

**TPMA BOARD MEETING
JANUARY 17, 2008
NASHVILLE, TN**

Present were: Vicki Burton, Steve Adams, Melissa Berry, Cindy Donaldson, Martha Justice, Alan Jones, Pearl Gibson, Gary Hall, Janet Curry, Richard Stokes and Lynn Henning.

President Vicki Burton opened the meeting at 6:45 p.m. at the Springhill Suites by Marriott Conference Room. President Vicki and Martha Justice extended words of welcome.

The minutes of the October 11, 2007 Board Meeting were approved on motion by Steve Adams, seconded by Melissa Berry.

Treasurer Melissa Berry presented the Financial Report. Balance on hand as of September 30, 2007 is \$15,880.99 - \$5633.30 in the checking account and the Certificate of Deposit has a balance of \$10,247.69. The report was received on motion by Alan Jones; seconded by Janet Curry.

The Certificate of Deposit has an 8-month maturity. Melissa was authorized to renew the CD for either 4 or 8 months depending on which would yield the best interest rate on motion by Lynn Henning, seconded by Janet Curry.

Executive Director Richard Stokes gave the Membership report. Currently, there are 95 members. Richard noted that there are 56 HR Directors in the state are IPMA members, but are not TPMA members. He will send membership letters to them and will send membership renewal letters also. There are 81 TPMA members who are not members of IPMA. There are 200 others – Police Chiefs, School Board Members and others who may be candidates for membership.

Rick will work on a new application for membership. Rick also shared with the Board a copy of the letter dated December 26, 2007 that he received from Oscar B. Jackson, Jr., IPMA-HR President (a copy of which is attached to these minutes).

Richard announced that he will attend the IPMA Retreat in California.

Richard mentioned that TPMA could offer Webinars to the membership as a means of training at a later date or as a pre-conference activity. The cost would be \$125.00 per site. He will check on the training disk, which will be available after the Webinar on Workforce Planning. He will also check with IPMA and report back by e-mail of any limitations.

Mr. Stokes also presented a copy of the revised bylaws dated 7/19/07 – Section 2 states “The Board shall not exceed nine (9) voting members. The voting members of the Board shall consist of the elected officers, the immediate past president and no less than four (4) directors. Any member elected to serve on either the Southern Region or the International Board of Directors shall be ex-officio or non-voting members. This change was approved on motion by Janet Curry and seconded by Melissa Berry. Melissa Berry will work on semantic and grammatical corrections to the By-laws. Steve Adams presented the 2008 Membership and Training Conference Program and proposed Budget. He and his committee are still working on 1) Sending sponsorship packages to all members (Cities may even share sponsorships); 2) Registration - \$175.00 for members and \$200.00 for non-members; 3) Moderators for the sessions. This report was accepted on motion by Martha Justice, seconded by Alan Jones.

Richard Stokes mentioned that UT will take care of the registration, with the fee already included in the proposed budget.

Executive Director's Report: Richard noted that TML has held regional sessions, now they are requesting websites to pass on information rather than meetings. Richard encouraged all board members to submit information to TML for Legislative updates. The TML Conference is scheduled for June 21 – 24, 2008 in

Memphis. TML information can be a usable training aspect for membership. Representatives can come and speak to members and hold training sessions at Regional Meetings.

The schedule for Regional Meetings is noted below:

Friday, July 18, 2008 – West Tennessee
Friday, October 17, 2008 – East Tennessee
Friday, January 16, 2009 – Middle Tennessee
April 2009 – Annual Conference

The Governing Board of the International Chapter (IPMA) will hold the annual conference in Nashville in 2009

Rick will contact the Nashville Visitors & Convention Bureau for information and perhaps some favors to take to the Conference in Las Vegas.

After the State Conference, a decision will be made whether we will host a reception for the Southern Region in Nashville at the 2009 Conference.

Board Appointments – non issue.

President Vicki appointed the following to the Nominating Committee:

Pearl Gibson; Cindy Donaldson; Alan Jones; Gary Hall and Richard Stokes.

The following were appointed to the Scholarship Committee:

Janet Curry; Lynn Henning; Martha Justice and Richard Stokes.

Announcements:

November 12 – 14, 2008 TN PRIMA Conference in Brentwood
Southern Region Conference Attendees can go to website to link to the hotel.

There being no further business, the meeting adjourned at 8:55 p.m.

Respectfully submitted,

Lynn B. Henning

Lynn B. Henning,
Secretary

Vicki Burton,
President

Tennessee Personnel Management Association

7/01/07 - 1/16/08		BUDGET AMOUNT	July	August	September	October	November	December	January (as of 1/16/08)	YTD AMOUNT	DIFFERENCE
Balance Forward 6/30/07		\$8,392.28									
RECEIPTS											
Dues		\$6,500.00	\$35.00	\$17.50		\$17.50		\$765.00	\$2,870.00	\$3,795.00	\$1,795.00
Board and Regional Meetings		\$1,125.00	\$140.00			\$280.00		\$15.00	\$435.00	\$435.00	\$690.00
Fall Symposium		\$0.00								\$0.00	\$0.00
Annual Conference 2008		\$19,000.00					\$300.00	\$300.00	\$475.00	\$1,075.00	\$17,925.00
IPMA Rebate		\$0.00								\$0.00	\$0.00
Competency Model		\$0.00								\$0.00	\$0.00
Miscellaneous Receipts		\$0.00								\$0.00	\$0.00
TOTAL RECEIPTS		\$25,625.00	\$175.00	\$17.50	\$0.00	\$297.50	\$300.00	\$1,080.00	\$3,345.00	\$5,215.00	\$20,410.00
DISBURSEMENTS											
Postage		\$600.00							\$138.00	\$276.00	\$524.00
Box Rent		\$160.00				\$82.00			\$92.00	\$184.00	\$824.00
Supplies		\$100.00							\$0.00	\$100.00	\$100.00
Competency Model		\$0.00								\$0.00	\$0.00
Board Meetings		\$4,075.00	\$721.67			\$775.21			\$1,496.88	\$2,578.12	\$2,578.12
Regional Meetings		\$1,500.00	\$140.12			\$40.00	\$574.29		\$754.41	\$754.41	\$745.59
Fall Symposium		\$0.00								\$0.00	\$0.00
Annual Conference 2008		\$11,000.00				\$58.00			\$58.00	\$58.00	\$10,942.00
Scholarships		\$1,000.00								\$0.00	\$1,000.00
Travel		\$900.00				\$845.66	\$718.80		\$1,364.46	\$1,364.46	(\$464.46)
Printing		\$500.00								\$531.53	(\$31.53)
Bookkeeper Fees		\$3,600.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$2,100.00	\$1,500.00
Website Fees		\$500.00	\$113.75				\$165.00		\$298.75	\$298.75	\$201.25
Miscellaneous		\$300.00	\$3.00	\$3.00	\$93.95	\$3.00	\$16.00	\$16.00		\$134.95	\$165.05
IPMA Dues Payment		\$825.00					\$75.00			\$75.00	\$50.00
TOTAL DISBURSEMENTS		\$25,260.00	\$1,278.54	\$303.00	\$531.95	\$1,913.87	\$2,569.09	\$464.48	\$913.05	\$7,973.98	\$17,286.02
BALANCE			\$7,288.74	\$7,003.24	\$6,471.29	\$4,894.92	\$2,565.83	\$3,201.35	\$5,633.30		
Certificate Deposit Acct. 3899-BOA	Matures 2/08		\$10,040.19	\$10,081.89	\$10,123.76	\$10,165.22	\$10,206.67	\$10,247.69	\$10,247.69		
TOTAL ASSETS			\$17,328.93	\$17,085.13	\$16,595.05	\$15,020.14	\$12,792.50	\$13,449.04	\$15,880.99		

IPMA-HR
INTERNATIONAL PUBLIC MANAGEMENT
ASSOCIATION for HUMAN RESOURCES

December 26, 2007

2007 Executive Council

President

Oscar B. Jackson, Jr., IPMA-CP
Oklahoma Office of Personnel Management

President-Elect

Pam Kannady, IPMA-CP
Kansas City Public Library

Past-President

Fred M. Weiner, IPMA-CP
City of Whittier, Calif.

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Revitalization
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Personnel Decisions International

Cheryl Capelak

University of Connecticut Health Center

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City of Livermore, Calif.

Lynn Hellingger, IPMA-CP

National Institute on Aging
National Institutes of Health

Jesse E. Hoskins, IPMA-CP

Government Accountability Office

Nancy Kiyonaga, IPMA-CP

State of New York Department of Civil Service

John Lavelle

The World Bank

Joseph T. Lunt, Jr., IPMA-CP

City of Shreveport, La.

Kimfa T. Milburn, IPMA-CP

City of Annapolis, Md.

Richard L. Stokes, IPMA-CP

University of Tennessee

Rafael Viscasillas, IPMA-CP

Hennepin County, Minn.

Margaret Whalan, IPMA-CP

City of Los Angeles, Calif.

Samuel Wilkins, IPMA-CP

South Carolina Budget & Control

Executive Director

Neil E. Reichenberg, CAE

Richard Stokes
Tennessee Chapter
226 Capitol Blvd Ste 606
Nashville, TN 37219

Dear Richard:

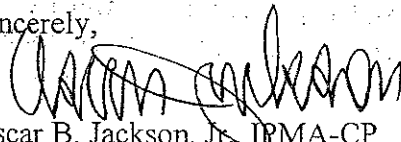
Thank you for submitting your 2007 chapter roster and dues payment as part of IPMA-HR's new united membership program, which officially began on July 1, 2007. From your roster, we were able to determine which of your members currently are members of IPMA-HR; the remaining members are now chapter affiliate members.

We hope your chapter affiliate members are enjoying their new member benefits. Chapter affiliate members are receiving the weekly *HR Bulletin*, as well as the member rate for all IPMA-HR professional development programs (conferences, seminars, workshops, webinars, etc.). For a complete listing of 2008 educational programs, please visit the IPMA-HR website at www.ipma-hr.org and click on the Events Calendar under the Education & Professional Development section. Early next year, we plan to conduct a survey of the new chapter affiliate members and we will be pleased to share the results with you.

Also remember, for any new members who join your chapter between now and June 30, 2008, you may submit their contact information to the IPMA-HR Membership Department (membership@ipma-hr.org) at any time. We will not invoice you for these members until the next reporting cycle in July 2008. Please note that we will need the following information from each new chapter affiliate member: name, title, agency, mailing/street address, city, state, zip, phone, fax, and email address.

Thanks again for supporting the IPMA-HR united membership program. Your chapter will play a vital role as we continue to move forward with our goal of being *the* premier public human resource association. We look forward to "Working Together on Behalf of the Public HR Community".

Sincerely,



Oscar B. Jackson, Jr., IPMA-CP
IPMA-HR President

Solutions for **Public HR Excellence**

1617 Duke Street
Alexandria, VA 22314
703-549-7100
703-684-0948 (fax)
www.ipma-hr.org

METROPOLITAN DEVELOPMENT AND HOUSING AGENCY

INTEROFFICE MEMORANDUM

January 15, 2008

TO: Vicki Burton
FROM: Steve Adams
SUBJECT: TPMA 2008 Annual Conference

This is to give you an update on the preparation for the 2008 TPMA Annual Conference.

Members of the planning committee are working hard on all aspects of the conference. Attached is a list of the committee members.

The conference program is almost complete. Most of the speakers are confirmed. The two or three that are left may be confirmed by this Friday.

Attached is a draft of the budget for the conference. The budgeted amount for the Thursday evening outing will need to be reduced. We are working on plans for that evening. Otherwise, the budget is pretty bare-bones. Since it is important for the conference to make a healthy profit, I plan to request that registration be increased to \$175 for TPMA members and \$200 for non-members.

We are attempting to boost attendance through contacts we have, mostly in the Nashville area. Our goal is to have 100 in attendance at the conference.

We expect to have many items for ditty bags and for door prizes.

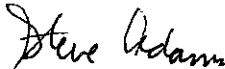
We have an exciting opening program lined up, which will include bagpipes.

A pre-conference golf outing is planned for the Hermitage Golf Course.

Our hospitality room will be adjacent to our exhibit hall, and should be handy for participants.

Currently, we have several exhibitors who have confirmed their participation. We are working hard at getting many more exhibitors. We still need several sponsors, which would help our bottom line greatly.

I believe everything is coming together, and we look forward to a helpful and enjoyable conference.


Steve Adams

Draft of projected budget for March 2008 TPMA conference (as of January 9, 2008)

Golf	300
Food (Wed. break)	350
Food (Thurs. continental breakfast)	1,080
Food (Thurs. morn. Break)	350
Food (Thurs. lunch)	2,400
Food (Thurs. aft. Break)	350
Food (Fri. breakfast)	1,270
Thursday night social outing	6,700
Hospitality room	600
Speakers	400
Room Rental	400
Audio-Visual	300
Copies	600
Supplies	175
Money for jar	100
Gifts for speakers	450
Ditty bags	450
Postage	150
Registration	1,012
	<hr/>
Total	17,437

Tennessee Personnel Management Association
2008 Annual Conference
Radisson Hotel Opryland
Nashville, Tennessee
March 26-28, 2008

Committee Chairs:

Conference	Steve Adams	sadams@nashville-mdha.org
Program	Pat Thicklin	pthickli@nashville-mdha.org
Ditty bags / gifts	Martha Justice	Martha.justice@Nashville.gov
Door prizes	Shirley Harmon & Pam Conner	Shirley.harmon@franklin-gov.com pamc@franklin-gov.com
Speaker Coordination	Casta Brice	cbrice@tullahoma-tn.com
Opening Ceremony	Dawn Freeman	dfreeman@cityofgoodlettsville.org
Golf Tournament	Jim Henderson	jhende6561@aol.com
Hospitality Room / Social Activities	Antonia Scipio	ascipio@nashville-mdha.org
Registration	Richard Stokes	Richard.Stokes@tennessee.edu
Exhibits / Sponsors	Diane Stewart	dstewart@nashville-mdha.org

Tennessee Personnel Management Association
16th Annual Membership and Training Conference
Radisson Hotel Opryland
Nashville, Tennessee

March 26-28, 2008

The HR Balancing Act: Professional and Personal Growth

CONFERENCE PROGRAM

Tuesday, March 25, 2008

6:00 p.m. – 9:00 p.m. TPMA Board of Directors Meeting Location: Bellevue Room

Wednesday, March 26, 2008

7:30 a.m. – 12:00 noon Golf Tournament Location: Hermitage Golf Course

9:00 a.m. – 3:00 p.m. Registration Location: TBA

12:00 noon – 5:00 p.m. Exhibits open Location: McGavock Ballroom B

1:00 p.m. Opening Ceremonies Location: McGavock Ballroom C & D

Call to order – Vicki Burton, TPMA President
Presentation of colors – ~~Metro Drill and Ceremony Team~~
National anthem – ~~Metro Drill and Ceremony Team~~

1:15 p.m. Introduction of Keynote Speaker – TBA
Keynote Address – Dr. Michael Grant, GNC Motivational Consultants
Title: The HR Balancing Act

Opening Remarks – Vicki Burton, TPMA President
General Announcements – Steve Adams, Conference Chair

2:15 p.m. – 3:00 p.m. General Session I Location: McGavock Ballroom C & D
Title: How to Deal with Difficult People
Speaker: Jackie Akbari
Moderator: TBA
DOOR PRIZES

3:00 p.m. – 3:15 p.m. Afternoon Break Location: Exhibit Area

3:15 p.m. – 4:00 p.m. General Session II Location: McGavock Ballroom C & D
Title: Active Living at Work
Speaker: Stephen Harris
Moderator: TBA
DOOR PRIZES

5:00 p.m. -

Hospitality Suite open Location: McGavock Ballroom A

5:00 p.m.-

Dinner and Fun – on your own

Thursday, March 27, 2008

- 7:00 a.m. - 3:00 p.m. Registration open
- 7:30 a.m. - 8:30 a.m. Continental Breakfast Location: Exhibit Area
- 8:00 a.m. - 3:00 p.m. Exhibits open Location: McGavock Ballroom B
- 8:30 a.m. - 10:00 a.m. General Session III Location: McGavock Ballroom C & D
Title: Employment Law and Legal Update
Speaker: Kate Stephenson, Esquire - Attorney with Traugher & Tuke
Moderator: TBA
DOOR PRIZES
- 10:00 a.m. - 10:15 a.m. Morning Break Location: Exhibit Area
- 10:15 a.m. - 11:15 a.m. General Session IV Location: McGavock Ballroom C & D
Title: Dealing with Change and Stress Management
Speaker: TBA
Moderator: TBA
DOOR PRIZES
- 11:30 a.m. - 1:00 p.m. Past Presidents Luncheon Location: Atruim
Recognition of Past Presidents
Business Meeting
Officiating: Vicki Burton, TPMA President
DOOR PRIZES
- 1:15 p.m. - 2:15 p.m. General Session V Location: McGavock Ballroom C & D
Title: Coaching and Developing Public Sector Employees
Speaker: Dorothy Berry-Shell, Director of Human Resources for Metropolitan Government of Nashville
Moderator:
DOOR PRIZES
- 2:15 p.m. - 2:30 p.m. Afternoon Break Location: Exhibit Area
- 2:30 p.m. - 3:30 p.m. General Session VI Location: McGavock Ballroom C & D
Title: TBA
Speaker: TBA
Moderator: TBA
DOOR PRIZES
- 3:30 p.m. - 4:30 p.m. General Session VII Location: McGavock Ballroom C & D
Title: Nutrition and Relaxation

Speaker/Facilitator: Janet Bancroft
Moderator: TBA
DOOR PRIZES

5:00 p.m. - Hospitality Suite Open

MAJOR EVENING ACTIVITY

Friday, March 28, 2008

8:00 a.m. -- 9:00 a.m.

Conference Breakfast

Location: Atrium

9:00 a.m. - 10:15 a.m.

General Session VIII

Location: Atrium

Title: TBA

Speaker: Darius Swinton

Moderator: TBA

10:15 a.m.

Closing

Remarks: TPMA President Vicki Burton

Recognitions

Passing of Gavel

DOOR PRIZES

Adjournment

TPMA CONFERENCE EXPENSES

Supplies =	\$129.00
Money for Jar =	\$45.00
Gifts for Speakers =	\$432.00
Diddy bags =	\$323
Postage =	\$58.00
Registration =	\$1012.00
Program books =	\$600.00
Copies & Supplies =	\$200.00
TOTAL =	<u>\$13,820.00</u>

TPMA CONFERENCE INCOME

Exhibitors and Sponsors =	\$7800.00
Registration (\$175 each) + 45 =	\$7875.00
Total Income =	<u>\$15,675.00</u>

TPMA CONFERENCE EXPENSES

Golf =	\$300.00
Certificates =	\$100.00
Food & Drinks =	\$5000.00
Thursday Night Outing =	\$4200.00
Hospitality Room =	\$600.00
Speaker (Michael Grant) =	\$200.00
Room Rental =	\$400.00
Audio Visual:	
Screen:	25 25
Risers	50 50
Power strips	12 12
	\$221.00

TENNESSEE PERSONNEL
MANAGEMENT ASSOCIATION

7/01/08 - 6/30/09		BUDGET AMOUNT	Notes
JUNE 08 END BALANCE (Approx.)	\$6,400.00		
RECEIPTS			
TPMA Dues		\$3,850.00	110 members X \$35
IPMA-HR Associate Dues		\$1,175.00	47 associates X \$25
Board and Regional Meetings		\$675.00	15 attendees X \$15 X 3 meetings
TPMA 2009 Annual Conference		\$18,000.00	Lowered by \$1000
Interest from CD (October)		\$500.00	
Miscellaneous Receipts		\$0.00	
TOTAL RECEIPTS		\$24,200.00	
DISBURSEMENTS			
Postage		\$552.00	4 X \$138 for equipment rental
PO Box Rent		\$184.00	Increased by \$20
Supplies/Board Awards		\$200.00	Doubled to include Awards
Board Meetings		\$4,075.00	4 meetings X \$1000 + \$75 Audit
Regional Meetings		\$1,500.00	3 meetings X \$500
IPMA-HR 2009 Conference		\$1,014.00	
TPMA 2009 Annual Conference		\$11,000.00	
Scholarships		\$1,000.00	
Travel		\$1,500.00	2 to IPMA-HR Leadership
Printing		\$500.00	
Bookkeeper Fees		\$300.00	1 month (June) X \$300
TPMA Website Fees		\$500.00	
Event Registration Software		\$500.00	
Miscellaneous		\$200.00	Lowered by \$100
IPMA-HR 2008 Associate Dues		\$1,175.00	47 associates X \$25
TOTAL DISBURSEMENTS		\$24,200.00	
JUNE 09 END BALANCE (Approx.)		\$6,400.00	
CD BALANCE			
Certificate Acct. - Bank of America		\$10,442.00	

**Tennessee Personnel Management Association
Audit Meeting Minutes
Nashville, Tennessee
June 27, 2008 10:30 A.M. – 1:00 P.M. (CST)**

1. **Welcome by Melissa Berry**
Thanks to Martha Justice for hosting.
2. **2007-2008 Financial Summary Report**
Melissa Berry presented the 2007-2008 Summary Report and reported that the UT Registration accounting summary has not been completed by UT at this point. She and Richard are trying to get the final numbers as well as the final check. Steve Adams moved to recommend acceptance of the report to the Board. Martha Justice seconded. Motion passed.
3. **Proposed 2008-2009 Budget**
Melissa Berry presented a first draft of the proposed budget. The committee went through each line item and made some revisions. A pending item will be the possible use of an online company to handle registrations. Richard Stokes will report on possible options with the company. Steve Adams moved to recommend acceptance of the revised budget to the Board. Martha Justice seconded. Motion passed.
4. **Certificate of Deposit**
Melissa Berry reported that the CD with Bank of America has been renewed through October 15, 2008.
5. **Accounting/Procedures**
Melissa Berry proposed that TPMA set up more stringent accounting procedures since the organization no longer pays for a bonded bookkeeper. Discussion followed with the audit committee making the following recommendations to the Board.
 - a. Proposed Additional Role for President Elect to do a Monthly Review of Expenditures and Receipts
 - b. Monthly Financial Report emailed to President Elect, President, and Executive Director (due by 5th of each month)
 - d. New Excel Spreadsheet Ledger with detailed information on receipts and expenses
 - e. New Regional Meeting Accounting Sheets to better document receipts
 - f. Review of all receipts by audit committee in June
 - g. Creation of Manual of TPMA Accounting Procedures
6. **Banking**

Melissa Berry reported that she will wait to transfer the bank account's authorized signatures until after the West Tennessee meeting so that Vicki Burton can handle the finances during the regional meeting.

Committee Members:

Adams, Steve	2007-2008 President Elect & 2008-2009 President
Berry, Melissa	2007-2008 & 2008-2009 Treasurer
Burton, Vicki	2007-2008 President & 2008-2009 Immediate Past President
Justice, Martha	2007-2008 & 2008-2009 Board Member
Stokes, Richard	Executive Director

