



TENNESSEE CITY MANAGEMENT ASSOCIATION

MINUTES
BOARD OF DIRECTORS MEETING
March 28, 2017 - 4:00 PM (Central)
Franklin Marriott Cool Springs Conference Center
Clydesdale Room
Franklin, Tennessee

1. **Roll Call**

President Rob Lyons (Murfreesboro) called the meeting to order at 4:00 PM. Other Board members present included C. Seth Sumner (Athens), Ted Rogers (Collegedale), Tracy Baker (Sevierville), Eric Stuckey (Franklin) and Kirk Bednar (Brentwood). Also in attendance were ICMA-VP Bill Hammon (Alcoa), ICMA Southeast Regional Director Randall Reid (Gainesville, FL), and TCMA Executive Director Michael Walker (Brentwood). Member Steve Simon (Adamsville) attended the last half of the meeting.

2. **Approval of Minutes**

Sumner moved for approval of the minutes as presented from the October 25, 2016 meeting in Knoxville; seconded by Baker. Approval was unanimous.

3. **Executive Director's Report**

FY 2016-2017 YTD Financial Position - Walker reviewed and/or provided the following documents and financial reports: Budget to Actual Comparison (July 1, 2016 - February 28, 2017), update on income and expenses for the Franklin Spring Conference, sponsorship support YTD, copies of SunTrust bank account statements on February 28, 2017, PayPal credit card transactions YTD, and TCMA contributions to the ICMA Future for Professional Management Fund. Income and expenses continue to trend well with the Association expected to end the fiscal year on June 30, 2017 in excellent financial shape.

In addition, information was provided on the TCMA Monday night reception at the October 2017 ICMA Conference in San Antonio and an update on businesses that TCMA is now authorized to solicit major funding support for the 2019 ICMA Conference in Nashville.

4. **Old Business**

There were no items for consideration under old business.

5. **New Business**

Consideration of New Affiliation Agreement between ICMA and TCMA – Walker briefly summarized the proposed agreement that was sent to the Board for initial review and comments in December 2016. Bednar moved to approve and authorize signing of the agreement by Lyons; seconded by Sumner. Approval was unanimous.

Consideration of Arrangement, Location and Schedule for TCMA Educational Conferences from Fall 2018 to Fall 2020 – Traditionally TCMA holds its spring conferences in Middle Tennessee and fall conferences in East Tennessee. With the upcoming ICMA Conference in October 2019 in Nashville and the demands associated with hosting the International and TCMA conferences a month apart, the Board discussed rearranging the conference location arrangement in calendar years 2018 and 2019, then returning to the traditional Middle/East rotation in CY 2020.

There were two scenarios presented for scheduling conferences. The first and preferred option assumes the Kentucky Association would host a joint conference in Bowling Green, KY in October 2018. If they agree, this would allow TCMA to avoid hosting a fall conference at the time significant work would be required of TCMA in hosting ICMA 2019 Conference Planning Committee meeting in Nashville in November 2018. The second scenario assumes that Kentucky is unable to host a joint conference.

Scenario 1

Spring 2018 – Murfreesboro
Fall 2018 – Bowling Green, KY
Spring 2019 – Knoxville
Fall 2019 – ICMA Nashville

Scenario 2

Spring 2018 – Murfreesboro
Fall 2018 – Chattanooga
Spring 2019 – Knoxville
Fall 2019 – ICMA Nashville

In lieu of having a TCMA Fall Conference in 2019 and to allow non-ICMA members the opportunity to attend a world class conference in Nashville, Walker recommended that TCMA work closely with ICMA to both reduce and subsidize the cost of those individuals to: 1) voluntarily join ICMA at no cost during the first year and 2) if they join, be able to attend the ICMA conference at a registration cost similar to attending a TCMA conference.

The Board also discussed the significant number of volunteers that will be needed during the conference. The Board was supportive of requiring the subsidized non-ICMA members to serve as volunteers during the conference.

A motion was made by Rogers to adopt the above plan for conferences in calendar years 2018 and 2019; seconded by Sumner. Approval was unanimous.

Formulation of Plan for the Transition of Executive Director Duties and Responsibilities by Early Calendar Year 2018 – With the announced retirement of the Executive Director in early calendar year 2018 and after discussion by the Board, a motion was made by Bednar; seconded by Lyons, to create an ad-hoc committee chaired by Sumner to review staffing/service delivery options and recommend a plan for the transition of duties and responsibilities for discussion at

the June 11 Board meeting in Murfreesboro. Other committee members will include Rogers, Stuckey, Baker, and another TCMA member to be selected by Sumner. Walker agreed to compile a detail list of current duties and responsibilities prior to the Board meeting. Approval of the motion was unanimous.

Consideration of Request from Margaret Trentham to Fund Required Annual Surety Bond Associated with Financial Services Provided to TCMA – After discussion about the adequacy of the amount of surety bond and the need to consider coverage for the Executive Director too, a motion was made by Sumner, seconded by the Rogers to postpone consideration until the June 11, 2017 Board meeting. Approval was unanimous.

Consideration of TCMA Honorary Membership for Retired Member – In accordance with the Board policy, the Board reviewed the nomination of recently retired Athens, TN City Manager Mitchell Moore to become a honorary member. A motion was made by Rogers, seconded by Bednar to approved Moore as an Honorary member of TCMA. Approval was unanimous.

Selection of TCMA Representative to the ICMA 2018 Conference Planning Committee, Baltimore, MD – After discussion and recognition that TCMA will be hosting the ICMA 2019 Conference Planning Committee meeting in Nashville in November 2018 and the need to be better prepared for the expectations of the host committee, there was consensus that TCMA should send two representatives to the Baltimore meeting in November 2017. Sumner moved to send Jennifer Moody (Murfreesboro) and Tim Ellis (Goodlettsville) to represent TCMA; seconded by Rogers. Approval was unanimous.

Consideration of Procuring and Operating a Booth in the Exhibit Hall at the TML Annual Conference in Murfreesboro, June 11-13, 2017 – after discussion, there was no motion to move forward with operating a booth in the exhibition hall.

6. **Adjournment**

With no further business, the meeting was adjourned at 5:50 PM.