

TCMA
Executive Board Meeting
June 25, 2006
Renaissance Hotel
Nashville, Tennessee

MINUTES

In attendance: President Carl Holder, First Vice President Mark Johnson, Second Vice President Mitchell Moore, Third Vice President Jody Baltz, Vice President At-Large Kevin Helms, and Vice President At-Large Robert Wherry.

Absent: Vice President At-Large James Lewellen and Past President Victor Lay.

Also present: Executive Director Margaret Norris; MTAS Executive Director, Bob Schwartz; Kurt Frederick, MTAS training consultant; and Richard Stokes, MTAS Human Resources Consultant and TPMA Executive Director.

First Vice President Johnson called the meeting to order at 10:30 a.m.

First on the agenda was the approval of the minutes from April 19, 2006. Vice President At-Large Wherry mentioned a need to amend the minutes on the third page, third full paragraph, third sentence. The word "Vice" should be inserted before the words "President At-Large Wherry." Upon a motion made by Vice President At-Large Helms, seconded by Third Vice President Baltz, the executive board meeting minutes from April 19, 2006, were approved, as amended, unanimously.

The next item of business to be discussed was ICMA. Various issues were covered, including volunteers needed for ICMA Committees. It was agreed that during the annual business meeting nominations would be accepted for the following committees: Annual Conference Planning, Annual Awards Evaluations, Governmental Affairs & Policy, and International Committee. For the Annual Conference Evaluation Committee, Vice President At-Large Helms volunteered to serve pending schedule availability. Another ICMA issue was the request from ICMA to set a "net new member" goal for TCMA. Vice President At-Large Helms proposed targeting five new ICMA members from Tennessee; and to help the association reach that goal TCMA will pay up to \$200 of five new members' dues for the first year. Second Vice President Moore made a motion to approve the proposal, seconded by Vice President At-Large Helms. The motion passed unanimously.

Discussion then ensued on an old item of business, the certificate training proposal that was first mentioned during the executive board meeting in Gatlinburg on October 19, 2005. Mr.

Frederick reviewed the proposal. To attain the certificate will require attendance and participation in 60 hours of professional development. Of the 60 hours, 30 hours must come from public administration and organization courses, 18 hours from classes on social and interpersonal issues and 12 hours from electives. The name of the program is Colloquia and the topics for the classes within the three categories will come from the highest ranked results of a survey taken at the spring 2006 TCMA conference. It was agreed among board members that certificates earned from other national organizations concentrated in the local government field, such as ICMA, NLC, GFOA, IPMA, and APWA, will be counted as acceptable credits toward the 60 hours. The question was raised about continuing education once the certificate has been earned. Vice President At-Large Helms suggested that the association require 30 hours be taken every three years to maintain the certificate. The TCMA President will sign all certificates of completion. First Vice President Johnson made a motion to approve the Colloquia program and Second Vice President Moore seconded it. The vote passed unanimously.

Next on the agenda was a presentation from Mr. Stokes about the ongoing relationship building with the Tennessee Personnel Management Association (TPMA). The two associations will continue to explore opportunities and will offer assistance in finding speakers and appropriate conference sessions. The TPMA President will be at the fall conference in Oak Ridge.

One item of new business was the presentation from the nominating committee of the proposed slate of officers for the 2006-2007 fiscal year. The slate is as follows:

President	Mark Johnson, City of Alcoa, City Manager
First Vice President	Mitchell Moore, City of Athens, City Manager
Second Vice President	Kevin Helms, City of Fayetteville, City Administrator
Third Vice President	Jody Baltz, City of Tullahoma, City Administrator
Vice President At-Large	Robert Wherry, City of Lakeland, City Manager
Vice President At-Large	James Lewellen, Town of Collierville, City Administrator
Vice President At-Large	Angie Carrier, City of White House, City Administrator
Past President	Carl Holder, City of Paris, City Manager

The executive board was agreeable with the proposed slate and will present the list to the full membership at the annual business meeting later that day.

The following item of business to discuss was the spring conference evaluation results. Overall, the results were very positive, with the keynote speaker getting the highest scores. Second Vice President Moore mentioned that he would like to have a session on tax increment financing for the fall conference. First Vice President Johnson recommended Mark Mamantov with Bass, Berry & Sims as a potential speaker. It was the consensus of the executive board, based on the survey evaluations, to always have a hospitality suite at the conferences.

Executive Director Norris then reviewed plans for the fall conference. The dates will be October 18–20, 2006, in Oak Ridge. Rooms have been booked at the Doubletree Hotel. The tentative agenda includes keynote speaker Deb Sofield on communications, Martha Peregó of ICMA on ethics, James Smith on health savings accounts, a session on state highways within city limits, and a Friday tour of Oak Ridge National Laboratories Spallation Neutron Source facilities. It was agreed, as previously discussed, to have a hospitality suite in-lieu of a reception of the science museum or riverboat cruise.

In keeping with the conference discussions, the ICMA conference will be held in San Antonio, Texas. The state association get together will be on Monday, September 11, 2006, at Rio Rio Cantina on the riverwalk. There was discussion as to the level of financial support the association would contribute. A motion was made by Second Vice President Moore and seconded by First Vice President Johnson that the association will pay for all beer, sodas and tea (no liquor or wine), and that attendees will contribute \$20 per person toward the cost of the meal with the association picking up the remainder. Upon a vote, the motion passed unanimously.

Upcoming TCMA conferences were next on the agenda. The spring conference dates are April 18-20, 2007, in the Cool Springs area. Locations and dates for the fall conference of 2007 were discussed. First Vice President Johnson made a motion to go to Gatlinburg, and then withdrew the motion after debate. President Holder suggested exploring state parks and using Gatlinburg as a back up. First Vice President Johnson made a motion to hold the fall conference at a state park and if those were unavailable then the schedule the conference in Gatlinburg. Second Vice President Moore seconded the motion which passed unanimously upon a vote.

Executive Director Norris reviewed the need to move audit and accounting services to the east Tennessee area based on her transfer from Nashville to Knoxville. First Vice President Johnson recommended an employee of his who is an accountant. For her to get a separate \$100,000 bond as required by the association, will cost \$350. It was agreed that accounting firms are too expensive. First Vice President Johnson made a motion, seconded by Vice President At-Large Helms to hire Margaret Trentham, with an hourly rate of \$35.00, with the association paying an annual retainer of \$350.00 to cover the bond expenses. Upon a vote, the motion passed unanimously.

Next was a presentation on the annual budget. Executive Director Norris reviewed the proposed fiscal year 2006-2007 budget. She mentioned that due to the increased expenses with hiring national level speakers that the association needs to increase its sponsorships. It was agreed to form a sponsorship committee. Second Vice President Moore made a motion to increase membership dues from \$50 to \$60 to help offset the ICMA new member recruitment effort and increasing conference expenses. Third Vice President Baltz seconded the motion. Upon a vote, the motion passed unanimously. First Vice President Johnson then made a motion to approve the budget pending the changes of the \$1,000 ICMA dues contribution and due increase. Vice President At-Large Helms seconded the motion. Upon a vote, the motion passed unanimously.

There being no other business, the meeting was adjourned at 11:40.