

MINUTES
TPMA Board Meeting
Athens, TN
October 17, 2003

Present were: Rita Brown, William Brown, Pearl Gibson, Lynn Henning, Kaye Palmer, Margaret Ridings, Rick Stokes and George Dalton (via phone).

After President Palmer extended the welcome, the minutes of the July 17, 2003 meeting were approved on motion by William Brown and seconded by Pearl Gibson.

The **financial report** was given by Treasurer William Brown - \$13,638.00 in checking and \$16,859.74 in CD; assets over \$30M. William also stated that he would check with Casta Brice on making certain that the surety bond is kept current. This report was received on motion by Margaret Ridings and seconded by Jim Henderson.

Membership Report – by Margaret Ridings – TPMA’s membership is 118 at this time. Margaret stated that she had received a call from Mt. Juliet, TN. She invited the HR Director to join TPMA.

Richard Stokes has sorted the membership list of inactives by regions, which was passed out to members. He will send out notices to inactives and people on the list. He will send out invitations.

Old Business:

Conference Report:

Judith Looney is the Conference Chair; Jim Henderson – Golf outing; Kirk Frederick of MTAS – Program Chair; Hospitality – Eilene Cowden and Martha Justice; Registration - Pam Conner, Shelly Cleek and Brenda Fuqua; Exhibitors - Kate Collier and Casta Brice; Door Prizes & Ditty Bags – Marilyn Tidwell.

Notes:

The theme is “How to Survive Reality HR”.

Post cards for mailing have been designed by Richard Stokes.

There will be no hospitality suite; however, the hotel manager will have a hospitality suite every afternoon.

We will have a full breakfast

Opening ceremony – Honor Guard and Charlie Warner from the Franklin Police Department.

The Conference will be on April 6, 7.8, 2004 at the Embassy Suites in Franklin.

The Board will meet at 6:00 p.m. on April 5, 2004.

The estimated attendance is 100, with 10 Exhibitors.

The proposed conference budget is \$22,500.00 receipts; \$16,655.00 expenses.

Motion was made by Pearl Gibson, with a second by Margaret Ridings to approve the budget. It was approved with the following amendment made by William Brown – that the committee would check into possible discounts – comp rooms with a stated number of booked rooms; comp meeting rooms and sponsors for some of the meals and breaks. There was no second to this amendment; however, the entire group was in consensus On sponsorships – it was recommended that all be channeled through the committee and ask them to mention the recommending person’s name, if requested.

It was also recommended that the moderator(s) would recognize the sponsorships and persons/or organizations for donation of donate door prizes, etc.

Web site - Richard stated that Sara Powell prefers to continue as our Web Master as this project is no longer time-consuming since the set-up has been accomplished. Kaye Palmer will send a letter to Sara expressing our gratitude to her, and it was motioned by Margaret Ridings with a second by Pearl Gibson that up to \$50.00 would be allocated for President Palmer to send flowers to Ms. Powell. Motion carried.

Newsletter – Mr. Stokes is requesting information for the newsletter - seminars, training and news articles.

Certification – Richard Stokes said that we have options regarding the certification training. We can either go to the IPMA conference and take the training or chapters can provide the training. At this time, there is no immediate plans for ‘the train the trainer’ classes. IPMA has given authority to some agencies to do the training. If the training is done in-house, only one notebook needs to be purchased. May be able to copy the materials. IPMA has a study guide on web site and the on-line version of the test is \$49.00. Mr. Stokes suggested that we survey the membership to determine the demand for certification training.

Scholarship – It was motioned by Margaret Ridings with a second by Jim Henderson to change the scholarship requirements to enable members to apply proceeds toward training, certification, anything to enhance professional goals and any educational opportunities to enhance jobs. Motion carried.

Ms. Ridings will serve as the chair of the selection committee for the scholarship awards. Up to \$300.00 would be reimbursed for allowable expenses for the recipient (s).

It was also motioned by Margaret Ridings that this committee would develop criteria for the scholarship award and a plan for awarding the scholarship, seconded by Jim Henderson. Motion carried.

This committee also would notify TPMA members of the purpose of the scholarship and the guideline changes, as well as make the selection of the recipients and notify them in time to attend the annual conference.

IPMA Leadership Forum – The report was sent in by Casta Brice. President Palmer will have it placed on the web site.

Quarterly Meeting – The next quarterly meeting will be the 3rd Friday in January, 2004 at Hendersonville with President Palmer hosting the meeting. She mentioned that the Board may need to be prepared for a conference call depending on the weather conditions.

It was motioned by William Brown, seconded by George Dalton that the chapter would pay fore rooms for Board Members for Board Meetings. Motioned carried.

New Business:

- 1) For quarterly meetings – need to consider having a contract speaker to present same materials to each group – East, West, Middle
Regional Coordinators – think about issues and/or subjects of interest statewide
- 2) William Brown mentioned that By laws Article IV, sections 5 and 9 may need to be amended to say July 1st.

Editorial Note: The Budget needs to be amended to say 2004.

Announcement: TPMA member Jim Dillard passed away suddenly. It was motioned by Jim Henderson, seconded by Pearl Gibson that the chapter would send flowers to his widow, Gail because of all her assistance with chapter activities. Motion carried.

Accolades were given to Rita Brown for organizing the program for the membership meeting.

There being no further business, the meeting adjourned at 9:30 p.m.

Respectfully submitted,

Lynn B. Henning

Lynn B. Henning
Secretary

Kaye Palmer
President