



TENNESSEE CITY MANAGEMENT ASSOCIATION

**MINUTES**  
**BOARD OF DIRECTORS MEETING**  
**April 23, 2014 - 10:00 AM (Central)**  
**Embassy Suites - Wynthrope Boardroom**  
**Murfreesboro, Tennessee**

1. **Roll Call**

President Bill Hammon called the meeting to order at 10:07 AM. Other Board members present were Janice Casteel, Kirk Bednar, Rob Lyons, C. Seth Sumner, and Angie Carrier. Also present was TCMA Executive Director Mike Walker, ICMA Executive Board Vice President Lee Worsley, ICMA Southeast Regional Director Randy Reid, and ICMA Director of Professional Development Amanda Relyea.

2. **Approval of Minutes**

Lyons moved for approval of the minutes from the October 23, 2013 meeting in Chattanooga; seconded by Casteel. Approval was unanimous.

3. **Executive Director's Report**

Review of Financial Position – the Director updated the Board on income and expenses for nine months of fiscal year 2014 (July 1, 2013 – March 31, 2014). Current trends indicate potential net income this fiscal year of \$48,000.

Update on Automated Registration/Communication System – the new automated membership and conference registration system has been implemented successfully. Work is still required to transfer the TCMA NewsUpdate and Web Page to a single database system.

Status Report on 2014 Spring Conference in Murfreesboro – A record 148 advance registrations were received. It is anticipated that a net income of \$8,000 will be generated after payment of conference related expenses.

Status Report on Association Sponsorships – The association continues to grow its sponsorship support. It is anticipated that \$46,000 in total sponsorship income will be received in FY 2014 assuming existing sponsors up for renewal do so between now and June 30, 2014.

Update on Future TCMA Conferences – the Director updated the Board on plans for the 2014 Fall Conference in Gatlinburg (October 29-31, 2014) and the 2015 Spring

Conference in Nashville (April 22-24, 2015). Efforts are focused on obtaining more hotel rooms to meet the need due to increased conference attendance.

4. **Old Business**

Adoption of New TCMA Logo – Hammon moved to adopt the new Logo; seconded by Carrier. Approval was unanimous.

Formal Adoption of \$350 Non-member Conference Registration Fee – Carrier moved to approve the new fee; seconded by Lyons. Approval was unanimous.

5. **New Business**

Establishment of Policy for Approval of New Honorary Members – Carrier moved to adopt the new policy outlining the criteria and process for selection of new honorary members; seconded by Sumner. Approval was unanimous.

Update on TCMA Reception at ICMA Conference in Charlotte – Lyons reviewed the restaurant selection with the charge to attendees to remain at \$30. American Fidelity Assurance Co. has agreed to provide \$750 in supplemental financial support to help offset the cost of the event to the association.

Auditing Services for Fiscal Year Ending June 30, 2014 – Carrier moved to authorize the Executive Director to negotiate an auditing services agreement with Bellenfant and Miles, Brentwood, Tennessee at no cost to the association subject to the receipt and recognition of the firm as a SILVER level sponsor; seconded by Bednar. Approval was unanimous.

Process for Determination of Scope of Work and Compensation for Executive Director for the Fiscal Year beginning July 1, 2014 – A subcommittee consisting of Hammon, Carrier, and Casteel will review the Executive Director's performance since assuming the position on February 15, 2014 and provide recommendations to the entire Board for his continued service, scope of work, and compensation.

Discussion on a Possible Membership Category for Retirees – After discussion, the Executive Director will review options and provide policy recommendations on a possible lower cost membership dues category to encourage retired members to stay active in the association.

Discussion of a Possible Shiloh Leadership Institute – After discussion, Sumner agreed to research the feasibility of establishing a leadership program targeted to TCMA members and report back to the Board with recommendations.

6. **Adjournment**

With no further business Casteel made a motion to adjourn the meeting at 11:45 AM; seconded by Bednar. Approval was unanimous.

**NOTE: THE BOARD OF DIRECTORS APPROVED THE MINUTES AT JUNE 22, 2014 MEETING.**