

**TCMA**  
**Executive Board Meeting**  
**November 17, 2004**  
**Clarion Inn & Suites, Gatlinburg**

**Minutes**

In attendance: Victor Lay, Carl Holder, Mark Johnson, Mitch Moore, Jody Baltz, and Kevin Helms.

Also present: Margaret Norris, Robert Schwartz, and Amanda Relyea.

1. Call to Order – At 10:40 a.m., President Victor Lay called the meeting to order.
2. Approval of Minutes – Upon a motion by Mitch Moore, seconded by Jody Baltz, the minutes of the June 13, 2004, meeting were unanimously approved.
3. Board Vacancy Appointment – President Lay gave an overview of the recent vacancy on the Board. The position is for a West Tennessee manager or assistant. There was discussion about the desire to have an assistant on the board; however, due to the limited number of assistant positions in that area of the state, it was agreed to offer the position to Lakeland Manager Robert Wherry. All were agreed.
4. Spring Conference Update – President Lay gave an overview of the upcoming spring conference that will be held jointly with the Kentucky City/County Management Association. The KCCMA has also invited the Government Finance Officer Associations from Kentucky and Tennessee. The conference will be held April 13-15 in Louisville, Kentucky at the Seelbach Hotel. A block of rooms has already been held and rooms can be reserved for the rate of \$81.00 per night.
5. Fall 2005 Conference – There was discussion about choosing a date and location for the fall 2005 conference. It was agreed that the Gatlinburg destination typically drew a large crowd and therefore should be revisited. It was further agreed that the first choice of hotels would be the Clarion Inn. Optional hotels include the Fairfield Marriott and Park Vista. The first choice of dates is October 19-21 with second choice being October 26-28. There was discussion about the practice of supplementing the room rate for conference attendees. It was estimated that this year's buy-down would cost the Association approximately \$1,000. The history of the practice was discussed, and then agreed that it would not be continued for the fall 2005 conference. Discussion also ensued about the suggestion of having a homeland security theme. It was agreed that a theme is not the best venue for the group and that future conferences need to include discussions on financial stability/security.
6. Liaisons – George Brogdon, Assistant City Manager in Germantown is TCMA's liaison for the Tennessee Recreation and Parks Association. Should TCMA have any

issues it would like to present to TRPA, they should be directed through Mr. Brogdon. Also, an offer from TPMA was discussed. The Tennessee Personnel Managers Association would like to increase their visibility with TCMA. They have offered to instruct a class at an upcoming conference. Director Norris was instructed to contact TPMA and request a list of course offerings from which to choose.

7. Audit Update – Director Norris mentioned that the audit is near completion. Yeary Howell and Associates is the firm handling the audit this year. There was discussion about a previous motion to bid the contract. Director Norris will prepare specifications and will solicit offers for the FY 2005 audit.
8. Banking Services – President Lay discussed the service charges that Union Planters has been assessing. Other banks offer free checking; and it was agreed to move banking services. Furthermore, President Lay expressed his dissatisfaction with Union Planters for accepting a change of address for monthly statements from the accountant without verification from a signatory.
9. Budget Report – Director Norris provided the board with a copy of a monthly budget report from the accountant, Nelle Greulich. Transfers from the certificate of deposit were discussed as well as current balances. Mr. Holder pointed out a miscalculation and requested the error be fixed prior to the next report.
10. Other Business – Director Norris informed the board that ICMA has increased its fees for ICMA University Workshops. The session to be held on November 19 will cost \$5,000. The base price of a half-day course increased from \$2,700 to \$3,300. Due to the increase it was suggested that other speakers might be considered for future conferences.
11. There being no other business, the meeting was adjourned at 11:35 a.m.