



MINUTES
TENNESSEE CITY MANAGEMENT ASSOCIATION
Board of Directors Meeting
April 24, 2013, 10:00 AM (Central)
Hampton Inn & Suites - Downtown
Nashville, Tennessee

1. **Roll Call**

President Angie Carrier called the meeting to order at 10:00 AM. Other board members present were Kirk Bednar, Jeff Broughton, Janice Casteel, Bill Hammon, Rob Lyons, James Lewellen, and Seth Sumner.

Also present was TCMA Executive Director Mike Walker, ICMA Executive Director Bob O'Neill, ICMA Southeast Region Vice President Lee Worsley, and ICMA staff liaison to Tennessee Amanda Relyea. Oak Hill City Manager Kevin Helms arrived at the meeting at 11:30 AM.

2. **Approval of Minutes**

With the correction of the word "no" to "not" in the last paragraph on page 2, Lewellen moved for approval of the minutes from the September 19, 2012 meeting as amended; seconded by Broughton. Approval was unanimous.

3. **Executive Director's Report**

2019 ICMA Conference Account - Broughton moved that \$15,000 (including \$3,090 in temporary restricted funds from Golf Fees and Sponsorships) be transferred immediately to a newly created ICMA Conference bank account and that \$30,000 in projected excess cash in the current fiscal year be moved to the new account upon completion Fiscal Year 2013 audit; seconded by Sumner. Approval was unanimous.

4. **Old Business**

There was no old business.

5. **New Business**

Association Audit - Carrier moved for acceptance of FY 2012 Financial Statements prepared by Ingram, Overholt & Bean, P.C. of Alcoa, TN and authorization to engage the firm to undertake the FY 2013 audit; seconded by Casteel. Approval was unanimous.

ICMA "Life, Well Run" State Fundraising Agreement - Lewellen moved to authorize the association to enter into an agreement with ICMA to ensure fulfillment of the fundraising goal established for TCMA and the ICMA members in the State; seconded by Sumner. Approval was unanimous.

To meet a portion of TCMA's remaining financial obligation and to publicly express the Board's strong support for a program that will market the benefits of professional management in local government, a \$1,000 check to the "Life, Well Run" campaign was presented to O'Neill.

Prorate TCMA Dues for New Members for Partial Year – Member dues are payable to the association on January 1 of each year. Lyons move to clarify that Board policy allows for the annual dues to be prorated for new members that join the association in their first year on a monthly basis provided the applicant have never been a member of the association in the past; Second by Castell. Approval was unanimous.

Partnership Agreements with Vendors – the Board deferred any action related to partnership agreements to allow adequate time to review how such agreement are handled appropriately by ICMA and other state associations. Amanda Relyea agreed to assist TCMA in the data/document/policy information search.

2014 Fall Conference Location – With the 2014 ICMA Annual Conference being held in Charlotte, NC, September 14-17, 2014, the Board confirmed that Gatlinburg is the preferred location for the TCMA conference provided it can be held during the month of October at a hotel and meeting room location in the main commercial area of the City.

Electronic Newspaper Service – the Board agreed that the electronic service provided by MTAS has lost its effectiveness and should be discontinued. Broughton agree to investigate and report back to the Board on the feasibility of the association using an electronic newspaper clipping service or other methods for effectively monitoring City news reports from across the State.

2013 ICMA Boston Conference – Kevin Helms reviewed the program and logistics for the conference including the association's annual dinner on Monday night. Broughton requested that the estimated total cost of the dinner and cost per participant be determined before finalizing the charge to members. The intent is to reduce the subsidy of the dinner by the association by increasing the cost to participants from \$25 to a higher amount – most likely \$30 per person.

2014 ICMA Conference Planning Committee - President Carrier appointed Rob Lyons to represent TCMA in the planning effort for the 100th Annual Conference in Charlotte.

6. **Adjournment**

With no further business, the official meeting was adjourned at 12:00 PM.