



TENNESSEE CITY MANAGEMENT ASSOCIATION

MINUTES
BOARD OF DIRECTORS MEETING
April 21, 2015 – 4:30 PM (Central)
Hilton Garden Inn Vanderbilt – Adelia Boardroom
Nashville, Tennessee

1. **Roll Call**

President Janice Casteel called the meeting to order at 4:30 PM. Additional Board members present were Bill Hammon, Kirk Bednar, Rob Lyons, and C. Seth Sumner and Ted Rogers. Also present was Executive Director Michael Walker and Roger Campbell (Maryville).

2. **Approval of Minutes**

Lyons moved for approval of the minutes as presented from the October 28, 2014 meeting in Gatlinburg; seconded by Hammon. Approval was unanimous.

3. **Executive Director's Report**

Final Update on Nashville Conference – Walker provided information and updated the Board on projected attendance, expenses, and income generation for the conference. Net income of approximately \$8,700 is projected, due largely to increased attendance and a \$2,400 deposit that was paid in FY 2013-2014 to reserve the hotel facility.

FY 2014-2015 YTD Financial Position – Walker provided bank statements and presented the third quarter financial results for the Association. Income and expenses are trending well for the fiscal year. At this point, it is projected that upon completion of the year-end audit, an additional \$50,000 in net income will be available for transfer in August 2015 from the Primary checking account to the 2019 ICMA Convention Account. This will bring the total amount reserved for the future conference in Nashville to about \$145,000.

Update on Sponsorship Program – Walker presented information on current GOLD, SILVER, and BRONZE level sponsors. At this point in the fiscal year, most TCMA sponsors that were up for renewal have continued the same level of financial support. In addition, the Association continues to gain new sponsors and a few upgrades in sponsorship levels with only a limited number of non-renewals or reduced level of support. It is estimated that almost \$70,000 in sponsorship support will be received in the fiscal year versus the budget projection of \$43,000.

4. **Old Business**

There was no old business for consideration.

5. **New Business**

TCMA Reception at ICMA Conference in Seattle – Sumner and Walker updated the Board on the Monday night event that will be held at a restaurant located near the convention center and main hotels. The Board agreed to maintain a charge of \$30 for attendees.

Selection of TCMA Representative to the ICMA Conference (Kansas City) Planning Committee – Casteel received expressions of interest from TCMA members to serve and recommended the selection of Margaret Norris from UT-MTAS. Motion to approve was made by Sumner, seconded by Bednar. Approval was unanimous.

Selection of City for Consideration for the Spring 2017 Conference Location – Because of rising cost to the Association and members in having the Spring Conference in downtown Nashville, Walker recommended that the location be in Williamson County. Bednar made a motion to begin negotiations on having the conference in Franklin, seconded by Sumner. Approval was unanimous.

TCMA Strategic Plan – Review & Update for period 2015-2020 – Discussion occurred on the creation of an ad-hoc committee to review progress made on important items in the 2010 strategic plan and recommend priorities to the Board for the next five years. The committee will also provide recommendations to begin detail planning for hosting the 2019 ICMA Conference, and address the operational/staffing needs and long-term sustainability of the organization. The committee will be chaired by Seth Sumner with members Kirk Bednar and Angie Carrier plus next generation members Brian Koral, Amanda Deaton-Moyer, and Jennifer Moody invited to serve. Motion to approve made by Rogers, seconded by Lyons. Approval was unanimous.

Process for Evaluation of Executive Director and Determination of Compensation for the Fiscal Year Beginning July 1, 2015 – Hammon moved that a subcommittee consisting of Casteel, Bednar, and Hammon review the accomplishments of the Director for the current year and provide recommendations to the Board for consideration and formal approval at the June 7, 2015 Board meeting. Motion seconded by Lyons. Approval was unanimous.

Other New Business – Roger Campbell, chair of the Policy/Legislative Committee, addressed the Board and recommended that the functions and activities of the committee be split into two committees. After discussion, the committee agreed to formally consider the proposal at the June 7, 2015 meeting with Campbell to provide a brief narrative of the proposed responsibilities and duties of the separate committees for Board review in advance of the meeting.

6. **Adjournment**

With no further business, Sumner made a motion to adjourn the meeting at 5:50 PM; seconded by Bednar. Approval was unanimous.