



National Contract Management Association

San Fernando Valley Chapter News

September 2003

SEPTEMBER DINNER MEETING

THURSDAY, September 18, 2003

The Radisson Hotel

9777 Topanga Canyon Blvd., Chatsworth, CA
Directions: The Radisson Hotel is located in Chatsworth between Fwy 118 and 101 on Topanga Canyon Boulevard. Hotel is one block south of Lassen Street. Tel: 818-709-7054

RSVP: 818-759-2111

**Please RSVP by 4:00 p.m. on Wednesday,
Sep 17, 2003, 818-759-2111 (24-Hr. Voice Mail)**

Agenda

- 5:30 p.m. Registration & Network Hour**
- 6:30 p.m. Dinner**
- 7:30 p.m. Program**
- 8:30 p.m. Adjourn**

NCMA Members/Non-Members \$15.00
Students \$12.00

DINNER TOPIC: SARBANES-OXLEY ACT OF 2002

**Guest Speaker:
Betty Tsao
Manager, General Accounting
Boeing, Canoga Park**



The Sarbanes-Oxley Act of 2002 was passed by Congress in response to accounting irregularities that have shaken investor confidence in some of America's top corporations. The act establishes new standards for corporate responsibility, accountability, and behavior. Specific provisions require that corporations document internal controls in considerable detail. External auditor's duties are also ex-

panded requiring an attestation to management's assessment of the effectiveness of controls and procedures governing financial reports.

Betty is the team leader for Boeing's compliance with Sarbanes-Oxley at Canoga Park. She has represented the site to Corporate and the external auditors, and she has provided leadership and training to personnel in accounting, contracts, finance, logistics, and supplier management as they document internal procedures and processes in preparation for internal and external process audits. Her presentation will provide an overview of the requirements of Sarbanes-Oxley and a first hand account of the detailed preparation required to support its implementation.

Betty Tsao is the Manager of General Accounting at Boeing, Canoga Park. Her responsibilities are to provide the overall leadership and guidance necessary to ensure that monthly and fiscal year-end financial reporting are timely, accurate and complete in accordance with Generally Accepted Accounting Principles (GAAP), Cost Accounting Standards (CAS), company policies and disclosed accounting practices. Additionally, she is responsible for leading and coordinating all activities in the implementation of the Sarbanes-Oxley Act of 2002 at the Canoga Park site.

Betty has been with Rocketdyne (Boeing, Canoga Park) since 1988. She has held increasingly responsible positions within the Cost Accounting and General Accounting areas before being promoted into management in 1998. Prior to Rocketdyne, Betty held accounting positions in both private industries and public accounting.

Betty received a Bachelor of Science degree in Business Administration with emphasis in Accounting from the University of Southern California. She is also a Certified Public Accountant licensed in the state of California.



PRESIDENT'S MESSAGE

By Jonathan Arnold

Our chapter conducted its Fall Planning meeting, and we are set for a solid year. A website will serve as a key communication tool for our membership. The address will be provided as soon as the site is up and running. Special note to employers and job seekers: the web site will highlight job opportunities in the local area. Employers will be able to reach contract management professionals for free. For job seekers this should be an added resource to your employment search. Financially, our chapter is sound, and we have sufficient funds to cover operating expenses.

Our dinner meetings have been moved back to the third Thursday of each month. In March there will be a half-day seminar, so please mark your calendars and plan to attend. We have a great team of officers and committee chairs who are willing to work with you on any chapter concern. Please check the back of the newsletter for contact information, and call me or anyone else listed for assistance. I am looking forward to hearing from you!

LONG RANGE PLAN

By Jonathan Arnold

II Long-Range Plan (2003-2008)

Introduction

The purpose of the long-range plan is to provide guidance and continuity for the Chapter for the next five years while, at the same time, functioning as a basic outline for the scope of the Chapter's direction(s) and activities for the current year. This plan shall be reviewed at the beginning of each program year and updated as necessary.

Chapter Purpose, Goals & Objectives

The purpose of the San Fernando Valley Chapter of the NCMA is to be the preeminent organization for contract management. To that end, the Chapter shall align itself to the business and professional needs of all the influential decision makers within the contract management market so that the Chapter establishes what might best be nominated as "brand-name" recognition as the premiere organization for contract management.

This will involve...

- Functioning as an entrepreneurial organization;
- Maintenance of an active website, which includes local employment information;
- Setting up educational opportunities relating to key topics in contract management; and,
- Providing a forum for the exchange of ideas relating to contract management.

Chapter Background & Status

By definition, the Chapter reflects the current status of the contract management market in the San Fernando Valley. Along with the overall economic performance of our Chapter area, Contract Management has been on the decline. There are many reasons for this. Some, such as the general economy, we have no control over. Others, such as the way contract management is perceived, we do have some control over. Our Chapter has taken the lead in:

- Providing instruction in contract management: in conjunction with Cal Poly Pomona, Rocketdyne currently maintains an MBA program in contracts management;
- Training new members in basic contract management skills: our monthly Dinner meeting and various Seminars and Symposia are a testament to this;
- Maintaining the skill sets of current members in hot topical areas of contract management: again, our monthly Dinner meeting and various Seminars and Symposia are a testament to this; and,
- Providing a forum for the exchange of ideas relating to contract management: ideas presented and implemented by our members at large.

Chapter Objectives & Priorities for the Next Five Years

The following are suggested to be the key Chapter objectives and priorities for the next five years:

- Maintenance of the sound financial condition of the Chapter;
- Outreach to the three key constituencies within our Chapter area: members, employers and markets;
- Establishing an active liaison program with related organizations (e.g., VICA);
- Building membership via dynamic positioning within the contract management market(s);
- Drawing traffic to our new website and utilizing same to support all of our activities; and,
- Increase awareness of employment opportunities in our Chapter area via our new website.

Implementation

Typically, the Chapter Officers are accountable for various portions of the long-range plan. The Board of Directors shall periodically review our activities and achievements to evaluate them against the plan. Suggestions from all members shall be solicited throughout the program year to, ensure that Chapter activities are meeting the members' reasonable expectations.

III Annual Operating Plan

Dynamic Positioning

The past decade has seen a great deal of change in both public procurement and market dynamics. In order to survive -- and indeed thrive -- the Chapter is going to have to modify the way it operates. While this does not mean that the Chapter should abandon any of its past approaches, it does mean that the Chapter is going to have to continuously reposition itself to serve what the current President perceives to be the three driving constituencies:

- Members (both current and potential)
- Employers (as these retain the members who, in turn, influence the employers); and;
- Markets (as these dictate to whom the employers sell).

The Board of Directors should seek opportunities that serve one or more of the foregoing constituencies (e.g., on markets, the DHS, and the high level of funding it will obtain of the next several years). The Chapter shall also continue with offering monthly Dinner Speakers, ½-day seminars and so forth.

JONATHAN ARNOLD TO LEAD SFV CHAPTER FOR PROGRAM YEAR 2003-04

By Sharon Murphy

Jonathan Arnold of the Law Offices of Jonathan Arnold, assumed the Chapter Presidency on July 1, 2003. The following officers have been elected to the Chapter Executive Council to assist Jonathan during his 2003-2004 term.

- VP Programs & President Elect – **Lynn Jones, III**
- VP Awards – **Jeanne Bretthauer**
- VP Membership – **Nancy Fancher**
- Secretary – **Deborah Jackson**
- Treasurer – **Wayne Minser**
- National Director – **Vic Avetissian**
- Deputy National Director – **Fred Dunn**

SFV CALENDAR OF EVENTS

Thursday, Sep 18	SFV Chapter Dinner Meeting The Radisson Hotel, Chatsworth
Thursday, Oct 2	Board of Directors Meeting Lamplighter Inn, Chatsworth
Thursday, Oct 16	SFV Chapter Dinner Meeting The Radisson Hotel, Chatsworth
Thursday, Nov 6	Board of Directors Meeting Lamplighter Inn, Chatsworth
Thursday, Nov 20	SFV Chapter Dinner Meeting The Radisson Hotel, Chatsworth
Thursday, Dec 4	Board of Directors Meeting Lamplighter Inn, Chatsworth
Dec 8-9	East Coast Educational Conference, Sheraton Premiere, Tysons Corner, VA
March 2004	SFV Chapter Half-Day Seminar
April 26-28, 2004	World Congress 2004, Renaissance Orlando Resort at Sea World, Orlando, Florida

For additional information and registration details, see the Name's website <http://www.ncmahq.org/> or call Michelle Bourke or Paxton Styles at 800-344-8096

EDUCATION

Cal Poly Pomona will offer a graduate class on Contract Analysis (GBA 552) at DeSoto after work on Thursdays starting on September 25th. The class is part of a program which can lead to a Master's Certificate in Government Contracts or an MBA. The class can be taken for undergraduate credit by those who do not have a four-year degree.

The point of contact at Cal Poly Pomona for registration is Andrew Truong at 909-869-3551. The class will be taught by Professor John Wyatt, and it will cover the following topics:

- A. Develop analytical skills which will increase overall procurement and contract management professionalism.
- B. Increase awareness of different procurement methods and the analytical technique(s) appropriate for each.
- C. Compare and contrast price analysis and cost analysis.
- D. Determine when and how to apply the several different price comparison/analytical techniques.
- E. Determine how to apply price analysis in determining and obtaining fair and reasonable prices.
- F. Define costs and cost analysis.
- G. Determine when and how to obtain offeror information needed for cost analysis.
- H. Identify considerations affecting cost allowability.
- I. Explain how to collect information to support cost analysis.
- J. Define and evaluate work design for contract performance.
- K. Explain how to analyze direct material costs.
- L. Explain how to analyze direct labor costs
- M. Explain how to analyze other direct costs.
- N. Explain how to analyze indirect costs.
- O. Explain facilities capital cost of money and how to analyze it/Explain how to analyze profit/fee.
- P. Describe the relationship between price and cost analysis and negotiation.

ANNUAL EMPLOYER RECOGNITION AWARD

By Lynn W. Jones III

The 2002-2003 Program Year's Employer Recognition Award was presented to The Boeing Company at our June Dinner Meeting. Pictured are Mr. Archie Burds, CACM, CPCM of The Boeing Company receiving the plaque from Harold Wickersham, Program Year 2002-2003 Chapter President, and Lynn Jones, VP Awards:



The Chapter thanks The Boeing Company for its outstanding contributions and support during PY 2002-2003!

It's not too early to start planning for this Program Year's Employer Recognition Award. There are a multitude of ways that you and your employer can get involved with the Chapter:

- Encourage your co-workers to join the SFV Chapter
- Chair one of the Chapter Committees
- Speak at one of the SFV Sponsored events
- Host a SFV Sponsored event

See any of the Chapter Officers to find out how you can contribute to the success of our Chapter!

SHARON BACOYANIS AWARD

By Lynn W. Jones III

Wayne Minser of our chapter received the Sharon Bacoyanis Award at the South Western Region (SWR) Transition Leadership Conference held June 28, 2003! The Sharon Bacoyanis Award is presented each year to a SWR Chapter officer who demonstrates superior chapter leadership in support of the Chapter's goals and activities. Wayne's outstanding service as Chapter Treasurer as well as Registrar for each of the Chapter's co-sponsored National Education Seminars for the years 1995 through 2001 earned him the well-deserved award. The Chapter congratulates Wayne on receiving the Sharon Bacoyanis Award!

NCMA CHAPTER SERVICE OPPORTUNITIES

By Jonathan Arnold

Several committee positions are still open for the new year including membership, program, seminars, publicity and hospitality. Please contact me at the Law Offices of Jonathan Arnold if you are willing to serve as a chapter officer or committee member. The telephone number is 818-990-7958. Thanks for your continued support.

MEMBERSHIP COMMITTEE

By Nancy Fancher

The Membership Committee plans to award service pins to those who have not received them. We will plan a dinner meeting and invite all of you who will be receiving service award pins as guests of our chapter.

Presently our membership for the chapter as of June 30, 2003 is 137. We will increase this number this year by sending out letters to former members and contacting contract directors at local businesses to review the benefits of a membership in NCMA.

Some help is needed and if anyone is interested, please contact me at 818-586-1756 (bus) or email me at nancy.l.fancher@boeing.com. If you know of any prospective members, please forward their names and I will contact them personally.

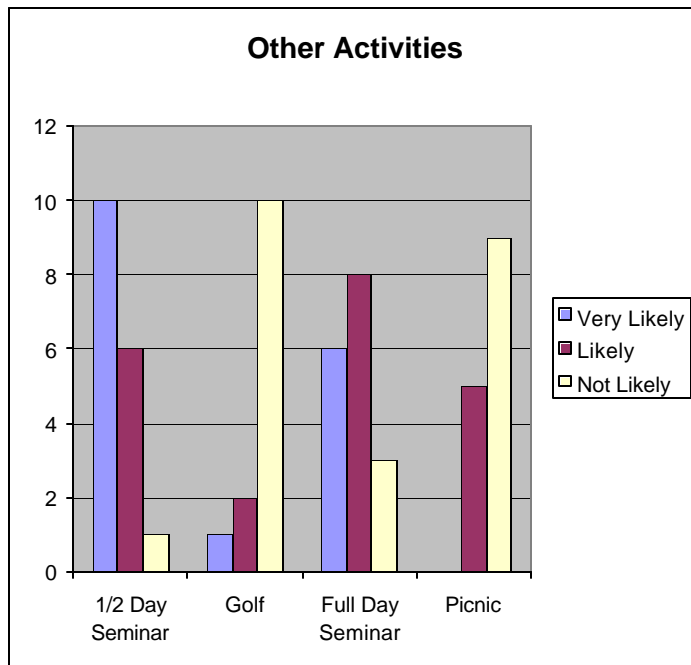
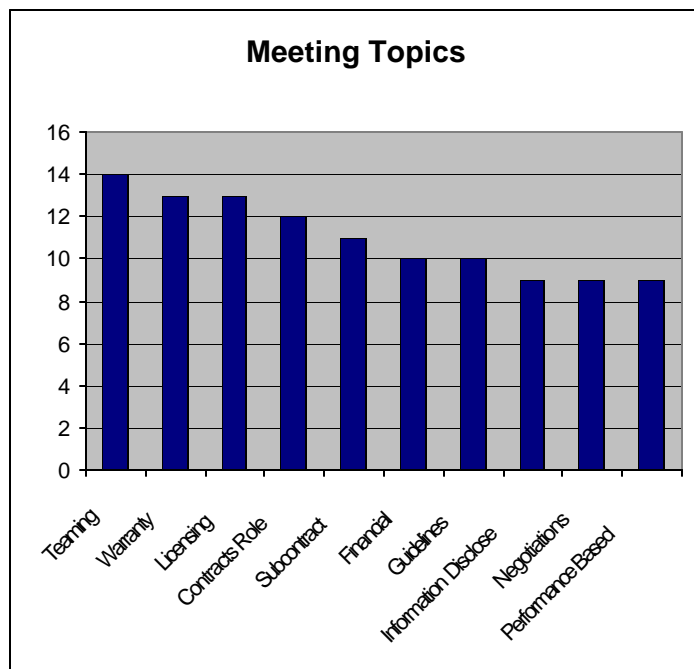
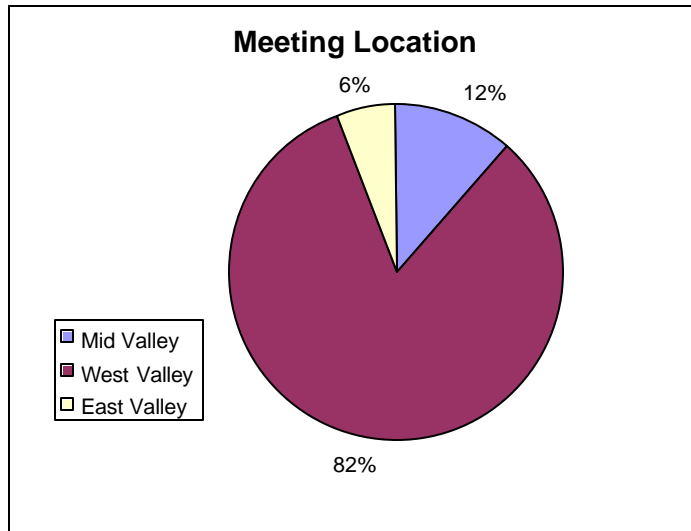
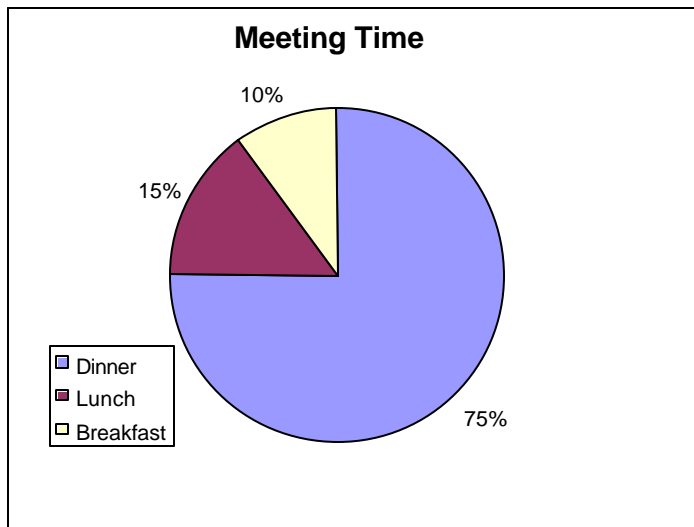
SURVEY REPORT

By Lynn W. Jones III

The Chapter released a survey this past summer to identify current and planned Chapter activities. The purpose of this annual survey is to help us

concentrate our focus on meeting the members' needs.

Results of the survey have been compiled and are published below. The first two charts confirmed that the majority of respondents want our monthly meetings to remain a dinner meeting in the West Valley.



**NATIONAL CONTRACT MANAGEMENT ASSOCIATION
 SAN FERNANDO VALLEY CHAPTER
 CHAPTER OFFICERS AND CHAPTER COMMITTEES 2002 – 2003**

CHAPTER OFFICERS

President	Jonathan Arnold	jonathanlaw@pacbell.net	818-990-7958
VP Programs/President-Elect	Lynn Jones	lwjones@hrl.com	310-317-5365
VP Awards	Jeanne Bretthauer	jeanne@vistacontrols.com	562-593-7473
VP Membership	Nancy Fancher	nancy.l.fancher@boeing.com	818-586-1756
Secretary	Deborah Jackson	djackson@rwc.com	805-373-4508
Treasurer	Wayne Minser	minserofeaglerock@att.net	323-257-8402
National Director	Vic Avetissian	avetivi@mail.northgrum.com	310-201-3359
Deputy National Director	Fred Dunn	Frederick.d.dunn@boeing.com	818-586-1732

CHAPTER COMMITTEES

Arrangements Committee	Open		
Audit Committee	Roger Peercy	Roger.r.peercy@boeing.com	818-586-4339
Bylaws Committee	Open		
Education & Certification Committee	Open		
Employment Committee	Lauren Connelly	Lauren.M.Connelly@boeing.com	818-586-0439
Fellows Committee	Open		
Graalman Committee	Lynn Jones	lwjones@hrl.com	310-317-5365
Hospitality Committee	Open		
Newsletter Committee	Michiyo Ogata	Michiyo.Ogata@boeing.com	818-586-1912
Nominations & Election Committee	Open		
Publicity Committee	Open		
Seminar & Symposium Committee	Open		
Special Publications Committee	Open		



NCMA SFV CHAPTER

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 Woodland Hills, CA 91367-1313

ADDRESS CORRECTION REQUESTED