



TENNESSEE CITY MANAGEMENT ASSOCIATION

**MINUTES**  
**BOARD OF DIRECTORS MEETING**  
**October 25, 2016 - 4:30 PM (Eastern)**  
**Crowne Plaza - Board Room 1**  
**Knoxville, Tennessee**

1. **Roll Call**

President Rob Lyons (Murfreesboro) called the meeting to order at 4:30 PM. Other Board members present included C. Seth Sumner (Savannah), Ted Rogers (Collegedale), Tracy Baker (Sevierville) and Kirk Bednar (Brentwood). Eric Stuckey (Franklin) participated in the meeting for the first 30 minutes via a conference call. Also in attendance were ICMA-VP Bill Hammon (Alcoa), ICMA Southeast Regional Director Randall Reid (Gainesville, FL), and TCMA Executive Director Michael Walker. Several full members of the association were also in attendance.

2. **Approval of Minutes**

Sumner moved for approval of the minutes as presented from the June 12, 2016 meeting in Gatlinburg; seconded by Bednar. Approval was unanimous.

3. **Executive Director's Report**

FY 2016-2017 YTD Financial Position - Walker provided and reviewed the following documents and financial reports: Budget to Actual Comparison (July 1, 2016 - September 30, 2016), all September 30, 2016 SunTrust bank statements, the Association's current status with the Financial Management Policy, projected income and expenses associated with the Knoxville Conference, Sponsorship support/renewals, and PayPal (credit card) receipts/transfers to the primary checking account. Income and expenses continue to trend well and as originally expected for the first quarter of fiscal year 2016-2017.

4. **Old Business**

There were no items for consideration under old business.

5. **New Business**

Formal Review and Acceptance of the FY 2015-2016 Annual Audit Prepared by Bellenfant CPA's – Walker briefly summarized the report that was sent to the Board for review in August. The Association ended the fiscal year on June 30, 2016 with \$319,642 in cash assets. This compares to the cash assets on June 30, 2012 of \$60,569, an increase of \$259,073 in four years. Rogers moved to accept the audit; seconded by Sumner. Approval was unanimous.

Identification of Preferred City and Dates for the 2018 TCMA Fall Conference – Walker reviewed attendance and financial data from recent TCMA Conferences. Consistent Board policy to hold the fall conferences in East Tennessee, Baker moved to authorize the Executive Director to negotiate an agreement to hold the conference in Chattanooga with the preferred dates being October 24-26, 2018; seconded by Bednar. Approval was unanimous.

Review of Actions Needed to Move Forward with Goals in the Strategic Plan – Sumner provided a summary report with areas that need to be addressed in implementation of the plan – both short and long term. Because of the scope of work, it was discussed that more time will be needed on the 2017 Spring Conference program for educating the entire membership and for the various committees to analyze and recommend specific actions for moving forward in addressing the issues, opportunities and needs of the Association.

Discussion and Formulation of Plan for Major Fund Raising for the 2019 ICMA Conference in Nashville – Walker reviewed a proposed game plan document for moving forward with identification of potential major sponsors to solicit financial and in-kind support. The first step will be to discuss and receive approval from ICMA staff on the list of proposed sponsors to solicit support. Walker will initiate a call with Julie Butler with Reid requesting to participate in the call. While the Board took no formal action on the plan, there was no opposition to moving forward in finalizing the work plan for formal approval at the 2017 Spring Board meeting and the assignment of lead persons in the Association to initiate contact with specific potential sponsors on the authorized list.

Possible Restructuring of the Next Generation Committee – Sumner discussed his concerns with the current focus and direction of the committee and the need to restructure its name and focus on promoting the profession and form of government. He will be discussing his ideas with committee members on Wednesday afternoon and will provide formal recommendations to the Board for consideration at the 2017 Spring Board meeting.

Review of Ed Young Scholarship Fund – Walker reviewed briefly the solicitation of applicants (members and students) for first time at the Knoxville conference. While it was successful, more effort is needed to reach out proactively to potential candidates. To facilitate this effort, Walker will reach out to the UT-MTAS management consultants to educate them on the availability of the scholarship so they can target and encourage eligible members to apply and attend their first conference.

ICMA/TCMA Membership Recruitment Effort – Lyons and Walker have been contacted by the ICMA staff on a proposed joint letter to be sent to targeted local government administrators that are currently not members of TCMA to encourage them to join our Association and a second letter later to encourage non-ICMA members in Tennessee to join the International Association. To encourage non-TCMA members to join and participate in our Association, Bednar moved to provide any new, targeted person that joins from this recruitment effort a 50% discount (\$125) on the registration cost for attending their first TCMA conference during calendar year 2017; seconded by Rogers. The action was approved 4-1 with Sumner voting no.

6. **Adjournment**

With no further business, the meeting was adjourned at 6:07 PM.

**THE ABOVE MINUTES WERE APPROVED BY THE BOARD OF DIRECTORS AT THE MARCH 28, 2017 MEETING.**