



## NOVEMBER DINNER MEETING

**Lynn Moon**  
Contracting Officer, NRHA  
Senior Adjunct Professor, TCC

Pre-registered attendees are entered for a chance to win a  
**ISM Book**  
Focus on Contract Execution, Implementation, and Administration  
OR  
Focus on Negotiations 2nd Edition



Lynn Moon is a Contracting Officer for the Norfolk Redevelopment and Housing Authority, as well as a Senior Adjunct Professor at Tidewater Community College.

Lynn is going to speak on The Reality of Contract Administration.

According to ISM, "Contract Administration is the management of various facets of a contract to ensure that the contractor's total performance is in accordance with the contractual commitments and that obligations to the purchaser are fulfilled."

Contract Administration crosses a multitude of industries, and is integral with the principles in contract and procurement processes in both private and public sector contracting.

Lynn will answer questions like "What is Contract Administration?", "What Makes a Good Contract Administrator?" and "Pitfalls of a Good Contract Administrator?". Lynn will also touch on areas such as "Best Practices for Contract Administration" and "Closeout for Contract Administration".

**When:** *Thursday, November 17, 2011*  
**Where:** **The Green Turtle Sports Bar & Grille**  
Chesapeake at Greenbrier Mall  
1401 Greenbrier Parkway South # 2260  
Chesapeake, VA 23320  
757-361-6854  
<http://www.greenturtle.com/>



**Agenda:** 6:00-6:30 pm Check in, Networking, Vendor Display  
6:30-7:00 pm Dinner  
7:00-7:15 pm Vendor Presentation - Grainger  
7:15-8:00 pm Speaker Presentation – Lynn Moon

[www.napmseva.org](http://www.napmseva.org)



**\$20.00 registration of cash, check or credit paid at the door**



**Please email reservations to Debbie Stewart-Hartwig  
by noon, Tuesday, November 15th – [dhartwig75@yahoo.com](mailto:dhartwig75@yahoo.com)**

*see next page for registration*

**NAPM-Southeastern Virginia  
NOVEMBER DINNER MEETING**

**Thursday, November 17th**

*Registration is a commitment to pay. Fees are NOT REFUNDABLE unless canceled in writing (e-mail) at least 24 hours prior to the event. Registered individuals, who are unable to attend, may send a substitute.*

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
eMail: \_\_\_\_\_  
Phone: \_\_\_\_\_

*Menu Choices*

**Choose one:** Small Salad

~ OR ~

Cup of Soup

French Onion

Ocean City Crab

**Choose one:** Blackened Tuna

(includes fluffy rice & fresh, steamed broccoli)

\* NY Strip Steak

(includes redskin mashed potatoes & fresh, steamed  
broccoli)

\* Roasted Chicken

(includes redskin mashed potatoes & fresh, steamed  
broccoli)

\* If Choosing Blackened Tuna or NY Strip Steak, please select below. If not selected, your order will be cooked to Medium.

Rare  Medium Rare  Medium  Medium Well  Well Done

*May we contact you about volunteering for one of our committees?*

- Education/Professional Development/Certification
- Communications
- Administration
- Vendor Relations/Vendor Display
- Anything Available

- Marketing/Membership
- Public Relations
- Hospitality
- Special Events

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