

MINUTES

TPMA Board Meeting October 4, 2002 City of Franklin – City Hall

Present:

Gary Hall, Richard Stokes, Kaye Palmer, Wilbur Hill, William Brown, Casta Brice. Meeting called to order at 8:35am.

Approval of Minutes:

The minutes of the June 28, 2002 meeting held in Memphis during the TPMA conference was approved unanimously after Ms. Palmer motioned and Mr. Hill seconded. Unanimous approval.

Financial Report:

The balance in the checking account is \$12,942.84 and \$16,451.88 in the CD as of 10/1/02. Total assets of \$29,394.72. Nelle Gruelich will be handling the bookkeeping function for the chapter. She has previous work experience with TML and TCMA. A contract was signed by Ms. Gruelich and Mr. Hall on September 11, 2002. A post office box was opened by Ms. Gruelich specific for billing and banking needs. A meeting will be held with Mr. Stokes, Ms. Brice and Ms. Gruelich to transfer responsibilities.

The authorized signatures on the checking account was updated to include Ms. Brice and Ms. Gruelich. Ms. Brice reported that the current checking account is designated as a personal checking and not a business account. Information on charges and balance limits for a business account discussed. Motion made by Ms. Brice to open a business account and transfer \$100 to the new account, then close the existing account after all checks have been cleared. Wilbur Hill seconded, unanimous approval.

As a follow-up to a motion made at a previous board meeting, the Board agreed to get debit cards instead of credit cards for the chapter. A form was presented to update information on the Certificate of Deposit account. Motion made by Ms. Brice and Mr. Hill seconded to change the chapter address and authorized signatures on the Certificate of Deposit account. Required signatures obtained. The IPMA refund check was received and deposited.

Discussion on a previous motion by James Baltimore to invest \$5,000 into a CD. Discussion held on upcoming revenue and expenses. Mr. Stokes stated that membership renewals could generate \$2,500. Ms. Palmer motioned to wait until the January meeting to decide on investing the \$5,000 into a CD until we are able to assess potential expenses such as the conference, website and bookkeeping fees. Mr. Hill seconded, unanimous approval.

Membership Report / Activity Report:

Richard Stokes reported that membership is at 115 members. Membership notices will be mailed at the end of October, first of November and second notices will go out January 1, 2003.

Old Business:

Chapter Newsletter

The next newsletter is due out in January. Discussion held on linking the newsletter to the website and not distributing via e-mail and hard copy. Mr. Stokes preferred the current Word format which allows members to print the newsletter and read at their leisure versus linking it to a website where members have to specifically look for the newsletter. Board discussed including membership news, having sector representatives reporting on newsworthy items and including MTAS survey information in the newsletter. Board meeting minutes can also be posted on the website after board meetings with a statement that the minutes are “pending Board approval”.

Mr. Hall will send out the next newsletter in January. Ms. Palmer will submit an article on the presentation at today’s regional meeting in Franklin. Mr. Stokes will send a summary on the HIPAA changes to Mr. Hall.

Web Site

Vi Whitmore from Knox County Planning offered the services of Ms. Powell, Website Designer and the Administrative Assistant on her staff to set up the chapter website. Ms. Brice researched the options of various servers. ESPER systems in Knoxville offered more web page storage space than other servers at a similar cost. The domain name of TPMA was taken on all sites. Ms. Brice recommended using TNIPMA. Mr. Stokes suggested using the .org extension.

The next step includes defining keywords to link on the search engines and researching the related costs. The domain name registration costs \$140 which covers the first two years of registration with a renewal fee of \$35 every year thereafter. The monthly hosting fee is \$10 which provides the web page storage. A draft for the website was submitted for review. Motion made by Mr. Brown to approve the required fees to establish the website. Mr. Hill seconded, unanimously approved.

New Business:

Annual Conference

Mr. Hall and Mr. Brown researched various locations for the East TN meeting. Recommendation made for the Oak Tree Lodge in Pigeon Forge. The room rate is \$60 per night plus tax for a standard room or \$80 per night for a King suite. A free room is provided for each 20 rooms reserved which can be used for a Hospitality Suite or a speaker. The Oak Tree Lodge offered the best turnkey operation for social events. The trolley service is within two blocks of the hotel but an extension of the trolley may reach the hotel by April. Conference dates set for April 15-18. Discussion held that April 18 is Good Friday. Mr. Hall contacted the hotel and the dates were changed to April 14-17. The Board meeting will be on the 14th, conference starts on the 15th with a half day program on Thursday the 17th. Ms. Palmer motioned to schedule the annual conference at the Oak Tree Lodge. Mr. Hill seconded, unanimously approved.

Conference Committee

Mr. Brown will be Hotel / Host City Liaison Chair. Chairpersons needed for Programs, Social, Finance and Door Prize / Goody Bags. Mr. Hall will contact members to fill these positions.

Scholarship Program

Mr. Hall reported that the Scholarship Program needs to be started again. The scholarship was not offered last year.

IPMA Liability Insurance

Mr. Hall reported that the chapters liability insurance was up for renewal at a premium of \$75 through IPMA. The insurance covers any injuries or property damage that occurs at a conference or meeting involving TPMA. Ms. Palmer motioned to renew the liability insurance through IPMA. Ms. Brice seconded, unanimous approval.

IPMA Name Change

Mr. Stokes reported that IPMA will be changing their name to IPMA-HR. There will be a general membership vote in Ottawa and ballots will be sent to members.

2003 Calendar:

IPMA Southern Region Conference – June 1-4, 2003 in Tampa, FL
January Membership Meeting - Chattanooga (date to be announced)
TPMA Conference / April Membership Meeting – April 14-17 in Pigeon Forge, TN

Motion made by Mr. Brown to adjourn meeting. Mr. Hill seconded. Meeting adjourned at 9:55am.

Respectfully submitted,

Casta C. Brice, Treasurer – Acting Secretary