

TPMA BOARD MEETING
October 15, 2004
Alcoa, Tennessee

Present: Casta Brice, Judith Looney, Peter Voss, Jim Henderson, Richard Stokes, Joe Shaw, Rita Brown, William Brown, George Dalton and Pearl Gibson

William Brown gave a brief overview of the West Tennessee Membership meeting and the accommodation.

A motion was made by William Brown to approve the July minutes and seconded by Judith Looney. The motion carried.

Treasurer's Report

Rita Brown presented the 2004 -2005 Budget Amendment. After a lengthy discussion, Richard distributed a sample budget used by IPMA-HR that could be used by TPMA. Judith Looney moved that the quarterly budget consist of receipts, disbursements and a complete budget analysis be presented annually. It was seconded by William Brown. The motion was amended to use the IPMA-HR format for the next quarter and thereafter for quarterly reports and to begin next quarter. The motion carried. Peter Voss volunteered to assist Rita with the budget prior to the next meeting. William Brown moved to continue to use the continuation budget until the next meeting and there was a new format to simplify the budget presentation. The motion was seconded by Jim Henderson. The motion carried.

The Financial Report:

Rita Brown presented the financial report for the third Quarter. A motion was made to approve the report by Judith Looney and seconded by Jim Henderson. The motion carried. There was discussion relating to specific charges associated with the bookkeeper. Peter Voss moved that the President and Treasurer review the contract to determine if those charges were valid. The motion was seconded by Judith Looney and the motion carried. A report will be given at the January meeting.

Membership Report/Survey

Richard Stokes gave a report for the Membership Survey results. Out of the 94 surveys sent out, there was a 36% return rate. Some of the highlights included the following:

1. 70% TPMA members are members of IPMA
2. 85% felt that dues were reasonable
3. Members prefer to have a mid-week meeting instead of Fridays
4. Meeting should be scheduled to prevent overlapping of other conference meetings

Richard also reported that membership invoices will be mailed the last week of October and thanked those who assisted and participated in the membership survey. There 112 financial members. The written report is attached to the minutes.

Old Business

2005 Conference Committee Meeting

Thirteen persons attended the committee meeting in Chattanooga, TN. The theme is "Wellness Wilderness.... Navigating the Path to Employee Wellness". The meeting will be held April 6-8, with the Board Meeting being held on April ___ 2005. The room rate is \$35.95 per night. The Report is attached. Richard also asks that suggestion be submitted to him for speakers and sponsors. Pearl Gibson was requested to see if funding from the City of Memphis could be obtained to underwrite Suzie Humphreys as the closing keynote speaker. Attendance was discussed by the Board concerning declining attendance of conferences. Richard Stokes said that IPMA-HR had implemented a policy to prevent conflict and it would be discussed in his Leadership Conference Report.

Southern Region Update

The 2005 IPMA-HR Southern Regional Conference will be held at the Hilton Towers in Charlotte, North Carolina and the tentative program was distributed. The conference will be held April 23-27, 2005. The President's Reception will be held on Monday, April 25th. William Brown presented a letter that was sent to Cracker Barrel to solicit sponsorship for the Conference. It was suggested that a similar letter be sent to other vendors to support the funding effort.

Leadership Conference

Richard informed the Board of the Unified Membership Initiative that has been adopted by IPMA-HR, effective 2009, that will deal with conflict in conference attendance. He indicated that IPMA-HR had 5373 members and distributed a printout of those members. Other items shared were an organization chart, Handbook and incentive /promotional programs. Details can be read in the attached report.

Website Maintenance

After lengthy discussion about the website, it was moved by Joe Shaw and seconded by Peter Voss that we get proposals from Sara Powell and Joe Shaw's contact for maintaining the website and preparing a newsletter for the membership. The motion carried.

Board Member Recognition

Casta Brice reported that 10 past board members would be recognized dating back to 1991 and presented guidelines for implementing the program. Judith Looney moved that the guidelines be approved and the motion was seconded by George Dalton. The motion carried.

Chapter Goals

William Brown and Joe Shaw asked to defer their report until the January meeting. George Dalton gave a brief report of the survey and stated that the committee will review the results and make revisions on the goals that reflect the survey findings. A marketing plan will be developed to encourage member retention and organizational changes as needed. Richard Stokes asked that we be a part of the Tennessee Municipal League Policy Committee to ensure that we have input. Casta suggested that we develop a membership packet and William Brown suggested that we re-establish regional coordinators. George will make that a part of his committee focus.

New Business

Newsletter Format

Casta asked for input on the format of the newsletter. She would like to see more information for membership on current activities, such as pictures, membership minutes and other organization information. This will be addressed if and when the newsletter can be placed on the website.

January Middle Tennessee Meetings

The meeting will be held on January 20-21, 2005 at the Comfort Inn Suites in Lebanon, Tennessee. The topic will be on Workplace Violence. This topic will be discussed at each quarterly membership meeting. Casta Brice suggested that we offer door prizes at the meetings to increase attendance. There was no action taken on the suggestion. Casta then suggested that a gift be given to the speakers as a token of appreciation. The Board felt that it would be appropriate if there was no conflict.

Raffle

Richard introduced a letter from the Secretary of the State of Tennessee regarding the Tennessee Charitable Gaming Implementation Law. This law would allow non profit organizations to offer raffles as fund raisers. There is a filing fee of \$625.00, which will be effective within one year or one year. The Board did not act on the information.

Seed Money for Southern Regional Conference

William Brown requested money for expenditures for the Southern Regional Conference. Casta suggested that he present his request with a budget at the next Board meeting.

Announcements:

IPMA-HR International Conference (Phoenix, AZ)	October 16-20, 2004
Middle Tennessee TPMA Netting (Lebanon, TN)	January 21, 2005
2005 TPMA Conference (Montgomery Bess State Park)	April 6-8, 2005
2005 IPMA-HR (New Orleans, LA)	
2006 IPMA-HR (Las Vegas, NV)	

TPMA BOARD MEMBERSHIP MEETING

October 16, 2004

Alcoa, Tennessee

A motion was made by Jim Henderson to approve the July minutes and seconded by Peter Voss. The motion carried.

Present: Casta Brice, Judith Looney, Peter Voss, Jim Henderson, Richard Stokes, Joe Shaw, Rita Brown, William Brown, George Dalton and Pearl Gibson

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The Financial Report

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