating arrangements during the meeting. Plan and coordinate refreshments during breaks for each meeting. Plan and conduct a social hour or reception in connection with each meeting. Plan and coordinate a banquet menu and seating arrangements for the annual meeting. When specifically requested, assume responsibility for meeting and taking care of outside speakers or their special guests. Arrange for members of the committee to be on duty at the registration desk before the start of each meeting. Provide an identification badge for each participant and guest. Handle special arrangements and render special assistance as requested.

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**TRAINING NEWS**

Mitch Corbit and Kerry Stalnacker put together two days of training held on August 1st and 2<sup>nd</sup>, in Columbia. About 45 technicians attended each day of training on Emergency Vehicle Wiring and Genesis Scan Tools and lunch was provided all at no cost to SGFMA members. Another training session is being planned for early November so watch your mail for the registration information.

## THE BILL NIX AWARD FOR QUALITY FLEET MANAGEMENT

Each year the Southeast Governmental Fleet Managers Association recognizes Governmental agencies whose innovative fleet management practices have improved productivity and quality or produced substantial savings for their agency or department. This award is presented in honor of the late Bill Nix, Fleet Manager at Clemson University from 1973-1992. His commitment to excellence and dedication to the fleet management profession makes this tribute especially appropriate.

Awards will be presented in each of the following two (2) categories:

**Category 1: Improved Productivity** - Fleet management practices which enable agencies to operate more efficiently or with fewer resources. Examples of this category include:

- Innovative uses of computers
- Development of computer software or other technology that increases efficiency.
- Restructuring personnel, streamlining tasks or improving maintenance.
- Increasing maintenance cooperation between departments within your agency.

**Category 2: Cost Savings** - Fleet management practices which save money. Examples in this category include:

- Innovative practices in areas of vehicle acquisition, selection, and lifecycles.
- Safety programs.
- Used vehicle marketing.

### **Eligibility:**

Applications may be submitted by the governmental agencies that are directly involved in vehicle fleet management in the state of South Carolina. This award may be presented to city, county or state agencies.

### **Judging:**

The panel of judges will be made up of individuals who have experience in fleet management and governmental officials who have supervised fleet repair services.

Criteria for judging will include:

- Originality and innovativeness.
- Demonstrated effectiveness of the fleet management practice, as documented in the entry.
- Applicability of the practice to other fleets.

In case of multiple submissions of management accomplishments which are substantially similar, the judges reserve the right to select a single agency based on the judges' evaluation of data presented. Decision of the judges on eligibility, winning entries and all other matters is final.

### **Entry procedures:**

All entries must include a completed "Awards Application Form" with appropriate attachments and be received on or before September 8<sup>TH</sup>. Only one application per agency per year will be accepted for judging. Supplementary documents should be factual and concise.

### **Notification:**

All entrants will be notified of the decision of the judges. Award winners will be invited to receive their awards at the annual Fleet Managers Conference. All entries become the property of SGFMA, which reserves the right to publicize information about the award winners and the winning management accomplishments.

## **President's Award for Individual Innovative Practices for Fleet Repair and/or Maintenance**

This award recognizes, each year, individual governmental fleet employees whose creative practices improved productivity and quality or produced substantial bottom-line cost savings.

### **Award Categories:**

This Awards Program recognizes innovative ideas in two categories:

#### **Category 1 – “Improved Productivity”:**

Fleet practices which enable you to do your job more efficiently with fewer resources; for example, improving maintenance; using new ideas, tools, or technology; streamlining tasks, etc.

#### **Category 2 – “Bottom-Line Cost Savings”:**

Fleet management practices which save money, while still retaining high quality of services; for example, innovative practices in the area of vehicle repair, acquisition, life cycles, or safety programs, etc.

### **Award Criteria: Practices that result in:**

- Smoother workflow
- Improved effectiveness and efficiency
- Increased utilization of resources
- Administrative time and cost savings
- Superior performance and customer satisfaction

### **Eligibility:**

Applications may be submitted by an individual who is directly employed by any governmental agency, including county, state, city and municipalities in the State of South Carolina.

Nominations are limited to individuals who perform the customary duties of vehicle repair or management directly for a unit of government.

**Fees:** - There are no fees for this Award Program.

### **Judges:**

The panel of judges includes individuals with experience in fleet management and governmental officials who have supervised fleet repair services.

The criteria for judging will include:

- a. Applicability of practice to other fleets.
- b. Originality and innovativeness.
- c. Demonstrated effectiveness of the fleet practice as documented in the entry.

Judges reserve the right to select a single recipient based on the evaluation of data presented. All decisions of the President are final.

### **Entry Procedures:**

All entries must include a completed “Awards Application Form” along with any documentation and be received by SCGFMA, P. O. Box 7824, Columbia, S.C. 29202, on or before September 8th.

We recommend you send your entry via certified mail and that you keep a copy for your records.

An individual may submit up to three separate entries for his/her idea.

### **Notification:**

All entrants will be notified of the President's decision. Award winners will be invited to receive their awards at the Annual Conference.

All entries become the property of SCGFMA, which reserves the right to publicize information at its discretion about the award winner and practice involved.

**SOUTHEAST GOVERNMENTAL FLEET MANAGERS ASSOCIATION  
DARRELL E. FLOYD SCHOLARSHIP AWARD**

The Darrell E. Floyd Scholarship Award is presented by the Southeast Governmental Fleet Managers Association as a memorial to the late Mr. Darrell E. Floyd. This award recognizes a graduating high school senior or a current college or university student who is pursuing higher education in a certified degree program at an accredited institution.

**ELIGIBILITY:**

To be eligible for the Scholarship, all candidates:

- Must be currently enrolled, (or as graduating seniors, must be accepted) to an institution as a full-time undergraduate or graduate, in the fall or spring semester of the current school year.
- As a Fleet employee, must be currently enrolled as a part-time undergraduate or graduate student in the fall or spring semester of the current school year.
- Must be a citizen of the United States.
- Must meet the basic criteria for admission and have a minimum 2.5 grade point ratio. Applicants MUST submit a current transcript or letter of acceptance. Fleet employees who are part-time students should also submit written verification from the Registrars Office or Student Records indicating current enrollment as a part-time student.
- May apply regardless of income.
- Must be a current Association member, or the applicant's parent or legal guardian must be a current member of SGFMA.

**APPLICATION PROCESS:**

- The Application Form MUST BE TYPED.
- Except for the essay, please restrict all information to the Application and Activities forms.
- The application must include three (3) Letters of Reference (other than relatives) to include:
  - One personal recommendation
  - One community service recommendation
  - One leadership recommendation
- Choose ONE topic for the essay
  - The essay MUST be typed
  - It must have a minimum of 250 words but not more than 500 words.

Completed applications MUST be received by September 8th to be eligible for the scholarship award. Please send to: Ms. Gay Frost @ [Fro8G@aol.com](mailto:Fro8G@aol.com).

**PRESENTATION OF THE SCHOLARSHIP AWARD(S):**

The awards will be presented to the recipients at the SGFMA Annual Meeting.





**SGFMA SCHOLARSHIP APPLICATION  
ESSAY FORM  
(MUST BE TYPED OR PRINTED CLEARLY)**

1. **Choose One (1) Topic from below**
2. **Essay must be typed (250 words minimum/500 words maximum)**
3. **Attachments Accepted**
4. **Essay MUST be written by applicant. DO NOT use personal proper nouns in the essay.**

**TOPICS**

1. **WHAT ARE YOUR SHORT AND LONG TERM GOALS?**
2. **WHO AND WHAT HAS INFLUENCED YOU THUS FAR IN THE ACADEMIC AND SOCIAL ASPECTS OF YOUR LIFE?**
3. **WHAT ARE SOME THINGS THAT YOU HAVE OBSERVED ABOUT PUBLIC AND/OR STUDENT TRANSPORTATION THAT COULD BE IMPROVED?**