

Approved October 9, 2008

TPMA
WEST TENNESSEE REGIONAL BOARD MEETING
NEIGHBORHOOD BISTRO
MILLINGTON, TN

JULY 10, 2008

7:30 P.M.

Present were: Steve Adams, Vicki Burton, Cindy Donaldson, Lynn Henning, Alan Jones, Martha Justice, Richard Stokes and Paula Taylor.

President Steve called the meeting to order. All present introduced themselves. President Steve extended special thanks to Cindy Donaldson for making the meeting arrangements. Ms. Donaldson welcomed each member.

The **Board Minutes of March 25, 2008** were approved on motion by Martha Justice and seconded by Cindy Donaldson.

The **Membership Report** was presented by Executive Director Richard Stokes. Currently, we have 118 members. Richard encouraged board members to talk to others in the profession about the benefits of joining TPMA.

Old Business:

President Steve presented the **List of Accomplishments for 2007 – 2008**. (Please see the attached).

President Steve presented the final **2007 Annual Conference Report** – after the conference, there were two generous donors and supporters of the conference - \$3600.00 from the City of Chattanooga and \$1500.00 from the City of Memphis. There is an estimated profit of \$5000.00 + the \$1150.00 from UT. (Please see the attached).

The East Tennessee Membership meeting will be held October 9 – 10, 2008 due to the IPMA-HR Conference starting on October 18, 2008.

IPMA-HR update was given by Richard – the annual conference is scheduled October 18 – 22, 2008 at the Flamingo Hotel in Las Vegas.

The IPMA-HR is in the process of updating the by-laws.

The Executive Council will meet in Las Vegas on October 18, 2008.

The following is the IPMA-SR conference schedule:

May 10 – 13, 2009	Mobile, AL
2010	Norman, OK
2011	Kentucky
2012	Charleston, SC

Financial Report and the **Audit Committee Report** were presented by Vicki Burton in the absence of Treasurer, Melissa Berry.

We should receive \$1150.00 from UT for refund on Conference Registration Fees.

Treasurer's Report:

Balance on hand as of June 30, 2008 - \$16,923.46 - \$6480.72 in checking and \$10,442.74 in the Certificate of Deposit. This report was received on motion by Alan Jones, seconded by Paula Taylor.

Audit Committee Report:

Attached is the proposed budget for 2008 – 2009.

The Audit Committee makes the following recommendations:

- Renew the Certificate of Deposit in October 2008. Board will decide at that time if any amount needs to be withdrawn.
- Expand the role of the President-Elect to be more involved with the Budget since we no longer have an outside bookkeeper.
- Sponsor the President and President-Elect's attendance at the Leadership Conference in Arlington, VA - July 25 – 27, 2008.

Motion to accept the Audit Report was made by Martha Justice; seconded by Alan Jones. Motion carried.

Motion was made by Paula Taylor and seconded by Alan Jones to change the Bylaws to expand the duties of the President-Elect to include working with the Budget. Motion carried.

It was motioned by Martha Justice, seconded by Cindy Donaldson to place the \$1150.00 to be received from UT in a contingency Line Item as part of the Budget. Motion was amended to place \$800.00 in checking and to place \$350.00 in the Certificate of Deposit.

(This was a necessary amendment to protect our 501C status, as we are not allowed to collect more than \$25,000.00 in a year and maintain our IRS status of 501C). Motion carried.

Board Retreat – Vicki will follow up on action items within the next two weeks. President Steve was supportive of this and has staff members who will assist Vicki.

Richard has been contacted by 123 Signup to consider online registration and membership information. He will have a Demo at the October 2008 Board Meeting. This company is handling registration for the Southern Region Conference in Mobile, AL.

New Business:

Richard will follow up on the necessary documents to enter into a contract with Disney for the September 9, 2008 presentation to be held in Nashville. There will be no cost to the Chapter.

He has also been approached by SDMA (Sherrill D. Morgan & Associates) to help with production of Health Surveys. This is also a no-cost venture where we will be able to get some statewide healthcare benefit data. This company is also a potential conference sponsor. This was approved by consensus.

Mr. Stokes will share the “**How Can I Help?**” survey results with President Steve and Past President Vicki.

Pat Thicklin and Antonio Scipio both of MHDA have volunteered to work on new membership recruitment and marketing materials.

The Southern Region will unveil a new website with state links.

Richard presented a copy of Roberts Rules of Order and the TPMA Planning Document.

It was motioned by Martha Justice that regional speakers or other program participants would receive a 1-year free membership to TPMA. This would be limited to no more than two people per year. Motion was seconded by Alan Jones and carried with no dissenting votes.

President Steve noted that the date of the Middle Tennessee Meeting scheduled for January 15 – 16, 2009 may be changed to the following Thursday – Friday.

It was noted by Steve that Vicki Hatfield will chair the 2009 Annual Conference to be held in East Tennessee; and Melissa Berry will co-chair. The 2009 IPMA-HR Annual Conference will be held in Nashville.

Recognitions:

Vicki Burton has received her IPMA-CP Certification and will receive her Masters Degree in August.

Bonnie Curran gave birth to her son in July.

Cindy Donaldson and Margaret Ridings both are grandmothers-to-be.

Dawn Freeman is expecting.

Congratulations to James Baltimore of Dyersburg and Ed Fennell on their retirements. Both are past presidents of TPMA.

Richard Stokes presented each Board member with a copy of the IPMA Chapter Handbook.

There being no further business, the meeting was adjourned at 9:00 p.m., on motion by Vicki Burton, seconded by Alan Jones.

Respectfully submitted,

Lynn B. Henning

Lynn B. Henning
Secretary

Steve Adams
President



Tennessee Chapter, International Personnel Management Association
P. O. Box 190485, Nashville, TN 37219

MEMORANDUM

TO: Board of Directors

FROM: Vicki Burton, President (2007-2008)

DATE: June 30, 2008

SUBJECT: Summary of Accomplishments

I have thoroughly enjoyed my role as TPMA President and appreciate each of you for the role that you played in making my tasks easy. Together we worked diligently for the chapter and ensured that we made sound decisions and supported each other during the past year. I wanted to note some of the accomplishments that we ascertained:

- Won the Dayna R. Petete Outstanding Chapter Award at the Southern Region
- Nominated Richard Stokes for the Edwin L. Swain Award (2008 Recipient)
- Edited Regional Coordinator's Roles and Responsibilities
- Communicated with the membership on a quarterly basis
- Represented TPMA at the Leadership Conference
- Operated within the 2007-2008 budget
- Conducted three regional meetings
- Conducted timely board meetings
- Worked to increase membership
- Updated TNIPMA web-site
- Updated Chapter By-laws
- Board Retreat

There is always room for improvement in anything that we do which is an indication that we are still growing. Listed below are a couple of opportunities for improvement:

- Increase Membership
- Newsletter

I will take the lead role to follow-up on these opportunities and the action items from the retreat so that we can determine next steps and move forward. You are the best board of directors possible. Stay tuned for an email coming to a computer near you.

Enjoy your summer!

BOARD REPORT
2008 Annual Conference

Name of conference:	The HR Balancing Act: Professional and Personnel Growth
Dates:	March 26-28, 2008
Location:	Radisson Hotel Opryland in Nashville, TN
# of Attendees:	46
# of Exhibitors:	15
# of Sponsors:	4
Financial Status:	Estimated \$5,000 profit
# of Speakers:	9
# of Conference Sub-comittees:	9

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

7/01/07 - 6/30/08	BUDGET AMOUNT	July	August	September	October	November	December	Jan
Balance Forward 6/30/07	\$8,392.28							
RECEIPTS								
Dues	\$5,500.00	\$35.00	\$17.50		\$17.50		\$765.00	\$3,
Board and Regional Meetings	\$1,125.00	\$140.00			\$280.00		\$15.00	\$
Fall Symposium	\$0.00							
Annual Conference 2008	\$19,000.00					\$300.00	\$300.00	\$
Competency Model	\$0.00							
Miscellaneous Receipts	\$0.00							
TOTAL RECEIPTS	\$25,625.00	\$175.00	\$17.50	\$0.00	\$297.50	\$300.00	\$1,080.00	\$4,
DISBURSEMENTS								
Postage	\$800.00				\$138.00			\$
Box Rent	\$160.00				\$92.00			\$
Supplies	\$100.00							\$
Competency Model	\$0.00							\$
Board Meetings	\$4,075.00	\$721.67			\$775.21		\$574.29	\$1,
Regional Meetings	\$1,500.00	\$140.12			\$40.00			\$
Fall Symposium	\$0.00							\$
Annual Conference 2008	\$11,000.00				\$58.00			\$
Scholarships	\$1,000.00							\$
Travel	\$900.00				\$645.66		\$718.80	\$
Printing	\$500.00						\$148.48	\$
Bookkeeper Fees	\$3,600.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$
Website Fees	\$500.00	\$113.75				\$185.00		\$
Miscellaneous	\$300.00	\$3.00	\$3.00	\$93.95	\$3.00	\$16.00	\$16.00	\$
IPMA Dues Payment	\$825.00					\$775.00		\$
TOTAL DISBURSEMENTS	\$25,260.00	\$1,278.54	\$303.00	\$531.95	\$1,913.87	\$2,569.09	\$464.48	\$2
BALANCE		\$7,288.74	\$7,003.24	\$6,471.29	\$4,854.92	\$2,585.83	\$3,201.35	\$5
Certificate Deposit Acct. 383	Matures 10/08	\$10,040.19	\$10,081.89	\$10,123.76	\$10,165.22	\$10,206.67	\$10,247.69	\$10
TOTAL ASSETS		\$17,328.93	\$17,085.13	\$16,595.05	\$15,020.14	\$12,792.50	\$13,449.04	\$15

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

Tennessee Personnel Management Association

7/01/07 - 6/30/08	BUDGET AMOUNT	July	August	September	October	November	December	January	February	March	April	May	June	YTD AMOUNT	DIFFERENCE
Balance Forward 6/30/07	\$8,392.28														
RECEIPTS															
Dues	\$5,500.00	\$35.00	\$17.50		\$17.50		\$765.00	\$3,710.00	\$896.00	\$35.00	\$225.00			\$5,275.00	\$225.00
Board and Regional Meetings	\$1,125.00	\$140.00			\$280.00		\$15.00	\$189.19						\$624.16	\$500.84
Fall Symposium	\$0.00						\$300.00	\$650.00	\$3,925.00	\$5,380.00	\$315.00	\$1,938.00		\$16,108.00	\$2,892.00
Annual Conference 2008	\$19,000.00						\$300.00	\$650.00	\$3,925.00	\$5,380.00	\$315.00	\$1,938.00		\$16,108.00	\$2,892.00
Complacency Model	\$0.00								\$16.00					\$16.00	\$0.00
Miscellaneous Receipts	\$0.00													\$0.00	(\$16.00)
TOTAL RECEIPTS	\$23,625.00	\$175.00	\$17.50	\$0.00	\$297.50	\$300.00	\$1,090.00	\$4,848.16	\$4,636.00	\$9,415.00	\$315.00	\$1,938.00	\$0.00	\$22,023.16	\$3,601.84
DISBURSEMENTS															
Postage	\$800.00							\$138.00						\$14.00	\$388.00
Box Rent	\$180.00							\$92.00						\$184.00	(\$24.00)
Supplies	\$100.00							\$95.00						\$0.00	\$0.00
Complacency Model	\$0.00							\$0.00						\$0.00	\$0.00
Board Meetings	\$4,075.00	\$721.67			\$775.21		\$775.21	\$1,404.48	\$70.86	\$1,214.77				\$4,187.38	(\$12.38)
Regional Meetings	\$1,500.00	\$140.12			\$40.00		\$40.00	\$315.00	\$70.86	\$1,214.77				\$1,440.72	\$359.72
Fall Symposium	\$0.00													\$0.00	\$0.00
Annual Conference 2008	\$11,000.00				\$58.00		\$58.00		\$763.00	\$9,000.88	\$3,358.50			\$10,180.38	\$819.62
Scholarships	\$1,000.00									\$500.00				\$500.00	\$0.00
Travel	\$300.00				\$645.66		\$718.80							\$315.50	\$1,679.96
Printing	\$500.00						\$148.48	\$383.05						\$531.53	(\$31.53)
Bookkeeper Fees	\$3,600.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$3,600.00	\$0.00
Website Fees	\$500.00	\$113.75			\$3.00		\$16.00	\$16.00	\$5.00					\$182.50	\$9.75
Miscellaneous	\$300.00	\$3.00	\$3.00	\$93.95	\$3.00	\$776.00	\$18.00	\$18.00	\$5.00					\$155.95	\$144.05
IPMA Dues Payment	\$625.00													\$775.00	\$50.00
TOTAL DISBURSEMENTS	\$25,260.00	\$1,278.54	\$303.00	\$631.95	\$1,913.87	\$2,589.09	\$464.48	\$2,648.53	\$1,138.86	\$9,015.65	\$3,796.50	\$587.50	\$986.75	\$23,934.72	\$1,325.28
BALANCE		\$7,298.74	\$7,003.24	\$6,471.29	\$4,854.92	\$2,585.83	\$3,201.35	\$5,401.88	\$6,999.12	\$9,298.47	\$6,016.97	\$7,167.47	\$5,480.72		
Certificate Deposit Acct. 3839-BOA		\$10,040.18	\$10,081.89	\$10,123.78	\$10,166.22	\$10,206.67	\$10,247.89	\$10,290.25	\$10,332.90	\$10,332.90	\$10,359.19	\$10,442.74	\$10,442.74		
TOTAL ASSETS		\$17,328.93	\$17,085.13	\$16,595.05	\$15,020.14	\$12,792.50	\$13,449.04	\$15,692.23	\$19,232.11	\$18,631.46	\$18,176.16	\$17,610.21	\$16,923.46		