



TENNESSEE CITY MANAGEMENT ASSOCIATION

MINUTES

BOARD OF DIRECTORS MEETING

October 28, 2014 – 5:30 PM (Eastern)

Hilton Garden Inn – L.E.E.D. Boardroom

Gatlinburg, Tennessee

1. **Roll Call**

President Janice Casteel called the meeting to order at 5:30 PM. Additional Board members present were Bill Hammon, Kirk Bednar, Rob Lyons, and C. Seth Sumner. Absent was Ted Rogers who was temporarily deployed to Washington, DC as a Commander in the National Disaster Medical System. Also present was Executive Director Michael Walker and ICMA Southeast Regional Director Randy Reid.

2. **Approval of Minutes**

Bednar moved for approval of the minutes as presented from the June 22, 2014 meeting in Chattanooga; seconded by Lyons. Approval was unanimous.

3. **Executive Director's Report**

Final Update on Gatlinburg Conference – Walker updated the Board on projected attendance, expenses, and income generation for the conference. Net income of approximately \$14,000 is projected, due largely to \$7,200 in room rental, equipment, audio visual, and internet fees being waived by the City of Gatlinburg.

FY 2014-2015 YTD Financial Position – Walker presented first quarter financial results for the Association. Income and expenses are trending as expected at this point in the fiscal year. In accordance with the adopted budget and upon completion of FY 2013-2014 audit, \$45,000 was transferred from the Primary checking account to the 2019 ICMA Convention Account, bring the total amount reserved for the future conference to slightly more than \$90,000.

Update on Sponsorship Program – Walker present information on GOLD, SILVER, and BRONZE level sponsors including renewals. At this point in the fiscal year, most TCMA sponsors that were up for renewal for the next six or twelve months have continued their same level of financial support for the Association. In addition, the Association has gained new sponsors to replace those sponsors that did not renew or reduced their level of sponsorship support.

4. **Old Business**

There was no old business for consideration.

5. **New Business**

Formal Review and Acceptance of Fiscal Year 2013-2014 Annual Financial Audit – After discussion, Lyons moved to accept the audit as prepared by Bellenfant & Miles PLLC; seconded by Sumner. Approval was unanimous. Total net assets (cash) for the Association increased from \$105,628 on July 1, 2013 to \$ 165,647 on June 30, 2014, an increase of \$60,019.

Consideration of New Membership Category for TCMA – “Alumni Membership” – After discussion, Sumner moved to approve a new membership category for former members who were members of TCMA in good standing for a minimum of three years and have retired or are no longer working for a Tennessee local government subject to meeting certain criteria; seconded by Bednar. Approval was unanimous.

Selection of City for Consideration for the Fall 2016 Conference Plus Discussion on Possible Future Joint Conference with the Kentucky City/County Management Association – After discussion, Hammon moved to authorize Walker to pursue a Fall 2016 conference location in downtown Knoxville plus extend an invitation for the Kentucky members to attend with recommendations to come back to the Board for consideration at the 2016 Spring Board meeting; seconded by Bednar. Approval was unanimous.

Endorsement of Candidate for ICMA President-Elect - After discussion, Hammon moved for the Association to support the candidacy of Mark Watson, Oak Ridge for the leadership position in ICMA and provide written endorsement as part of his expression of interest to serve; seconded by Sumner. Approval was unanimous.

Request by ICMA Liaison for the Next Generation Initiatives Frank Benest to Join the 2015 National Coaching Program – After discussion related to potential limited participation by TCMA members, the significant \$5,000 annual cost, and the need to prioritize the use of any surplus funds toward hosting the 2019 ICMA Conference in Nashville, Hammon moved for the

Board to decline the invitation to participate; seconded by Bednar. Approval was unanimous.

Other New Business – After discussion about the need for Walker to be able in emergency situations to prepare and process hard checks for payments in a timely manner, Hammon moved to authorize the Director to do so subject to the same approval process by the President and Vice President already in place; seconded by Hammon. Approval was unanimous.

6. **Adjournment**

With no further business, Sumner made a motion to adjourn the meeting at 7:00 PM; seconded by Bednar. Approval was unanimous.

MINUTES WERE APPROVED BY THE BOARD OF DIRECTORS AT THE APRIL 21, 2015 MEETING IN NASHVILLE, TN.