



## TENNESSEE CITY MANAGEMENT ASSOCIATION

### MINUTES

#### BOARD OF DIRECTORS MEETING

April 12, 2016 – 4:00 PM (Central)

Embassy Suites by Hilton – Private Dining Room A  
Murfreesboro, Tennessee

1. **Roll Call**

President Kirk Bednar called the meeting to order at 4:00 PM. Other Board members physically present include Janice Casteel (Cleveland), Rob Lyons (Murfreesboro), C. Seth Sumner (Savannah) and Ted Rogers (Collegedale). Eric Stuckey (Franklin) participated remotely via a conference phone call. Also present was Executive Director Michael Walker and John Hickman (Waynesboro).

2. **Approval of Minutes**

Sumner moved for approval of the minutes as presented from the October 20, 2015 meeting in Chattanooga; seconded by Rogers. Approval was unanimous.

3. **Executive Director's Report**

FY 2015-2016 YTD Financial Position – Walker provided the following documents and financial reports: The TCMA Financial Management Policy, Budget to Actual Comparison (July 1, 2015 through March 31, 2016, all SunTrust bank statements as of March 31, 2016, projected financial position for the 2016 Spring Conference, sponsorship support as of March 31, 2016, and PayPal (credit card) receipts/transfers to the primary checking account through March 28, 2015. Income and expenses are trending well and in accordance with third quarter expectations. At this point, it is projected that total year-end income will exceed expenses by \$65,000 at June 30, 2016.

Because of the strong financial position of the Association, Casteel moved to provide complementary registrations for graduate students at the conference to attend the Wednesday night social event and to reimburse students that have already paid the registration fee, seconded by Lyons. Approval by the Board was unanimous.

4. **Old Business**

Review and Adoption of the TCMA Strategic Plan Update - Progress Report Since 2010 and Plan of Action for 2016-2020. The Board reviewed the review and refocus

report dated February 18, 2016, prepared by an Ad-Hoc subcommittee, led by Chair Sumner. The report was also circulated to the membership for review and comments. After discussion, Rogers moved to approve the plan update, seconded by Casteel. Approval by the Board was unanimous.

5. **New Business**

Selection of TCMA Representative to the Conference Planning Committee for the 2017 ICMA Annual Conference in San Antonio, TX.

Based on a recommendation by Bednar, a motion was made by him to appoint Chris McCartt from Kingsport to represent TCMA at the meeting, seconded by Lyons. Approval was unanimous.

Selection of Preferred Dates and Community for the Location of the 2018 TCMA Spring Conference – After a brief discussion by Walker and the Board of the issues and needs for hosting the conference, Rogers moved to approve Murfreesboro on April 11-13 or 18-20, 2018 as the preferred location and dates for the conference, seconded by Bednar. Approval was unanimous.

Policy/Guidelines for the Proposed Ed Young Scholarship Fund for Financial Assistance to Attend TCMA Conferences – Walker briefly reviewed a proposed policy and selection criteria guidelines for awarding of financial assistance to allow TCMA members and graduate students to attend future TCMA conferences. Initial scholarship funding has been made available through the generous support of Honorary TCMA member and retired TML Deputy Director Ed Young. Sumner moved to approve the sponsorship program, seconded by Casteel. Approval was unanimous. The approved program is posted on the TCMA website.

Organizing TCMA Booth and Program Workshop at the TML Conference in Gatlinburg, June 12-14, 2016 – The Board discussed the setup, layout and staffing needs for a booth in the conference exhibit hall to promote the benefit of having qualified administrators in local government and professional development opportunities through TCMA membership. In addition, Eric Stuckey will lead a workshop session on Effective Manager Evaluations on Sunday at the conference.

6. **Adjournment**

With no further business, the meeting was adjourned at 5:15 PM.

**NOTE: the above are draft minutes and are subject to final review and approval by the Board of Directors at its June 12, 2016 meeting in Gatlinburg, TN.**