



TENNESSEE CITY MANAGEMENT ASSOCIATION

**DRAFT MINUTES - Subject to approval at Sept. 22, 2017 Meeting**

**BOARD OF DIRECTORS MEETING**

**June 11, 2017 - 9:00 AM (Central)**

**Embassy Suites Murfreesboro**

**Wyntrope Boardroom**

**Murfreesboro, Tennessee**

1. **Roll Call**

President Rob Lyons (Murfreesboro) called the meeting to order at 9:08 AM. Other Board members present included C. Seth Sumner (Athens), Ted Rogers (Collegedale), Eric Stuckey (Franklin) and Kirk Bednar (Brentwood). Tracy Baker (Sevierville) was absent. Also in attendance were incoming Board member Tim Ellis (Goodlettsville), TCMA Executive Director Michael Walker (Brentwood), and Member Roger Campbell (Maryville).

2. **Approval of Minutes**

Bednar moved for approval of the minutes as presented from the March 28, 2017 meeting in Franklin; seconded by Stuckey. 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 - May 31, 2017), copies of SunTrust bank account statements as of May 31, 2017, sponsorship support YTD, and PayPal credit card transactions YTD. 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 upcoming TCMA Fall Conference in Gatlinburg, September 20-22, 2017 and the status of major fund raising for the 2019 ICMA Conference in Nashville.

4. **Old Business**

There were no items for consideration under old business.

5. **New Business**

Review of Executive Director's Performance during FY 2016-2017 and Approval of Monthly Compensation for FY 2017-2018 – President Lyons briefly reviewed and complemented Walker's performance during the past year. He recommended a \$300 per month increase in compensation effective July 1, 2017. Sumner moved to approve; seconded by Stuckey. Approval was unanimous.

Consideration and Endorsement of the Proposed Budget for Fiscal Year 2017-2018 – Walker reviewed the proposed budget and highlighted significant changes from the previous year (see attachment). After discussion, Rogers moved to endorse and recommend approval by the association members at the upcoming Annual Business meeting; seconded by Stuckey. Approval was unanimous.

Consideration and Approval of Site for the 2018 Fall Conference, October 31 – November 2, 2018 in Chattanooga at the Marriott Downtown. Walker reviewed briefly the pros and cons of locations in Chattanooga for hosting the TCMA 2018 Fall Conference. After brief discussion, Stuckey moved to approve the selection of the Marriott in Downtown Chattanooga; seconded by Sumner. Approval was unanimous.

Consideration and Approval of Site for the 2019 Spring Conference, April 3-5, 2019, in Knoxville at the Holiday Inn, World's Fair Park. Walker reviewed briefly the process and results from solicitation of proposals from hotels in Knoxville to host the TCMA 2019 Spring Conference. Per direction from the Board at the March 28, 2017 meeting, the 2019 Spring Conference will be held in East rather than Middle Tennessee due to the ICMA 2019 Conference being held in Nashville in October 2019. TCMA will forgo having a separate fall conference in 2019. After brief discussion, Stuckey moved to approve the selection of the Holiday Inn in downtown Knoxville; seconded by Sumner. Approval was unanimous.

Report from Ad-Hoc Committee on Review of Staffing/Service Delivery Options and Plan for Transition of Duties and Responsibilities of the Executive Director in Early Calendar Year 2018 – Sumner, Chair of the Ad-Hoc Committee, led a lengthy discussion on the process for moving forward with the identification of qualified candidates, recruitment, arrangement of responsibilities and duties, recommendations to the full Board, etc. No action was requested of the Board.

Update on TCMA Committee Appointments and Chairs for FY 2017-2018 – After brief discussion, Sumner will solicit interest from members in attendance at the Annual Business meeting to serve on the standing committees and by email to the broader membership that will be distributed by the Executive Director.

Other New Business – Stuckey provided an update on the efforts and progress to date with the new ICMA Student Chapter at Tennessee State University in Nashville. Several Middle Tennessee members are involved in the educational and accreditation effort.

## 6. **Adjournment**

With no further business, the meeting was adjourned at 10:35 AM.