



TENNESSEE CITY MANAGEMENT ASSOCIATION

MINUTES
BOARD OF DIRECTORS MEETING
October 20, 2015 - 4:00 PM (Eastern)
DoubleTree Hotel - Wisdom Boardroom
Chattanooga, Tennessee

1. **Roll Call**

President Kirk Bednar called the meeting to order at 4:02 PM. All other Board members present including Janice Casteel (Cleveland), Rob Lyons (Murfreesboro), C. Seth Sumner (Savannah) Ted Rogers (Collegedale) and Eric Stuckey (Franklin). Also present was Executive Director Michael Walker. Additional attendees that arrived later in the meeting included Bill Hammon (Alcoa) and Roger Campbell (Maryville).

2. **Approval of Minutes**

Lyons moved for approval of the minutes as presented from the June 7, 2015 meeting in Nashville; seconded by Rogers. Approval was unanimous.

3. **Executive Director's Report**

FY 2015-2016 YTD Financial Position – Walker provided the following financial reports: Budget to Actual Comparison (July 1, 2015 through September 30, 2015, all SunTrust bank statements as of September 30, 2015, projected financial position for the 2015 Fall Conference, sponsorship support as of October 15, 2015, and PayPal (credit card) receipts/transfers to the primary checking account through October 17, 2015. Income and expenses are trending well and in accordance with first quarter expectations. With the completion of the FY 2014-2015 year-end audit in August 2015 and in accordance with the adopted FY 2015-2016 budget, a \$50,000 transfer was made from unrestricted assets in the Primary checking account to the 2019 ICMA Conference Account.

4. **Old Business**

Report on Structure of Policy/Legislative Committee – Bednar briefed the Board on the discussions with Committee Chairman Roger Campbell to potentially split the current committee structure into two separate committees dealing policy positions for the Association and monitoring of legislation at the Capitol. It was determined that the existing committee structure along with the periodic use of ad-hoc committees to address specific issues facing TCMA cities and the Association was

adequate to meet the needs of TCMA, so no change in the existing committee structure is being recommended.

5. **New Business**

Formal Review and Acceptance of the 2014-2015 Annual Audit Prepared by Bellenfant CPA's. The Board reviewed briefly the audit report that was received electronically on August 13, 2015. There were no findings from the auditors. The Association ended the fiscal year on June 30, 2015 with cash assets totaling \$243,382 versus \$165,647 on June 30, 2014, an increase of \$77,735. A motion was made by Rogers to accept the audit report, seconded by Stuckey. Approval was unanimous. The audit report is posted on the TCMA website.

Proposed Financial Management Policy for the Association – a recommended policy for the operation of the Association was presented by an ad-hoc Board subcommittee (Bednar, Lyons and Rogers). After a brief discussion by the Board, Sumner moved to approve the policy, seconded by Lyons. Approval was unanimous. The approved policy is posted on the TCMA website.

Proposed Creation of a Platinum Level Sponsor and Other Amendments to the Sponsorship Program – Walker briefly reviewed proposed minor/clarification amendments to the current policy plus the creation of a Platinum sponsorship level. The purpose is to recognize current Gold level sponsors who have contributed more than \$10,000 in financial or in-kind services for their substantial support and/or long-term commitment to the Association. Rogers moved to approve the amended sponsorship program, seconded by Casteel. Approval was unanimous. The approved program is posted on the TCMA website.

Initial Report from the 2010 Strategic Plan Review Committee – Ad-hoc Committee Chairman Sumner spent considerable time reviewing the 22 pages in the draft report, addressing progress to date on the major priorities in the 2010 Plan with comments from reviewers. While no formal action was taken by the Board, an ad-hoc committee (Bednar, Sumner, and Stuckey) agreed to formulate a draft executive summary to the report that identifies concisely the priorities of the Association for 2015-2020 and provides guidance for work activities. The executive summary will be presented to the Board for formal consideration at its April 2016 meeting.

Approval of 2017 TCMA Conference sites in Franklin (March 29-31, 2017) and Gatlinburg (September 20-22, 2017). After a brief review by Walker of the rationale for the proposed locations and dates, a motion to approve the 2017 conference sites was made by Rogers, seconded by Stuckey. Approval was unanimous.

6. **Adjournment**

With no further business, the meeting was adjourned at 6:15 PM.

NOTE: the Board of Directors at the April 12, 2016 meeting in Murfreesboro, TN approved the above minutes.