

TCMA  
EXECUTIVE BOARD MEETING  
Administrative Board Room  
Third Floor  
Knoxville Convention Center  
Knoxville, Tennessee  
June 10, 2012

MINUTES

Board Members Present: President Lewellen; Vice Presidents Carrier, Casteel, Bednar, and Hammon,

Board Members Absent: Vice Presidents Broughton and Lyons; Past President Wherry

Also Present: Executive Director Barry Baker, Past President Kevin Helms, C. Seth Sumner

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President Lewellen called the meeting to order at 10:00 a.m. After roll call was taken President Lewellen declared a quorum was present.

Minutes of the April 11<sup>th</sup> meeting were reviewed. Motion was made by Casteel second by Bednar to approve the minutes as written. Motion was approved unanimously.

Executive Director's Report

- Barry Baker gave an overview of the Fall Conference to be held in Knoxville
- Baker reported the 2013 Spring Conference will be held at the Nashville Hampton Inn April 24-26
- The 2013 Fall Conference is tentatively scheduled to be at the Chattanooga Hampton Inn from October 23-25.

New Business

- The proposed budget for the 2012-2013 fiscal year was reviewed. Upon motion by Carrier with second by Casteel the 2012-2013 budget was adopted. The estimated revenues are \$ 82,015. The estimated expenditures are \$ 64,500. It was determined no meals would be included in the Conferences unless the cost was fully covered by sponsors.

- The report of the Nominating Committee was given by Past President Kevin Helms. The Nominating Committee recommended C. Seth Sumner to be the new Vice President. Upon motion by Bednar with second by Casteel it was unanimously approved to accept the recommendation of the Committee and have the same presented to the membership at the Annual Business meeting.
- Upon motion by Carrier with second by Bednar Kevin Helms was appointed to the 2013 ICMA Conference Planning Committee.
- Upon Motion by Casteel and second by Hammon it was agreed to reappoint the 2012 “Awards Committee” and add a 4<sup>th</sup> member to the committee to be appointed by the President.
- Baker reported the 2011-2012 audit has been completed. The supervising partner has not been available to sign off on the final draft. Baker reported he has been told there were no changes from the preliminary draft that was distributed in April.
- There was a brief discussion of the membership and appointment structure of the TCMA Board. It was suggested seven years is too long to serve on the Board, and perhaps a seven year commitment may limit the number of members who would be willing to serve on the Board. It was suggested there could be a structure where a number of the members would serve for a term of two years unless elected to an officer’s position. It was further suggested the officers would be limited to President, Vice-President, and Second Vice-President. Election of officers should be by nomination of the Board. There would not be an established progression into the President’s position based upon years on the Board. While not agreeing on exactly what structure would work best, there was a consensus the term of a Board appointment should be reviewed and consideration given to changing the way in which officers are elected. After discussing alternatives, the Board decided to establish a committee to study the proposal and consider possible changes at the Fall Conference meeting. The Board asked incoming President Angie Carrier to appoint members to study the proposal and make recommendations.
- Executive Director Baker left the meeting to finalize arrangements for the Annual Business meeting. A brief discussion of the Executive Director’s evaluation took place. President Lewellen suggested the Board should conduct an annual evaluation of the Executive Director and should establish goals for the Director each year. At future Annual Business Meetings the President will seek input from the members of the Board and provide feed back to the Director. Due to the lack of time, there was only a brief discussion of suggestions to pass on to the Executive Director. It was suggested the Director contact the Board prior to

traveling to determine if members located near the destination could provide assistance, such as for example, to check out hotels for future conferences. It was suggested the Director seek input from members before booking conference speakers. There was a suggestion a conference planning committee be appointed to help reduce the work load and responsibility of deciding conference topics and selecting speakers. The Board suggested the Director use the Board and membership when possible to help reduce the number of hours demanded of the position. It was suggested that Board members contact either President Lewellen or incoming President Carrier to provide comments which would be communicated to the Executive Director. Lewellen and Carrier agreed to meet with the Executive Director after the Annual Business Meeting to provide feedback from the Board.

- Since the Annual Business Meeting was scheduled to begin is just a few minutes, it was agreed Board members should contact incoming President Carrier with their suggestions as to the 2012-2013 goals for the Executive Director.

There being no further business the meeting was adjourned at 11:59 a.m. upon motion by Casteel and second by Hammon

