

Tennessee Personnel Management Association  
Board of Directors Meeting  
Embassy Suites – Nashville, TN  
January 19, 2006 – 7:00 P.M.

Meeting Minutes

Present: William Brown, Melissa Berry, Vicki Burton, Sherry Carter, George Dalton, Pearl Gibson, Gary Hall, Jim Henderson, Joe Shaw, Richard Stokes, and Marilyn Tidwell

William Brown, President, called the meeting to order at 7:00 p.m. Jim Henderson welcomed the membership to the Middle Tennessee Board of Directors Meeting. Next, William recognized Marilyn Tidwell for her work as a board member, presented her with a card and expressed “best wishes” in her new endeavor. Marilyn shared her appreciation with everyone present and look forward to re-joining the board in the future.

Sherry Carpenter, a 32-year employee with the City of Murfreesboro-Personnel Department, shared her excitement about becoming a board member.

The minutes from the October Board Meeting and the East Tennessee Regional Meeting were accepted by common consent. There was one correction to the Called Meeting: (IPMA **National** Certification Council 06-09). Following the correction Pearl Gibson made a motion to accept the minutes and seconded by Jim Henderson. The motion carried.

Financial Report #1

Checking Account Balance: \$7,633.73

Total Assets: \$17,969.05

Financial Report #2

Noted correction: the annual conference amount of \$629.00 should be reflected under the Southern Regional Conference. In addition the dates for both financial reports should read 07/01/05 – 12/30/05. Afterwards, a motion was made by Jim Henderson to accept the financial reports and seconded by Melissa Berry. The motion carried.

Membership Report

Melissa Barry (representing George Dalton) stated that we have 90 members as of 01/01/06. Additionally, Richard Stokes distributed the Membership Reports.

Old Business

Joe Shaw reported the following as it relates to the 2006 Annual and Southern Regional Conference: 1) Contracts are pending, 2) Open Ceremony will feature Mt. Canaan Baptist Church Report (National Anthem Ensemble), 3) Firefighters will be the Color Guards, 4) Welcomed letters are being mailed to Richard from various city officials 5) Door Prizes are welcome and 20 letters of support have been mailed, 6) Exhibits are going well, 7) Danny Sample will be providing music at the President’s Reception, 8) The Caterer will be Sticky Fingers with a cost of \$2,500, 9) Plans are being made to visit both aquariums, 10) Follow-up needs to be made about transportation, 11) Menu-Continental Breakfast (M-Th) and Full Breakfast on Wednesday, 12) A DJ will be secured for the cruise, 13) Many volunteers will be need for registration, usher, direct flow of traffic, etc., 14) Nelle Gruelich will mail The contract and check to Southern Belle, Business Manager, 15) Evaluations for the session and overall conference will be made available, 16) Gary Hall will write each of the state chapters and ask them to bring a door

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prize, and 18) the conference committee will meet in Chattanooga, Sunday April 30<sup>th</sup> at 4:00 p.m. prior to the Conference.

Melissa gave a brief overview of the conference at a glance. She will provide updated directions from the Marriott to various regions to better navigate our travel plans. The cruise is \$28.83 per person. Kay Palmer will assist with editing the program.

Richard Stokes, Registration Chair and Executive Director, informed the group that on-line registration would be an asset this year (invoice, make credit card payments, check payments submitted, make name badges, develop reports). We need to add the Golf Tournament to the Registration Forms. Mass advertising "Employees R-US: Are We Making the Grade in Customer Service" would begin in the very near future. We are researching sending an electronic copy of the minutes to Richard so that he can place the same on the web site. There was some discussion the Webinar and it was decided that the Regional Coordinators would assist with determining the needs among the members. The IPMA-HR Competency Model Training Proposal is pending.

#### New Business

The Conference Board West TN Meeting will be held on 04/07 instead of 04/30 at the MTAS Building. The Summer Board Meeting will be held in July 2006 in Memphis, TN and the 2007 State Conference is scheduled to be in Memphis, TN. Pearl Gibson is researching various facilities as potential meeting places. It was mentioned to continue using the New Member Form that was developed by Marilyn to recruit new members. It was mentioned that we should continue sending a representative to the IPMA-HR events.

Regional Coordinators Report is as follows: 1) East TN – Melissa Berry's Report is on file, 2) West TN – Vicki Burton informed the group that due to an employer acquisition she was not able to secure the data for the meeting. She mentioned that the information will be provided at a later date, and 3) Middle TN - No report given.

Jim Henderson gave the Scholarship Committee Report and stated that the following members received an award: Janet Curry (\$400), Lori Catlett (\$200), Diane Stewart (\$200) and Vicki Burton (\$200).

William informed the group that the Board and Officer Nomination Process will be chaired by Casta Brice, Chairman, who will recommend a slate of officers on 04/06.

The 20<sup>th</sup> Anniversary Celebration was tabled until 2007. The Personnel Achievement Award forms will be disseminated to the membership by 02/01. The nominations should be submitted to Richard Stokes, Executive Director no later than 03/14. Afterwards, the committee, chaired by George Dalton will get together and process the same.

With no further business, the meeting adjourned at 10:05 p.m.

Respectfully submitted,

Vicki Burton, Acting Secretary  
William Brown, President