

TCMA
Executive Board Meeting
April 13, 2005
Seelbach Hotel in Louisville, Kentucky

Minutes

In attendance: Victor Lay, Carl Holder, Mitchell Moore, Kevin Helms, and Robert Wherry

Absent: Mark Johnson and Jody Baltz

Also present: Margaret Norris, Michael Tallent, and Amanda Relyea

1. Call to order – at 10:30 a.m. President Victor Lay called the meeting to order.
2. Approval of minutes – Mitchell Moore made the motion to approve the minutes from November 17, 2004. Carl Holder seconded the motion and the motion was unanimously approved.
3. Membership update – Margaret Norris presented the statistics for the current year membership. She also thanked Jim Thomas for agreeing to serve as the membership committee and sending reminder notices to non-members.
 - a. 83 full or associate members
 - b. 1 agency membership with 30 members (UT)
 - c. 10 complimentary memberships – seven through TML, one for KCCMA, and one reciprocal membership with Florida
 - d. 61.03% of total managers are members
 - e. 87.5% renewed from last year
 - f. 28 new members that weren't members last year
4. TML Conference – Margaret Norris gave a reminder of the upcoming TML Annual Conference to be held in Gatlinburg from June 12 – 14. The TCMA session will be held on Sunday, June 12 from 12:00 – 2:00 p.m.

The executive board will meet one hour prior to the start of the session. Items that need to be decided prior to that meeting are the establishment of committees for board nominations and annual awards. Carl Holder nominated Cindy Ogle, Gina Holt and Jimmy Scurlock to serve on a combined committee – nominations and awards. All were in agreement.

Discussion ensued about the by-law committee. It was determined that Jody Baltz agreed to head that committee during last year's fall conference.

5. Fall Conference 2005 – Margaret Norris presented a summary of the hotels she contacted and the rates they quoted her for holding the conference in Gatlinburg from October 19 – 21. Carl Holder made a motion to award the bid to the Quality Inn Creekside and Robert Wherry seconded the motion. The motion was unanimously approved. It was agreed to use the Clarion Inn and Suites as a back up if problems arose with the Quality Inn.

Topics for the conference included a request from TPMA. TPMA would like to increase the relations between their organization and ours. Richard Stokes, executive director for TPMA, has volunteered to do an overview of the HR competency model. Discussion ensued that the subject of the session needs to be a “how-to” session appropriate for a city without a human resources director or department. The session needs to be a benefit to this organization. A suggested topic was workplace harassment, and it was suggested that Richard Stokes choose a subject appropriately.

Other potential speakers and subject areas included a session on the new GASB standard involving actuarial analysis of retiree programs. Kirk Bednar, City of Brentwood, has volunteered to lead the session in a case study of what their experience with the process. All were in favor of adding this session to the agenda with someone from TCRS making a presentation as well.

Victor Lay made a suggestion for a conference session – incident command. He reviewed sessions that CCA has presented to Waynesboro in the past and recommended the same for the entire organization. The suggestion received approval.

Margaret Norris offered a session presented by Stephanie Marshall with Tennessee on the Move. She said that this presenter is free and did a good job the week before during TPMA’s conference. All were agreed to add this as a session.

Kevin Helms recommended a session on negotiation. The Local Government Leadership Program (LGLP) conducts this session during their program, and it is one from which all TCMA members can benefit. It was suggested that this be the keynote speaker, with the session lasting about four hours. All were agreed.

Margaret Norris also presented another potential speaker – Rick Shipkowski, the deputy director of the state’s homeland security office. During email conversations, he said he was willing to make a presentation. Carl Holder suggested that if there was time, we add it to the agenda.

Mitchell Moore suggested that the fall agenda include a session on identity theft. The proposed speaker would be the same person TML used for their conference in Memphis. Another speaker might be Richard Stokes to talk about open records in conjunction with identity theft.

Finally, Carl Holder recommended a presentation on methamphetamine abuse. He said there is a need to increase awareness of the problem. The Chiefs of Police distribute a

film that should be included in the session. The Paris Police Chief does a canned presentation in the community and might be willing to share it with TCMA.

6. ICMA Conference – Margaret Norris reminded the board that the annual conference will be held in Minneapolis, MN from September 25 – 28. Amanda Relyea distributed brochures for the conference.
7. Spring Conference 2006 – Margaret Norris presented the question to the board as to whether or not they wanted to continue the joint meetings in the spring with the Kentucky association. It was agreed to add this item to the agenda for the full membership meeting in June. It was suggested to survey those that attended the spring conference to determine if future joint conferences were worthwhile.
8. Fall Conference 2006 – Margaret Norris presented an offer from the City of Johnson City’s Centre at Millennium Park to host the fall 2006 conference. It was agreed to have Margaret research hotel rates and present the findings in June.
9. Audit – Margaret Norris gave an update on the audit bid. She will present the results of the request for proposals at the June board meeting. She also presented the board with the latest audit, prepared by Yeary, Howell and Associates. She reviewed and addressed the two findings – the need to have conference attendees sign in on a registration form, and the irregularity of membership dues in 2004.
10. Banking Services Update – Victor Lay reviewed with the board the problems the association had experienced with Union Planters. In January the association switched to SunTrust. SunTrust has provided much better customer service and is not charging any monthly fees.

Margaret Norris presented the board with the option of having a credit card in the name of the association to pay for the meal at the ICMA conference and incidentals incurred during spring and fall conferences. Mitchell Moore made the motion to apply for a credit card, seconded by Carl Holder. The motion was unanimously approved.

Further discussion ensued about the possibility of accepting credit card payments for dues and conference registrations. This is a service that Sun Trust offers to its customers. The general consensus was to continue to accept checks only.

11. Budget Report – Margaret Norris presented the board with several budget reports – an expenditure detail, a comparison of two previous fiscal years along with budget to actual figures, the year to date report from the accountant, and a copy of the latest bank statement showing a balance of \$4,733.40 as of March 31, 2005.

Mitchell Moore suggested, as a way to hold down expenses incurred during the ICMA conference, to only pay for the meal and wine that is served with dinner; any liquor will have to be paid for by the members. The co-pay will go back to \$20 per person, and attendees will be informed of the changes prior to the conference. All were in agreement.

Discussion followed about the audit – it should be done every two years, so there will be no audit expense in next year’s budget.

The line item of professional services experienced scrutiny. The association switched accountants in July 2005. The fees have been higher than in the past, even though the cost per hour is \$10 less than the previous accountant. It was agreed to review the expenses in a couple of months.

Next there was discussion of the budgeting process. Carl Holder inquired and Victor Lay responded that there hasn’t been a process in the past few years. It was agreed that Margaret Norris will present a draft budget to the board before the June meeting.

12. Other Business – Mitchell Moore asked about the status of the TCMA website. Victor Lay stated that the address renewal has come up and will be paid. The fee is \$25. Mitchell requested that the site include such items as upcoming events, a listserv, membership information, position openings, and members in transition.
13. There being no further business, the meeting was adjourned.