



MINUTES
TENNESSEE CITY MANAGEMENT ASSOCIATION
Board of Directors Meeting
October 23, 2013, 10:00 AM (Eastern)
DoubleTree Hotel – Wisdom Boardroom
Chattanooga, Tennessee

1. **Roll Call**

President Bill Hammon called the meeting to order at 10:10 AM. Other board members present were Janice Casteel, Kirk Bednar, Rob Lyons, Seth Sumner and Angie Carrier. Also present was TCMA Executive Director Mike Walker.

2. **Approval of Minutes**

Carrier moved for approval of the minutes from the June 23, 2013 meeting in Memphis; seconded by Casteel. Approval was unanimous.

3. **Executive Director's Report**

TCMA Expenses – the Director briefed the Board on Association expenses for the first three months of fiscal year 2014 (July 1, 2013 – September 30, 2013).

TCMA 2013 Fall Conference – the Director reviewed final program and financial information and logistics for the conference beginning at 1:00 PM today. Registered attendees total 117 with projected registration fees at \$21,000 and direct conference expenses at \$10,000.

Status of Association Sponsorships - To date in this fiscal year, all existing sponsorships subject to renewal have been renewed and two new sponsors have committed support to the Association – Barge Waggoner Sumner & Cannon (upgrade to Gold Level) and Ragan Smith Associates (Bronze).

Status of TCMA Banking Services – the Director reported that after investigation and discussion with several other banks, there did not appear to be any operational benefit or cost savings/interest income to be gained by switching services from the current bank – SunTrust Bank. Hammon agreed to follow up with the SunTrust office in Alcoa with paperwork needed to add Casteel as an authorized signature on the account to replace Angie Carrier.

ICMA Nominating Committee – President Hammon intends to be a candidate for the position of Vice President on the ICMA Executive Board for a three-year term beginning in September, 2014. Accordingly, Vice President Casteel will represent TCMA on the Southeast Region Nominating Committee that will interview

candidates in Williamsburg In March 7, 2014. Secretary Bednar has agreed to serve in the role in the event Casteel is unable to attend.

4. **Old Business**

Carrier agreed to provide to the Board and Director an electronic copy of the TCMA Strategic Plan for review and to undertake and provide to the Board with a “bullet point” review to identify areas that need the priority attention in the next year.

5. **New Business**

Acceptance of FY 2012-2013 Audit – Casteel moved for Board to accept the financial statements (audit) prepared by Ingram Overlook & Bean, P.C., Alcoa, Tennessee for the fiscal year ended June 30, 2013; seconded by Bednar. Approval was unanimous.

Membership/Conference Registration System – Carrier moved to approve the Director’s recommendation to procure software services from “Wild Apricot” for an automated membership/conference registration system including third party assistance with the implementation at an estimated cost of \$1,500; Seconded by Hammon. Approval was unanimous.

Creation of New TCMA Logo – On the 50th anniversary of TCMA, Lyons moved for Sumner to present to the Board two options for a new association logo for review and initial approval. Afterwards, Sumner will circulate the logo options with information to the membership for feedback via an electronic survey method before the Board selects a new logo; Seconded by Casteel. Approval was unanimous.

Policy on Commissioned Based Sponsorships – Bednar moved that the association will not consider or authorize any sponsorships from vendors where financial support is commissioned based; Seconded by Hammon. Approval was unanimous.

Location for 2015 Spring Conference – Castell moved that the Director identify an acceptable location for the 2015 Spring Conference in Downtown Nashville; Seconded by Lyons. Approval was unanimous.

Conference Attendance by Vendors – Lyons made a motion that attendance by vendors at the TCMA conference will be limited to Gold, Silver, and Bronze level sponsors of the Association; Seconded by Sumner. Approval was unanimous.

6. **Adjournment**

With no further business, Sumner made a motion to adjourn the meeting at 11:38 AM; Seconded by Bednar. Approval was unanimous.

The Board of Directors at its April 23, 2014 meeting in Murfreesboro, Tennessee unanimously approved the minutes.