

Minutes of the Tennessee City Management Association
Board of Directors Meeting
January 11, 2018

Call to Order

The Tennessee City Management Association Board of Directors meeting was called to order by President C. Seth Sumner 3:45 p.m., 511 Union Street, Suite 1820, Nashville Tennessee.

Board members attending were C. Seth Sumner (Athens), Tracy Baker (Sevierville), Tim Ellis (Goodlettsville), Ted Rogers (Collegedale) and Eric Stuckey (Franklin). Rob Lyons was absent.

Also in attendance with Executive Director Michael Walker, Incoming Executive Director Jeff Broughton, and TCMA members Kirk Bednar, Angie Carrier, and Chris McCartt.

Approval of Minutes

Upon motion of Mr. Ellis, second by Mr. Rogers, the minutes of the meetings of September 22, 2017 and November 21, 2017 were approved by unanimous vote.

Executive Director's Report

The Fiscal 2018 financial position was reviewed by Director Walker, with a budget to actual comparison, bank statements, sponsorship renewal information, and PayPal credit card transactions provided. Walker reported that the association's financial situation is in good order.

Director Walker shared with, and the board discussed, sponsorship marketing materials for the 2019 ICMA Annual Conference. Walker will develop a standard introduction letter for use when reaching out to potential sponsors.

Following recognition of the many years of service to TMCA as bookkeeper, Mr. Rogers moved, and Mr. Ellis seconded to provide a gift to Margaret Trentham in an amount not to exceed \$100. Mr. Broughton will select the gift and ensure its delivery. The motion passed unanimously.

Resolutions

Resolution 18-01. A resolution Authorizing an Independent Contractor Agreement with Table Rock Resources LLC.

Mr. Broughton reviewed this resolution that will approve an agreement with Table Rock Resources to provide support services for the 2019 ICMA Annual Conference in Nashville. Mr. Ellis moved to approve, and Mr. Stuckey seconded. The motion passed by unanimous vote.

Resolution 18-02. A Resolution Authorizing a Banking Relationship with Regions Bank.

Mr. Broughton reviewed this resolution that will authorize a banking relationship with Regions Bank. Broughton indicated that a new interest-bearing checking account will be opened to ensure

that all funds are FDIC insured. Mr. Stuckey moved to approved, and Ms. Baker seconded. The motion passed by unanimous vote.

Resolution 18-03. A Resolution Designating Officers and Officials to Transact Banking Business.

Mr. Broughton reviewed this resolution that designates the president, vice president, secretary, and executive director to transact business, and act on behalf of TCMA, at its chosen financial institutions. Mr. Rogers moved to approve, seconded by Mr. Ellis. The motion passed by unanimous vote.

Resolution 18-04. A Resolution Designating the Vice President as the Official to Receive Paper Bank Statements with Printed Check Images.

Mr. Broughton reviewed this resolution that designates the vice president as the official to receive paper copies of monthly bank statements. Mr. Ellis moved to approve, seconded by Mr. Rogers. The motion passed by unanimous vote.

Resolution 18-05. A Resolution Authorizing a Single Signature by the Executive Director on Paper Checks.

Mr. Broughton reviewed this resolution that authorizes a single signature on checks written by the executive director. Mr. Stuckey moved to approve, seconded by Mr. Rogers. The motion passed by unanimous vote.

Resolution 18-06. A Resolution Authorizing the Executive Director and Project Manager to use Business Credit Cards.

Mr. Broughton reviewed this resolution that authorizes the executive director and ICMA conference project manager to use business credit cards with a maximum credit limit per card of \$30,000. Mr. Ellis moved to approve, seconded by Mr. Stuckey. The motion passed by unanimous vote.

Resolution 18-07. A Resolution Designating the Executive Director to Report on Financial Activity to the Board of Directors.

Mr. Broughton reviewed this resolution that designates the executive director to report on financial activity to the board monthly, and further designates the president, vice president, and secretary to be users to view QuickBooks financial information online. Mr. Stuckey moved to approve, seconded by Ms. Baker. The motion passed by unanimous vote.

Other

The board discussed the application of member Jim Thomas seeking ICMA Life Membership status. Mr. Ellis moved, seconded by Mr. Stuckey, to authorize Director Walker to prepare a letter of TCMA support for signature and submittal of President Sumner. The motion passed unanimously.

The board set the next meeting for 12:00 Noon on Friday, April 13, 2018 in Murfreesboro.

Adjournment

Upon motion of Mr. Stuckey, seconded by Mr. Rogers, the meeting was adjourned at 4:45 p.m.

C. Seth Sumner, President

Eric Stuckey, Secretary