

MINUTES

TPMA Board Meeting February 21, 2003 Conference call

Present:

Gary Hall, Richard Stokes, Rodney Eubanks, Casta Brice, Jim Henderson, William Brown, Margaret Ridings, and Keith McGee. Meeting called to order at 9 a.m.

Approval of Minutes:

The minutes of the October 4, 2002, meeting held in Franklin were approved unanimously after Ms. Ridings motioned and Mr. Brown seconded.

Financial Report:

The balance in the checking account is \$14,715.66 and \$16,485.28 in the CD as of 1/31/03. TPMA total assets are \$31,200.94. Ms. Brice indicated that Ms. Gruelich is now receiving statements on our account. Ms. Brice and Ms. Gruelich are working together to bring all financial information together in a more definitive spreadsheet. The Board will then be given the information that is more specific in nature. Debit cards are now in use and the account with Bank of America is now a business account; the old checking account has been closed and combined into this new account.

Old Business

Web site

Ms. Brice reported in regard to the website that we still need to define keywords to link to the search engines; she proposed suggesting a list of search words for us, putting that list on e-mail and getting our approval of words we think would be useful.

She reported that the cost of maintaining the search engine would be between \$120-\$150 per year for three years. A motion was made by Mr. Brown that we launch the website and reconsider the October motion to approve the required fees to include Ms. Brice's suggested fee of \$120-\$150. Ms. Ridings seconded and there was unanimous approval.

We hope to announce the website at the April conference.

Conference budget

Mr. Hall reported that we needed to add to the budget the sponsorship of the golf tournament at the April conference. The amount that should be shown under "receipts" would be \$750 (50 golfers @ \$15); then under "disbursements"—golf expenses as \$750 (green fees; prizes).

Ms. Brice moved we accept; Mr. Henderson seconded; unanimous approval.

New Business

Appointment of Scholarship Committee representative:

Mr. Hall reported that the scholarship committee now consists of Donna Kelly as Chairman and Jim Henderson as the Middle Tennessee representative; a representative from West Tennessee is needed. Mrs. Ridings volunteered to serve on the committee from West Tennessee.

Ms. Kelly is getting ready to accept applications; information will be forwarded from her to the rest of the committee. Mr. Stokes reported that he will distribute a memo to the membership, and that he will receive the scholarship applications at his office; these will then be reviewed by the committee.

By-law Changes due to vacancy on board:

Mr. Hall reported that Mr. Wilber Hill has resigned his position on the TPMA Board of Directors due to his move to Florida to take a new position in human resources. The current bylaws do not allow us to replace a board member who has resigned at mid-term. Mr. Brown moved that we ask the President and the Executive Director to propose language that will allow a bylaw change to take care of this matter; Ms. Brice seconded and there was unanimous approval.

Other Business

Mr. Keith McGee reported that he will likely resign due to his role change with the City of Memphis. However, he wants the City of Memphis commitment to TPMA to continue. Mr. Hall suggested that Mr. McGee remain with TPMA in his position until his term ends in June; Mr. Eubanks will chair the nominating committee and will need to find in June another candidate to serve as President-elect. He suggested members of the organization need to let Mr. Eubanks know as soon as possible if they would like to serve in any capacity.

Mr. McGee announced the following changes to the Human Resources Department with the City of Memphis:

HR Director-----Sarah Hall
Benefits Officer---Pearl Gibson
Manager of
Quality and Professional
Development-----Berlinda Williams
HIPPA Compliance
Coordinator-----Gwen Willingham
ADA/FMLA
Coordinator-----Myra Watkins

He also announced a new satellite program that they are instituting that will assist citizens to access the City of Memphis Human Resource Department.

Time restraints on conference call forced termination of meeting—Mr. Hall adjourned meeting at 10 a.m.

Respectfully submitted,

Margaret Ridings, Secretary

