

**TPMA BOARD MEETING  
MARCH 25, 2008  
NASHVILLE, TN**

**7:00 P.M.**

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

The meeting opened at 7:00 p.m. in the McGavock Room at the Radisson Suites by President Vicki Burton.

Welcome was extended by Steve Adams.

The minutes of January 17, 2008 were approved on motion by Steve Adams; seconded by Pearl Gibson.

The financial report was given by Melissa Berry - \$8771.09 in checking; \$10,359.19 Certificate of Deposit; \$5895.00 received in registration fees from UT. Treasurer Melissa Berry made the following recommendations:

- (1) Lay-off the Bookkeeper at the end of the fiscal year when the contract expires at midnight on June 30, 2008. This action is necessary due to budget constraints. The Treasurer will assume the duties of the Bookkeeper. Motion to accept this recommendation was made by Melissa Berry; seconded by Pearl Gibson. Motion carried.
- (2) Renew the CD for 4 months or until the July 2008 Board Meeting. This was approved on motion by Melissa Berry; seconded by Martha Justice.
- (3) Board members share rooms or pay ½ of the Room rate and TPMA pay ½. After discussion, this recommendation was withdrawn.
- (4) Increase dues. It was the consensus that this recommendation would be passed on to the Audit Committee.

Membership Report was presented by Richard Stokes. Presently, there are 113 members - which is a loss of 9 members.

## Committee Reports:

The **Nominating Report** was presented by Past President Pearl Gibson. The recommended slate of officers for the 2008-2009 year is as follows:

President	Steve Adams
President-elect	Cindy Donaldson
Secretary	Lynn Henning
Treasurer	Melissa Berry
Middle TN Coordinator	Martha Justice
West TN Coordinator	Jim Russell
East TN Coordinators	Alan Jones
	Paula Taylor
Past President	Vicki Burton
Executive Director	Richard Stokes

**2008 Annual Conference Report** was presented by Conference Chair and President-Elect, Steve Adams. Please see the attachment.

### Regional Meetings:

July 18, 2008	West Tennessee
October, 2008	East Tennessee
January 2009	Middle Tennessee

### 2009 Annual Conference:

To be held in East Tennessee

**MTAS Update** was presented by Richard Stokes, Executive Director - it was recommended that TPMA not use UT for registration next year, due to budgetary constraints.

**TPMA Scholarship Report** was presented by Janet Curry. It was motioned by Janet Curry; seconded by Pearl Gibson that \$500.00 Scholarship would be awarded to Freda Black of McMinnville. Motion carried.

**TPMA Personal Achievement Award** – there were no applicants.

**IPMA-HR Updates/Webinars** – Mr. Stokes noted that the Webinar has been scheduled for 10:00 a.m. on Wednesday, April 26, 2008 at a cost of \$10.00 per person.

**By-Laws** – Revised on 3/25/08 – see attached

**Board Retreat** – The Board will follow through with assignments for future growth and development.

**New Business:**

**EXECUTIVE DIRECTOR'S REPORT** - Rick reported that changes are forthcoming in the way that IPMA appoints members to the executive council.

By-law changes will be presented in Las Vegas in October 2008 and will be voted on at the beginning of the year.

Rick would like to encourage Board members to volunteer to serve on committees, especially the Program Committee.

**AUDIT COMMITTEE REPORT** – The Audit Committee comprised of Melissa Berry; Richard Stokes; Steve Adams; Martha Justice and Vicki Burton will meet in June 2008 in Nashville.

**IPMA CONFERENCE 2009** – Rick noted that Committee members will need to help with the planning. He will get fliers to take with him to Las Vegas.

**Announcements:**

TPMA Annual Conference, Nashville, TN March 26 – 28, 2008  
IPMA-SR, Virginia Beach, VA April 19-23, 2008  
IPMAAC Annual Conference, Oakland, Ca June 8 – 11, 2008  
IPMA-HR International Conference, Las Vegas, NV October 18 – 22, 2008  
TN PRIMA Conference, Brentwood, TN, November 12 – 14, 2008

There being no further business, the meeting adjourned at 8:40 p.m.

Respectfully submitted,

*Lynn B. Henning*

Lynn B. Henning  
Secretary

Vicki Burton  
President

## 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
<b>TOTAL =</b>	<b><u>\$13,820.00</u></b>

## TPMA CONFERENCE INCOME

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

## 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

# Conference 2008 Financial Report

RegistrationType	Last Name	First Name	Organization Name	SymposiumAmount
Conference Registrant				
	Adams	Steve	MDHA	\$175.00
	Allender	Rebecca	City of Knoxville	\$175.00
	Baltimore	James	City of Dyersburg	\$175.00
	Berry	Melissa	City of Knoxville	\$175.00
	Best	Teresa	City of Maryville	\$175.00
	Black	Fredia	City of McMinnville	\$175.00
	Brice	Casta	City of Tullahoma	\$175.00
	Brown	Rita	City of Athens	\$175.00
	Burchett	Jim	City of Cookeville	\$175.00
	Burton	Vicki	TN Dept of Children's Ser	\$175.00
	Catlett	Lori	Knox County Sheriff's Me	\$175.00
	Coleman	Valerie	City of Knoxville	\$175.00
	Connell	Candace	City of Franklin	\$200.00
	Conner	Pamela	City of Franklin	\$175.00
	Crawford	David	City of Gallatin	\$175.00
	Curran	Bonnie	University of TN - MTAS	\$200.00
	Curry	Janet	City of Gatlinburg	\$175.00
	Donaldson	Cindy	City of Millington	\$175.00
	Foster	Melissa	City of Knoxville	\$175.00
	Freeman	Dawn	City of Goodlettsville	\$175.00
	Gibson	Pearl	City of Memphis	\$175.00
	Gregory	Martha	MDHA	\$175.00
	Hall	Gary	Knox County Sheriff's Me	\$175.00
	Harmon	Shirley	City of Franklin	\$175.00
	Hatfield	Vicki	City of Knoxville	\$175.00
	Hatmaker	Diane	Metro Knoxville Airport	\$175.00
	Henning, IPMA-CP	Lynn	City of Jackson	\$175.00
	Householder	Cyreese	City of Alcoa	\$200.00
	Jones	Alan	Metro Knoxville Airport	\$175.00
	Justice	Martha	Metro Nashville Water Se	\$235.00
	Minton	Diane	City of Bartlett	\$235.00
	Palmer	Kaye	City of Hendersonville	\$175.00

RegistrationType	Last Name	First Name	Organization Name	SymposiumAmount
	Perry	Patricia	City of East Ridge	\$175.00
	Riding	Margaret	Webster College	\$175.00
	Runyan	Anne	Hamilton County Human	\$175.00
	Scipio	Antonio	MDHA	\$175.00
	Sprow	Jeff	Town of Collierville	\$175.00
	Stewart	Diane	MDHA	\$175.00
	Stokes, IPMA-CP	Richard	University of TN - MTAS	\$175.00
	Taylor	Paula	Knox County Sheriff's Me	\$175.00
	Thicklin	Pat	MDHA	\$175.00
	Thompson	Mary	City of Portland	\$175.00
	Thompson	Melissa	City of Alcoa	\$175.00
	Valentine	Kathy	City of Pigeon Forge	\$175.00
	Voss	Peter	City of Bartlett	\$235.00

Summary for 'RegistrationType' = Conference Registrant (45 detail records)

Sum \$8,130.00

Exhibitor

Angetti	Tina	AFLAC	\$300.00
Brown	Nancy	Aon	\$300.00
Burnett	Betty	The HR Group	\$300.00
Davenport	Amanda	Benefit Consulting Allian	\$300.00
Ghee	Liz	Concentra Medical Center	\$175.00
Green	Mary	Lincoln Financial Group	\$300.00
Jones	Cooper	Crichton Brandon Jackso	\$175.00
Larrison	Jesse	CorVel Corporation	\$300.00
Madison	Austin	Crichton Brandon Jackso	\$300.00
Meguiar	Cathy	Concentra Medical Center	\$300.00
Olson	Helen	CorVel Corporation	\$175.00
Phillips	Gail	Nashville State Communi	\$300.00
Roate	Julie	CMS Uniforms	\$300.00
Terry	Angelia	Aon	\$175.00
Varner	Steve	ICMA-RC	\$300.00
Woodruff	Chris	Bryan Pendleton Swats &	\$300.00

Summary for 'RegistrationType' = Exhibitor (16 detail records)

Sum \$4,300.00

Exhibitor and Advertiser

Bradford	Sandy	Life Signs	\$400.00
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RegistrationType	Last Name	First Name	Organization Name	SymposiumAmount
Summary for 'RegistrationType' = Exhibitor and Advertiser (1 detail record)				
Sum				\$400.00
Exhibitor, Sponsor and Advertiser				
	Remmos	Frank	Liberty Mutual	\$900.00
	Robinson	Monty	Nationwide Retirement S	\$1,150.00
Summary for 'RegistrationType' = Exhibitor, Sponsor and Advertiser (2 detail records)				
Sum				\$2,050.00
Exhibitor, Sponsor and Advertiser				
	Williams	Jerry	Nationwide Retirement S	\$0.00
Summary for 'RegistrationType' = Exhibitor, Sponsor and Advertiser (1 detail record)				
Sum				\$0.00
Exhibitor, Sponsor and Advertiser				
	Hollingsworth	Joe	Nationwide Retirement S	\$0.00
Summary for 'RegistrationType' = Exhibitor, Sponsor and Advertiser (1 detail record)				
Sum				\$0.00
Speaker				
	Akbari	Jacky	TN Workforce Developm	\$0.00
	Barcroft	Janet	HCA Healthcare	\$0.00
	Fleming	Mary	Baptist Wellness Center	\$0.00
	Grant	Michael	G&C Motivational Speak	\$0.00
	Harris	Stephen	Life Servcies EAP	\$0.00
	Kraus	Dr. William	City of Oak Hill/TSU	\$0.00
	Shell-Berry	Dorothy	Metro Nashville Davidson	\$0.00
	Stephenson	Kate	Traugher & Tuke	\$0.00
	Swinton	Derius	Swinton and Associates	\$0.00
Summary for 'RegistrationType' = Speaker (9 detail records)				
Sum				\$0.00
Sponsor				
			Metropolitan Developmen	\$250.00
			City of Maryville	\$250.00
			Town of Collierville	\$250.00
Summary for 'RegistrationType' = Sponsor (3 detail records)				
Sum				\$750.00
Grand Total				\$15,630.00

**BY-LAWS**  
**TENNESSEE PERSONNEL MANAGERS ASSOCIATION**  
(Revised 03/25/2008)

**ARTICLE I. NAME AND GEOGRAPHIC AREA**

**Section 1.** - This chapter shall be known as the "Tennessee Chapter of the International Public Management Association for Human Resources" and/or the "Tennessee Personnel Management Association".

**Section 2.** - The geographical area covered by this chapter shall be the entire state of Tennessee.

**ARTICLE II. OBJECTIVES**

The objectives of this chapter shall be as followed:

1. to provide a forum for persons engaged in public personnel administration to discuss their current problems and to provide a medium for their mutual self-improvement;
2. to implement the objectives and programs of the International Public Management Association for Human Resources within the chapter area;
3. to explain and interpret the objectives and methods of personnel administration to the general public, civic groups, government officials and employees;
4. to encourage and facilitate cooperative action among public jurisdictions and private employees within the chapter area on personnel problems of mutual concern; and
5. to provide educational opportunities for the membership to further the objectives of the Chapter in the form of conferences, seminars and regional meetings.

**ARTICLE III. CHAPTER MEMBERSHIP**

**Section 1.** - Any person working in a professional capacity in local government or quasi-governmental agency who is a member of the International Public Management Association for Human Resources is eligible for membership. This includes city governments, school boards, public hospitals, public utilities, elected officials, and other persons interested in public personnel administration. Chapter membership, with no International Public Management Association for Human Resources privileges, also shall be available to any person who is not a member of the International Public Management Association for Human Resources, but who is in support of the objectives and programs of this chapter and of the International Public Management Association for Human Resources.

**Section 2.** - The annual dues for chapter membership shall be paid before the individual can qualify as an active member. All dues shall be payable within 30 days upon receipt of an invoice. The Board of Directors shall set all fees. Prorated membership fees can be paid of no less than 50% of the membership fee after July 1<sup>st</sup> at regional and/or annual state conferences.

**Section 3.** - Student membership is available to full-time graduate or undergraduate students, or any person participating in a formal public service internship program sponsored by a recognized academic institution. Proof of eligibility must be submitted with the membership application. Student members are not eligible to vote or hold office. The Board of Directors shall set student membership fees.

**Section 4.** - The Chapter must maintain a minimum of five (5) IPMA members or Designated Agency Representatives in order to remain an active chapter of the International Public Management Association for Human Resources.

## ARTICLE V. DUTIES OF OFFICERS

**Section 1. - PRESIDENT:** The President shall preside at all meetings of the Chapter and the Board of Directors. The President shall appoint all committees and shall perform such other duties as ordinarily pertain to such office. The President shall be an ex-officio member of all standing committees. In the event of a vacancy in the office of President, the President-Elect shall assume the office and title of President during the unexpired term of the President.

**Section 2. - PRESIDENT-ELECT:** The President-Elect shall be familiar with all organizational affairs in preparing for assuming the Presidency and shall work under and in cooperation with the President. The President-Elect shall serve as an ex-official member of all committees of the Tennessee Personnel Management Association. The President-Elect will become familiar with all standing committees and the duties of the President. The President-Elect shall be responsible for membership development of the Chapter. The President-Elect shall automatically succeed the President at the end of the term. In the event of a vacancy in the office of the President-Elect during the term of office, the vacancy may be filled for the remainder of the term with an eligible member by appointment from the Board.

**Section 3. - TREASURER:** The Treasurer of the Chapter is an elected officer serving a one-year term as the Chapter's financial officer. The treasurer shall execute all financial transactions of the Chapter with the assistance of the contracted Business Manager/bookkeeper. The officer shall collect and deposit membership dues and other income in a commercial bank account of a local bank; maintain accurate records for such deposits in order to be ready at any time to present a report of the Chapter's financial status; and prepare a year-end financial statement for submission to Association headquarters with the Chapter's Annual Report. In the event of a vacancy in the office of Treasurer during the term of office, the vacancy may be filled for the remainder of the term with an eligible member by appointment from the Board.

**Section 4. - SECRETARY:** The Secretary of the Chapter is an elected officer serving a one-year term. It shall be the duty of the Secretary to record the minutes and attendance of all Chapter meetings as well as sending out notice of Board meetings and Chapter Meetings. The Secretary shall keep these minutes and records in a Minute Book so designated by the Chapter. In the event of a vacancy in the office of Secretary during the term of office, the vacancy may be filled for the remainder of the term with an eligible member by appointment from the Board.

**Section 5. - SALARY OF OFFICERS:** All officers shall serve without compensation.

**Section 6. - BOARD VACANCIES:** Should a vacancy occur within the chapter officers or on the Board of Directors, for any reason, during that officer's or director's term of office, the remaining members of the chapter officers and board of directors shall appoint a replacement officer or board member to finish the term of office of the position vacated. The person appointed to fill the vacancy must meet the same qualifications for chapter officers or board members as stated in Article IV above. In certain emergency situations, the Board may waive some qualification requirements to appoint an interim Board member/chapter officer.

## ARTICLE VI. DUTIES OF THE BOARD OF DIRECTORS

**Section 1.** - The Board shall be responsible for the appropriation of all funds of the organization in accordance with the organizational budget; and through the President or other duly authorized member of the Board shall approve all invoices prior to payment.

**Section 2.** - The Board shall vote on all projects recommended to the organization, which must be approved by two-thirds vote of the entire Board.

**Section 3.** - A majority of the members of the Board shall constitute a quorum.

**Section 4.** - All directors shall serve without compensation.

## ARTICLE IX. COMMITTEES

Section 1. - The President shall appoint committees as necessary to perform the business of the organization.

Section 2. - Any committees may be combined or divided or sub-divided, as the President or Board of Directors deem necessary.

Section 3. - An Audit Committee shall be established each year to review the previous year's financial records. The committee shall meet after the annual conference and before the first meeting in July. Membership on the committee shall be composed of the following: (1) Treasurer-elect, (2) TPMA Business Manager/Bookkeeper, (3) a general TPMA member (elected by the members of the committee), (4) the President-elect, and (5) the Executive Director. The outgoing Treasurer shall serve as staff for the committee.

## ARTICLE X. AWARDS

To be eligible for the annual Personnel Achievement Award, candidates must:

- A. be an active member of the organization
- B. must have attended two of the last three conferences
- C. must have participated in a program or served on a committee at least once in the past year
- D. must have made an outstanding contribution to local government personnel since the last annual meeting

Awards may be awarded in two categories: (a) Individual and (b) Team/Collaborative. Nominations must be received in writing no later than thirty (30) days before the annual meeting. The nomination must state the outstanding contribution, how and why it was accomplished, and the results achieved.

## ARTICLE XI. CHAPTER MEETINGS

Section 1. - REGULAR MEETINGS: The regular meetings of this organization shall be held four (4) times each year. The President shall set the time and place of each chapter meeting, and the Executive Director and/or Secretary or Treasurer shall notify members.

Section 2. - ANNUAL MEETING: The annual meeting shall be held in the Spring of each year or as designated by the Board of Directors, for the election of officers, presentation of annual report, and transaction of other business. The term of new officers/directors shall officially begin July 1st following the annual meeting.

Section 3. - BOARD MEETINGS: The organization shall have at least four meetings of the Board of Directors per year. Any such meetings may be postponed or dispensed with by the President or Board of Directors who may call business meetings at other times as deemed necessary.

Section 4. - SPECIAL/EMERGENCY MEETINGS: Special/emergency meetings of the organization may be called by the President or the Board of Directors or by two-thirds membership upon regular written notice to the Secretary at least 15 days in advance of such meeting. These meetings can be in person, conference calls or e-mail meetings.

Section 5. - QUORUM: A majority of the regional members shall constitute a quorum at any meeting of the organization.

Section 6. - RULES OF ORDER: Parliamentary procedure in all meetings of the organization, Board of Directors, and Committees shall be in accordance with Robert's Rules of Order.

ARTICLE XV. EFFECTIVE DATE OF THESE BY-LAWS

Adoption of these By-Laws shall take effect and be in force upon approval by the Executive Council of the International Public Management Association for Human Resources.

ADOPTED:

PRESIDENT: \_\_\_\_\_ PRESIDENT ELECT

(By-laws.doc)

Tennessee Personnel Management Association

7/01/07 - 3/25/08		BUDGET AMOUNT	July	August	September	October	November	December	January	February	March	April	May	June	YTD AMOUNT	DIFFERENCE
Balance Forward 2/29/08	\$5,401.98															
<b>RECEIPTS</b>																
Dues		\$5,500.00	\$35.00	\$17.50		\$17.50		\$765.00	\$3,710.00	\$695.00					\$5,240.00	\$260.00
Board and Regional Meetings		\$1,125.00	\$140.00			\$280.00		\$15.00	\$189.16	\$60.00					\$684.16	\$440.84
Fall Symposium		\$0.00													\$0.00	\$0.00
Annual Conference 2008		\$19,000.00					\$300.00	\$300.00	\$950.00	\$3,925.00	\$1,125.00				\$6,600.00	\$12,400.00
Competency Model		\$0.00													\$0.00	\$0.00
Miscellaneous Receipts		\$0.00								\$16.00					\$16.00	(\$16.00)
<b>TOTAL RECEIPTS</b>		<b>\$25,625.00</b>	<b>\$175.00</b>	<b>\$17.50</b>	<b>\$0.00</b>	<b>\$297.50</b>	<b>\$300.00</b>	<b>\$1,080.00</b>	<b>\$4,849.16</b>	<b>\$4,696.00</b>	<b>\$1,125.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$12,540.16</b>	<b>\$13,084.84</b>
<b>DISBURSEMENTS</b>																
Postage		\$800.00			\$138.00				\$138.00						\$276.00	\$524.00
Box Rent		\$160.00				\$92.00			\$92.00						\$184.00	(\$24.00)
Supplies		\$100.00													\$0.00	\$100.00
Competency Model		\$0.00													\$0.00	\$0.00
Board Meetings		\$4,075.00	\$721.67			\$775.21			\$1,404.48						\$2,901.36	\$1,173.64
Regional Meetings		\$1,500.00	\$140.12			\$40.00	\$574.29		\$315.00	\$70.86					\$1,140.27	\$359.73
Fall Symposium		\$0.00													\$0.00	\$0.00
Annual Conference 2008		\$11,000.00				\$58.00				\$823.00	\$953.03				\$1,834.03	\$9,165.97
Scholarships		\$1,000.00													\$0.00	\$1,000.00
Travel		\$900.00				\$645.66	\$718.80								\$0.00	\$1,000.00
Printing		\$500.00						\$148.48	\$383.05						\$1,364.46	(\$464.46)
Bookkeeper Fees		\$3,600.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00				\$531.53	(\$31.53)
Website Fees		\$500.00	\$113.75				\$185.00								\$2,700.00	\$900.00
Miscellaneous		\$300.00	\$3.00	\$3.00	\$93.95	\$3.00	\$16.00	\$16.00	\$16.00	\$5.00					\$298.75	\$201.25
IPMA Dues Payment		\$825.00					\$775.00								\$155.95	\$144.05
<b>TOTAL DISBURSEMENTS</b>		<b>\$25,260.00</b>	<b>\$1,278.54</b>	<b>\$303.00</b>	<b>\$531.95</b>	<b>\$1,913.87</b>	<b>\$2,569.09</b>	<b>\$464.48</b>	<b>\$2,648.53</b>	<b>\$1,198.86</b>	<b>\$1,253.03</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$12,161.35</b>	<b>\$13,098.65</b>
<b>BALANCE</b>			<b>\$4,298.44</b>	<b>\$4,012.94</b>	<b>\$3,480.99</b>	<b>\$1,864.62</b>	<b>-\$404.47</b>	<b>\$211.05</b>	<b>\$2,411.68</b>	<b>\$8,899.12</b>	<b>\$8,771.09</b>					
Certificate Deposit Acct 3839-BOA	Matures 6/08		\$10,040.19	\$10,081.89	\$10,123.76	\$10,165.22	\$10,206.67	\$10,247.69	\$10,290.25	\$10,332.99	\$10,359.19					
<b>TOTAL ASSETS</b>			<b>\$14,338.63</b>	<b>\$14,094.83</b>	<b>\$13,604.75</b>	<b>\$12,029.84</b>	<b>\$9,802.20</b>	<b>\$10,458.74</b>	<b>\$12,701.93</b>	<b>\$19,232.11</b>	<b>\$19,130.28</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		