



TENNESSEE CITY MANAGEMENT ASSOCIATION

**MINUTES**  
**BOARD OF DIRECTORS MEETING**  
**June 7, 2015 - 9: AM (Central)**  
**Nashville Convention Center - Room 202**  
**Nashville, Tennessee**

1. **Roll Call**

President Janice Casteel called the meeting to order at 9:06 AM. Additional Board members present were Kirk Bednar (Brentwood), Rob Lyons (Murfreesboro), C. Seth Sumner (Savannah) and Ted Rogers (Collegedale). Board member Bill Hammon (Alcoa) was absent due to attendance at the ICMA Executive Board meeting in Portland, Maine. Also present was Executive Director Michael Walker and Eric Stuckey (Franklin).

2. **Approval of Minutes**

Lyons moved for approval of the minutes as presented from the April 21, 2015 meeting in Nashville; seconded by Sumner. Approval was unanimous.

3. **Executive Director's Report**

FY 2014-2015 YTD Financial Position – Walker provided the following financial reports: Budget to Actual Comparison (July 1, 2014 through April 30, 2015, all SunTrust bank statements as of June 3, 2015, sponsorship support as of June 5, 2015, and PayPal (credit card) receipts/transfers to the primary checking account through May 13, 2015. Income and expenses are continuing to trend well for the fiscal year. 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 Conference Account. This will bring the total amount reserved for the future conference in Nashville to about \$146,000.

4. **Old Business**

Report on Executive Director's Performance during FY 2014-2015 and Approval of Compensation for the Fiscal Year Beginning July 1, 2015 -

Casteel reviewed briefly the Executive Director's performance and accomplishments in the current fiscal year (see attachment) and the subcommittee's recommendation to increase his annual compensation from \$27,500 to \$31,500, effective July 1, 2015. Rogers moved to approve the compensation recommendation; seconded by Sumner. Approval was unanimous.

5. **New Business**

Consideration and Approval of the Proposed FY 2015-2016 Budget – Walker reviewed the proposed line item budget (see attachment) and answered questions. Total income in FY 2015-2016 is estimated at \$139,570, total expenses are projected at \$105,350, with a projected increase in net income on June 30, 2016 of \$34,220. The budget also includes upon completion of the FY 2014-2015 audit in August 2015, a \$50,000 transfer from the Primary Checking Account to the 2019 ICMA Conference Account. A motion was made by Rogers for the Board to recommend approval of the proposed FY 2015-2016 budget as submitted to the TCMA members at the Annual Business Meeting, seconded by Sumner. Approval was unanimous.

Report on Appointments to TCMA Committees for FY 2015-2016 – Bednar reviewed the anticipated committee appointments and committee chairs for the coming fiscal year based on needs and responses received from interested members. Additional committee appointments may be possible prior to June 30, 2015 based on requests and input from the members.

Proposed Increase in the Annual Cost of BRONZE Level Sponsorships from \$500 to \$750 effective July 1, 2015 – After review and discussion of the cost differential and benefits provided between the BRONZE and SILVER level sponsorships, Lyons moved to approve the increase in sponsorship cost, seconded by Sumner. Approval was unanimous.

Proposed Authorization of Complementary One-Year GOLD Level Sponsorship to Org-Wide Services, Collierville, TN for Program Services Provided at the 2015 Spring Conference – After discussion of the type of specialized training service provided by the company at no cost to TCMA, a motion to approve a complementary one-year GOLD level sponsorship was made by Rogers, seconded by Lyons. Approval was unanimous.

Proposed Program to Encourage Spouse or Partner Attendance at TCMA Conference – After discussion about the overall benefits of having spouses/partners attend the conferences and the minimum additional cost to the association for providing complementary registrations to social events, Bednar made a motion to approve the waiver of social event fees for spouses/partners, seconded by Sumner. Approval was unanimous.

Formulation of Fund Balance Policy for Future Sustainability and Needs of the Association – After discussing the need to have a formal fund balance (cash reserve) policy to guide the financial affairs and budgetary decisions of the Association, a motion was made by Bednar, seconded by Sumner to create an ad-hoc committee consisting of Bednar, Lyons, and Rogers to review and formulate a draft policy for consideration by the Board at its next meeting in Chattanooga. Approval was unanimous.

### **Other New Business**

Modifications to TCMA Website - Bednar outlined a proposal by Hammon to create a member's only/access restricted section within the TCMA web page where Board meeting agendas, minutes, financial reports, etc. would be kept. After Board discussion about the need, additional cost, and benefit to the Association in having a closed information system on the website, Rogers moved to defer formal consideration of the proposal, seconded by Sumner. Approval was unanimous.

### 6. **Adjournment**

With no further business, the meeting was adjourned at 10:52 AM.

**NOTE: the Board of Directors at the October 20, 2015 meeting in Chattanooga, TN approved the above minutes.**