

**Minutes of the Tennessee City Management Association
Board of Directors Meeting
April 2, 2019**

Call to Order

The Tennessee City Management Association Board of Directors meeting was called to order by President Ted Rogers at 4:00 p.m. in the Private Dining Room of the Holiday Inn World's Fair Park, 525 Henley Street, Knoxville Tennessee.

Board members attending were President Ted Rogers (Collegedale), Vice President Eric Stuckey (Franklin), Secretary Tracy Baker (Sevierville), Director Tim Ellis (Goodlettsville), Director Kim Foster (Paris) and Past President C. Seth Sumner (Athens).

Also In attendance were Executive Director Jeff Broughton, Project Manager Mike Walker, and several TCMA members and guests.

Approval of Minutes

Upon motion of Mr. Ellis and second by Ms. Foster, the minutes of the October 30, 2018 meeting were approved as presented.

Executive Director's Report

- (a) Review of FY 2019 Financial Position. The Fiscal 2019 financial position was reviewed by the executive director. Through the first three-quarters of the fiscal year, the General Fund was positive by \$86,538 with total revenue of \$172,296 (95% of budget) and total expenses of \$85,757 (67% of budget). During the same period, the ICMA Conference Fund had \$95,296 in revenue and \$26,971 in expenses for a net income of \$68,314.

The following amounts are held in TCMA bank accounts as of March 31, 2019:

- General Fund
 - SunTrust Checking: \$214,867
 - SunTrust Savings: \$96,600
 - SunTrust Conference: \$13.71
- ICMA Conference Fund
 - Regions Checking: \$316,723

Upon motion of Mr. Sumner and second by Ms. Baker, the financial report was unanimously accepted.

- (b) Update of Spring 2019 Conference. The spring conference has a record number of registrants with a final tally of 192, while 125 members and sponsors registering to attend the Wednesday night social event aboard the Star of Knoxville riverboat. The conference will be fully self-supported.

- (c) Spring 2021 Conference. Following an RFP process, an agreement was executed with the Embassy Suites of Murfreesboro to serve as the site for the Spring 2021 conference on April 7-9, 2021. With historical attendance levels, the current fee levels are expected to cover all costs to host this event.
- (d) June Board Meeting and Annual Business Meeting. The June 2019 Board of Director meeting will be held on Sunday, June 23 in conjunction with the TML annual conference in Memphis. The meeting will start at 9:00 a.m. with the annual business meeting with lunch to follow.
- (e) ICMA 2019 Conference. Project Manager Mike Walker updated the board on activities associated with the hosting of the 2019 ICMA conference in Nashville. Much work has been done to host this major event.

Resolutions

Resolution No. 19-01. A Resolution Setting Alumni Member Registration Fee

Executive Director Broughton reviewed the resolution that sets the conference registration fee for Alumni Members at zero cost (\$0.00). The purpose of the change is to encourage Alumni Members to attend conferences and add their experience base to the mix of voices to enhance the skills and knowledge base of members. Ms. Baker moved to approve, and Mr. Stuckey seconded. The resolution passed by unanimous vote.

Resolution No. 19-02. A Resolution Adopting a Travel Policy

Executive Director Broughton reviewed the resolution that adopts a travel policy to provide guidance on employee travel for Association business. Mr. Ellis moved to approve, and Mr. Sumner seconded. The resolution passed by unanimous vote.

Resolution No. 19-03. A Resolution Adopting Rules of Procedure for Enforcement of the ICMA Code of Ethics

Executive Director reviewed the resolution that adopts rules of procedure designed to provide a reasonable process for the investigation of complaints and to afford the member a full and fair opportunity to be heard during the process. It includes a clear process and timeframes for the handling of ethics complaints and is designed to eliminate procedural ambiguities that could arise without the same. The policy was recommended for adoption by the Ethics Committee. Mr. Stuckey moved to approve, and Mr. Sumner seconded. The resolution was adopted unanimously.

Other Business


- (a) Fall 2021 and Spring 2022 Conference Locations. The board set Chattanooga as the site for the Fall 2021 conference, and Franklin/Nashville for the Spring 2022 conference.
- (b) Discussion on Sponsor Provided Door Prizes. The board reviewed and reaffirmed its decision to discontinue the practice of sponsor provided door prizes at conferences.
- (c) Sponsor Update. The Association had 54 sponsors as of the end of March 2019 including 28 Platinum/Gold, 19 Silver, and 7 Bronze. During the fiscal year six (6) new sponsorships were

approved, two sponsorships were upgraded, one sponsorship was downgraded, and two sponsorships were ended.

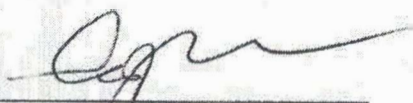
- (d) Managers Success Academy Initiative. President Rogers updated the board on activities associated with the Managers Success Academy, and shared plans of the working group to include an educational session developed from this initiative at the Spring 2020 conference.
- (e) Long-Term Public Policy / Legislative Needs for TCMA. A discussion on the long-term public policy/legislative needs of the Association were held, with Director Ellis tasked to investigate and report back at the next meeting on the cost to engage a firm to provide a bill and calendar report during the legislative session.
- (f) Discussion on MTAS-TCMA Fellowship Program. MTAS Executive Director Margaret Norris reviewed the Public Management Fellow Program and proposed that TCMA enter into an agreement to provide financial support to underwrite a portion of the cost of a fellow(s) in the future. Upon motion of Mr. Sumner and second by Mr. Stuckey that was unanimously approved, the executive director was directed to bring back a draft agreement for further consideration at the next meeting.
- (g) ICMA Update. ICMA Regional Director Randy Reid briefed the board on several matters of interest, including the ICMA diversity and inclusion initiative and the 2020 ICMA election for a vice president from the southeast region which is to be filled by a member from Tennessee, Kentucky, or West Virginia.

Adjournment

With no further business, the meeting was adjourned at 6:45 p.m.



Tracy Baker, Secretary



Ted Rogers, President