

**Tennessee Personnel Management Association
Board of Directors Meeting
RJ's Courtyard Grille – Alcoa, TN
October 9, 2008 - 6:00 pm.**

Present were: Steve Adams, Melissa Berry, Alan Jones, Martha Justice, Rick Stokes, Paula Taylor and Lynn Henning. Also present was Vicki Hatfield, Chair of the 2009 Annual Conference.

President Steve called the meeting to order and thanked Alan Jones for making the meeting arrangements. Alan then extended words of welcome to all, and wished all safe travel.

The **minutes of the July 10, 2008 Board of Directors Meeting** were approved on motion by Lynn Henning; seconded by Martha Justice.

The **Financial Report** was given by Melissa Berry (see attached) and was recommended to the Audit Committee. Melissa said that the Chapter may have to file IRS Form 990 EZ for the past three years. Checking balance is \$2443.83; Certificate of Deposit balance is \$10,501.29 for a total of \$12,945.12 plus a \$1209.00 check received from the final accounting of UT for our 2008 Annual Conference.

The **Membership Report** was given by Richard Stokes, who reported that we have 119 Members presently. We have one new member, who was the speaker at the July 2008 West Tennessee Membership Meeting – Les Bowron.

Old Business:

President Steve presented the report on **IPMA Leadership Training**. Cindy Donaldson, Steve Adams and Richard Stokes attended the training on July 25 – 27, 2008 in Arlington, VA. The focus was a continuation of the Seven Measures of Success. This training also provided networking and sharing opportunities between the representatives of other states.

President Steve presented the **follow-up to Board Retreat** in the absence of Past President Vicki Burton. The membership recruitment is in process of readying for print – draft packets were passed out. Another initiative is to invite non-TPMA-HR professionals, who are members of IPMA, to our regional meetings.

During the next few months, Ms. Burton will be coordinating continued follow-up to the goals and initiatives that were identified at the Board Retreat.

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IPMA-HR Update was presented by Richard Stokes. The International Conference starts next week – October 18. The Executive Council meets on Saturday and one focus will be on evaluating IPMA'S products and services. The Certification Council will meet on Sunday. The certification program is in the process of being re-vamped. (At this time, Richard Stokes is the only active trainer in the State.)

The **IPMA** continues to monitor legislation involving public employee bargaining.

The **IPMA-HR** Conference will be held in Nashville in September 2009.

The **IPMA-SR** website will go live very soon.

Report on **Disney Excellence Program Partnership** – Richard noted that he had received good reviews from the participants and that TPMA received exposure by being listed in the program and on the banner.

123 Signup Association on-line Billing – Richard showed some of the reports that can be generated and how very useful they can be for registration for the annual conference. The fees are reasonable – as they are based on usage. He recommended that we continue to use the service.

New Business:

The Executive Director's Report – Richard noted that he had been contacted by the Sherrill Group of KY to conduct a Health Care Survey for the State. He has asked several other associations to participate – City Managers Association; Municipal Clerks & Records; and the Tennessee Municipal League. The data would belong to TPMA-HR and there is possibly a venue for the sale of the data whereby the Chapter may be handsomely rewarded.

Middle TN Board and Regional Training Meeting information was presented by Martha Justice. The dates will be changed to January 8 –9, 2009 in order to avoid conflict with the Dr. MLK, JR. Holiday. She will check on room rates. President Steve will check on the availability of the MHDA Training Center and will contact Les Bowman to present the FMLA information at the Membership Meeting.

Vicki Hatfield presented the preliminary report of the **Annual Conference** that will be held in Knoxville April 15 – 17, 2009. This time will coincide with the annual Dogwood Festival. (See copy of report attached).

The **IPMA-SR Annual Conference** dates have been changed to May 17 – 20, 2009 so as not to conflict with Mother's Day.

IPMA-HR 2009 Conference will be held in Nashville on September 12 – 16, 2009. Richard is on the IPMA Conference Planning Committee. President Steve welcomed the group to Nashville. They are making tentative plans at this time – there will be no formal banquet, but they will focus more on receptions. They are also looking at customizing forums for HR Directors based on the size of their respective city. More information will be presented later as the Committee will meet at the 2008 Conference.

Suggestions for TPMA involvement included:

Hiring musicians to play during breaks – ‘starving students’ or musicians on the street.

Tennessee Chapter Reception

Regional Reception

Airport Greeters

Other New Business:

A recommendation was received from Cindy Donaldson that a Lifetime Membership designation be awarded to Jim Henderson. This was approved on consensus.

Recognitions and Announcements:

Vicki Burton received her Master’s Degree.

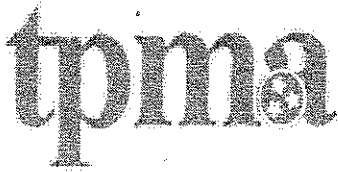
There being no further business, the meeting adjourned at 9:00 p.m. on motion by Martha Justice; seconded by Melissa Berry.

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

OFFICERS AND BOARD OF DIRECTORS (2008-2009)

<i>Position</i>	<i>2008-2009 Board</i>	<i>City / Agency</i>	<i>Region</i>
<i>President</i>	<i>Steve Adams</i>	<i>MDHA (Metro Development and Housing Agency)</i>	<i>M</i>
<i>President-Elect</i>	<i>Cindy Donaldson</i>	<i>City of Millington</i>	<i>W</i>
<i>Secretary</i>	<i>Lynn Henning</i>	<i>City of Jackson</i>	<i>W</i>
<i>Treasurer</i>	<i>Melissa Berry</i>	<i>City of Knoxville</i>	<i>E</i>
<i>ET Board Members</i>	<i>Paula Taylor</i>	<i>Knox County Sheriff's Department</i>	<i>E</i>
	<i>Alan Jones</i>	<i>Metro Airport Authority</i>	<i>E</i>
<i>MT Board Members</i>	<i>Martha Justice</i>	<i>Metro Nashville Water Svcs.</i>	<i>M</i>
	<i>Casta Brice</i>	<i>City of Tullahoma</i>	<i>M</i>
<i>WT Board Members</i>	<i>Cindy Donaldson</i>	<i>City of Millington</i>	<i>W</i>
	<i>Peter Voss</i>	<i>City of Bartlett</i>	<i>W</i>
<i>Past President *</i>	<i>Vicki Burton</i>	<i>TN Dept. of Children's Services</i>	<i>W</i>
<i>Executive Director *</i>	<i>Richard Stokes</i>	<i>UT-MTAS</i>	<i>M</i>
<i>SR Board Member *</i>	<i>Gary Hall</i>	<i>Knox County Sheriff's Department</i>	<i>E</i>

* *Ex-officio*

2009 Annual TPMA Conference Proposal
"The HR Professional's Toolkit"

Save the Date!!

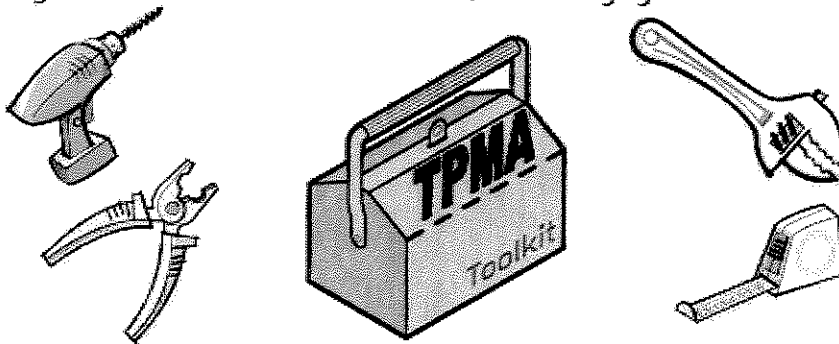
2009 TPMA Conference

April 15th - 17th

Crowne Plaza Hotel Knoxville

The Human Resource Professional's Tool Kit

Featured Topics: Investigations & the EEOC; FMLA; Compensation Surveys, & Benefits Valuation; FLSA; Psychological Testing or Uniformed Body Testing; Customer Service in Government; and Managing Health Care Costs.



Look for more info coming soon!

Prepared For:
TPMA Board of Directors
October 9, 2009 2008

Proposed Budget:

Budget Item			
Revenue Items			
Conference Registration	\$175 x 55 members	\$9,625.00	
Exhibitors	\$300 x 15 exhibitors	\$4,500	
Sponsorships		\$3,875	
	Total		\$18,000
Expense Items			
Golf		\$200	
Certificates		\$200	
Thursday Night Event		\$3500	
Hospitality Suite		\$500	
Speakers		\$500	
Hotel Expenses		\$4500	
Supplies		\$50	
Money Jar		\$55	
Bags		\$350	
Postage		\$50	
Copies		\$0	
Conference Committee		\$150	
	Total		\$10,055
Total Projected Revenue			7,945.00

Proposed Committee:

Conference Chair: Vicki Hatfield
 Program: Melissa Berry
 Speaker Liaison: Lt. Cheri Matlock
 Registration: Richard Stokes
 Hospitality/Social: Rebecca Allender & Melissa Foster
 Exhibits/Sponsorships: Janet Curry & Carol Mahler
 Door Prizes/Goody Bags: Valerie Coleman & Emily Lassiter

Proposed topics include:

- Fair Labor Standards Act in the Private Sector
- Internal Investigations/EEOC
- Cultivating Customer Service in Government
- Advanced FMLA
- Legal Update including changes to FMLA, ADA, and Open Records
- Managing Benefits Costs
- Uniformed Testing
- Conducting Salary Surveys and Compensation Analysis
- Regulating the Internet in Today's Workplace

Proposed Venue: Downtown Knoxville

- Crowne Plaza Hotel: located in the heart of downtown Knoxville, this hotel recently underwent a \$1.5 million renovation and now has beautiful décor, comfortable rooms that include Crowne Plaza's Sleep Advantage Package, excellent meeting space, and a two-story fitness room that includes an indoor pool. Room rate for our event will be \$98.
- Within short walking distance of the hotel are Knoxville's Market Square, Old City, Gay Street, Riverwalk and Volunteer Landing, and various downtown galleries, shops, and eateries. The city of Knoxville also operates a free downtown trolley.
<http://www.downtownknoxville.org/index.html>
 - **Market Square:** a historic outdoor pedestrian mall that houses many unique shops, eateries, musicians & artists, and numerous downtown events.
<http://www.knoxvillemarketsquare.com/association.html>
 - **Old City:** a historic intersection of Central Ave. and Jackson Ave. that is home to several great shops, galleries, and dining options.
<http://oldcityevents.homestead.com/Links.html>
 - **Gay Street:** historic Gay Street is home to several shops, cafes, theaters, art galleries, and restaurants/bars, as well as the new Regal Cinema and Mast General Store.
<http://www.tennesseetheatre.com/>
<http://www.knoxbijou.com/>
<http://www.artmarketgallery.net/>
<http://www.yeehawindustries.com/home.html>
<http://www.sapphire-knoxville.com/welcome.html>
<http://www.downtownbrewery.com/>
<http://www.namasushibar.com/>
<http://www.maststoreonline.com/>
<http://www.regmovies.com/>
<http://www.cairocafe-knoxville.com/>
<http://kekau.com/>
 - **Riverwalk and Volunteer Landing:** Downtown Knoxville's riverfront park has concessions, bike rentals, a riverwalk, fountains, a marina with boat rentals, fishing docks, and several waterfront restaurants.
<http://www.knoxville.org/visitors/family-fun/volunteer-landing-marina/>
- Dogwood Arts Festival: We have timed the conference to coincide with the beginning of Knoxville's Annual Dogwood Arts Festival, which has its Festival on Market Square beginning April 17, 2009. This signature event takes place in Market Square and includes art vendors, food, and entertainment.
<http://www.dogwoodarts.com/>

Tennessee Personnel Management Association

7/01/08 - 9/30/08		BUDGET AMOUNT	July	August	September	YTD AMOUNT	DIFFERENCE
Balance Forward 6/30/08	\$6,480.72						
RECEIPTS							
Dues		\$3,850.00				\$0.00	\$3,850.00
IPMA-HR Associate Dues		\$1,175.00				\$0.00	\$1,175.00
Board and Regional Meetings		\$675.00	\$27.75	\$65.55		\$93.30	\$581.70
Annual Conference 2009		\$18,000.00				\$0.00	\$18,000.00
Annual Conference 2008		\$1,150.00				\$0.00	\$1,150.00
Interest from CD		\$150.00				\$0.00	\$150.00
Miscellaneous Receipts		\$0.00		\$1.00		\$1.00	(\$1.00)
TOTAL RECEIPTS		\$25,000.00	\$27.75	\$66.55	\$0.00	\$94.30	\$24,905.70
DISBURSEMENTS							
Postage		\$552.00	\$138.00			\$138.00	\$276.00
Box Rent		\$184.00				\$0.00	\$184.00
Supplies/Chapter Awards		\$200.00	\$85.31			\$85.31	\$114.69
Board Meetings		\$4,075.00	\$569.90			\$569.90	\$3,505.10
Regional Meetings		\$1,500.00	\$409.60			\$409.60	\$1,090.40
IPMA-HR Conference 2009		\$1,014.00				\$0.00	\$1,014.00
Annual Conference 2009		\$11,000.00				\$500.00	\$10,500.00
Scholarships		\$1,000.00				\$0.00	\$1,000.00
Travel		\$1,500.00	\$151.90	\$650.48		\$802.38	\$697.62
Printing		\$500.00				\$0.00	\$500.00
Bookkeeper Fees		\$300.00	\$300.00			\$300.00	\$0.00
Website Fees		\$500.00				\$0.00	\$500.00
Event Registration Software		\$500.00				\$0.00	\$500.00
Miscellaneous		\$1,000.00			\$13.00	\$13.00	\$987.00
IPMA Dues Payment		\$1,175.00			\$1,175.00	\$1,175.00	\$0.00
TOTAL DISBURSEMENTS		\$25,000.00	\$1,654.71	\$650.48	\$1,826.00	\$4,131.19	\$20,868.81
BALANCE			\$4,853.76	\$4,269.83	\$2,443.83		
Certificate Deposit Acct.3839-BOA	Matures 10/08		\$10,461.80	\$10,481.52	\$10,501.29		
TOTAL ASSETS			\$15,315.56	\$14,751.35	\$12,945.12		