



MINUTES
TENNESSEE CITY MANAGEMENT ASSOCIATION
Annual Business Meeting
June 7, 2015, 12 Noon (Central)
Nashville Convention Center - Room 201
Nashville, Tennessee

After lunch, President Janice Casteel (Cleveland) called the meeting to order at 12:15 PM. About 56 association members were in attendance. A quorum of the membership was present to conduct the Annual Business Meeting.

A motion was made by Victor Lay (Spring Hill) to approve the minutes from the 2014 Annual Business Meeting held in Chattanooga on June 22, 2014; seconded by Gina Holt (Springfield). Approval by the members present was unanimous.

Casteel welcomed everyone and highlighted the accomplishments of the association during the past year. She recognized new members in attendance including Michael Walters-Young (Franklin), Hunter Hendrixson (Smithville), and Ken McLawhon (Nolensville).

Casteel called on James Lewellen (Collierville) on behalf of Past President Bill Hammon (Alcoa) who was attending the ICMA Executive Board meeting in Portland, Maine to give the report of the Nomination and Recognition Committee. Lewellen recommended that the following slate of candidates for the Board of Directors be formally considered and approved by the members present for the coming year:

President:	Kirk Bednar, Brentwood
Vice President:	Rob Lyons, Murfreesboro
Secretary:	Seth Sumner, Savannah
Director (1 year appointment):	Ted Rogers, Collegedale
Director (2 year appointment):	Eric Stuckey, Franklin
Past President:	Janice Casteel, Cleveland

John Hickman (Waynesboro) moved to approve the slate of candidates; seconded by Pete Peterson (Johnson City). Approval by the members present was unanimous.

Casteel then called on Kirk Bednar to come forward and assume the duties and responsibilities of President of TCMA.

Upon assuming the duties of President, Bednar presented on behalf of the association a plaque to Casteel in recognition of her dedicated service and leadership during the past year.

Bednar reviewed the Fiscal Year 2015-2016 proposed budget with the membership. (see attachment) Pete Peterson then moved to adopt the budget as recommended by the Board of Directors; seconded by Bob Wilson (Johnson City). Approval by the members present was unanimous.

Bednar formally presented the TCMA committee assignments, including identification of committee chairs, for the 2015-2016 year. In addition, he asked those members present that had not expressed interest to date to contact him if they wished to serve on a committee.

The members were updated briefly on plans for the future conferences including the 2015 ICMA Annual Conference in Seattle (September 26-30, 2015) and 2015 TCMA Fall Conference in Chattanooga (October 21-23, 2015).

Being no further business, the Annual Business Meeting was adjourned at approximately 12:36 PM.

NOTE: The above are draft minutes and will be subject to formal review and approval at the next Annual Business meeting to be held on June 12, 2016 in Gatlinburg, TN.

**TENNESSEE CITY MANAGEMENT ASSOCIATION
BUDGET-FINANCIAL PLAN**

	Actual FY 2012	Actual FY 2013	Actual FY 2014	Budget FY 2015	July - April FY 2015	Projected FY 2015	Proposed FY 2016
Beginning Total Assets (CASH)	\$ 56,452	\$ 60,569	\$ 105,628	\$ 165,647	\$ 165,647	\$ 165,647	\$ 240,106
INCOME:							
Membership Dues	\$ 23,581	\$ 25,844	\$ 28,680	\$ 28,500	\$ 31,257	\$ 31,257	\$ 30,000
Conference Registration Fees	33,200	37,710	45,880	45,500	53,035	53,365	48,000
Association Sponsorships	16,950	32,400	48,630	43,000	64,750	70,250	60,000
Fund Raiser Income	3,090	7,300	6,492	-	6,415	6,415	-
Donations		100	175	-	200	200	-
Interest	14	15	40	40	31	44	70
Miscellaneous/Other		-		1,500	2,432	2,433	1,500
TOTAL INCOME	\$ 76,835	\$ 103,369	\$ 129,897	\$ 118,540	\$ 158,120	\$ 163,964	\$ 139,570
EXPENSES:							
Conferences							
Meeting Room Rental	\$ 9,659	\$ 989	\$ 7,158	\$ 5,000	\$ 1,440	\$ 1,440	\$ 5,500
Meals/Breaks	26,534	13,892	9,472	12,000	15,044	15,044	15,000
Speakers	6,114	755	-	6,000		3,205	6,000
Audio Visual	-	-	7,633	8,000	3,659	3,659	8,000
Supplies/Services	1,307	4,486	3,801	1,500	7,825	7,825	8,000
Subtotal	\$ 43,614	\$ 20,122	\$ 28,064	\$ 32,500	\$ 27,968	\$ 31,173	\$ 42,500
Executive Director							
Compensation	\$ 12,575	\$ 14,063	\$ 19,500	\$ 27,500	\$ 23,167	\$ 27,500	\$ 31,500
Reimbursable Expenses	6,091	4,065	4,336	4,900	5,193	5,652	6,500
Subtotal	\$ 18,666	\$ 18,128	\$ 23,836	\$ 32,400	\$ 28,360	\$ 33,152	\$ 38,000
Other Expenses							
Liability Insurance	\$ 1,706	\$ 2,790	\$ 2,825	\$ 3,000	\$ 2,830	\$ 2,830	\$ 3,000
Legal/Auditor		3,480	1,522	1,550	1,500	1,500	1,500
Accounting Services	2,701	2,471	2,995	3,350	2,072	2,072	2,200
Website/Communication/Registration Systems	1,565	1,486	2,431	2,600	3,057	3,067	3,650
Credit Card Processing Fees	-	-	1,415	2,250	3,290	3,497	3,600
Annual Business Meeting - Luncheon	1,062	1,945	1,806	2,200		3,600	3,600
ICMA Conference Reception	2,058	2,167	1,840	3,000	4,056	4,056	4,000
ICMA Regional Summit & Conference Planning		456	500	1,000	1,000	1,000	1,000
ICMA Fund for Professional Management		1,000	910	1,000	1,000	1,000	1,000
Awards	213	361	339	400		400	400
Copying/Postage	75	97	221	100	303	360	400
Fund Raiser Expenses	-	-	1,162	-	1,758	1,758	-
Other	1,058	3,807	12	500	40	40	500
Subtotal	\$ 10,438	\$ 20,060	\$ 17,978	\$ 20,950	\$ 20,906	\$ 25,180	\$ 24,850
TOTAL EXPENSES	\$ 72,718	\$ 58,310	\$ 69,878	\$ 85,850	\$ 77,234	\$ 89,505	\$ 105,350
NET INCOME - over (under) Expenses	\$ 4,117	\$ 45,059	\$ 60,019	\$ 32,690	\$ 80,886	\$ 74,459	\$ 34,220
ENDING ASSETS (Unobligated Cash)	\$ 60,569	\$ 105,628	\$ 165,647	\$ 198,337	\$ 246,533	\$ 240,106	\$ 274,326
Cash Allocation - By Accounts:							
Sun Trust - Primary Checking Account	\$ 33,575	\$ 63,635	\$ 93,614	\$ 81,267	\$ 123,812	\$ 117,378	\$ 100,551
SunTrust - 2019 ICMA Conference Account	-	14,986	45,012	90,030	95,689	95,694	146,730
SunTrust - Certificate of Deposit	26,994	27,007	27,021	27,040	27,032	27,034	27,045
Balance - End of Fiscal Year	\$ 60,569	\$ 105,628	\$ 165,647	\$ 198,337	\$ 246,533	\$ 240,106	\$ 274,326