

Minutes of the Tennessee City Management Association
Board of Directors Meeting
August 31, 2021

Call to Order

A meeting of the Tennessee City Management Association Board of Directors was called to order by President Tracy Baker at 4:00 p.m. in the East/West Room of the Marriott Chattanooga Downtown, Chattanooga Tennessee.

Board members attending were President Tracy Baker (Sevierville), Vice President Tim Ellis (Goodlettsville), Secretary Kim Foster (Paris), Director Greg McClain (Maryville), Director David Smoak (Farragut) and Past President Eric Stuckey (Franklin).

Also in attendance were Executive Director Jeff Broughton and ICMA Southeast Regional Director Randy Reid.

Approval of Minutes

Upon motion by Mr. Smoak and second by Mr. Stuckey, the minutes of the April 6, 2021 meeting were unanimously approved.

Executive Director's Report

- (a) Review of FY 2022 Financial Position. The preliminary August 2021 financial report was presented, along with financial activity for the first two months of the fiscal year.
- (b) Fall 2021 Conference Update. An update of the fall conference was provided to the board. A total of 157 members and sponsors registered to attend while the social event had ninety-nine registrants. It was noted that conference registration fees will cover all of its costs.
- (c) 2021- Board of Directors. Nomination and Recognition Committee Chairman Stuckey reviewed the work of the committee in identifying the next board of directors, which included Jay Evans to service as a director for a two-year term of office.
- (d) 2021 Professional Awards. Mr. Stuckey reviewed the work of the Nomination and Recognition Committee in determining the 2021 Professional Award designees. It was noted that only the City Manager of the Year award would be presented in 2021 as no nominations were received for the Award for Excellence in Municipal Government.

Resolutions

- (a) None.

Other Business

- (a) Amendment of Bylaws for Advocacy Members and Setting Dues. Executive Director Broughton reviewed the proposed bylaw amendment to be placed before the members at the annual meeting. As proposed, a new membership classification – Advocacy Member – would be established. This classification would be available to any person, not eligible for any other membership category and not serving in a popularly elected federal, state, or local government

- position, who supports the council-manager form of government and professional local government in Tennessee. The annual membership dues for an Advocacy Member will be \$50.00. Upon motion of Mr. Ellis and second by Mr. Stuckey, the board unanimously agreed to recommend the new classification to the membership. A second motion by Ms. Foster, seconded by Mr. Stuckey, was unanimously approved recommending annual dues in the amount of \$50.00.
- (b) Discussion on Fall 2024 Conference Location. The board discussed potential sites for the Fall 2024 conference and unanimously agreed to seek a host hotel for the conference in Chattanooga.
 - (c) Sponsor Update. The executive director reviewed the status of the sponsorship program which currently includes four (4) governmental/public benefit partners and forty-seven (48) corporate sponsors, comprised of twelve (12) Platinum, seven (7) Gold, twenty (21) Silver, and eight (8) Bronze sponsorships. During FY 2022, two new sponsors entered the rolls.
 - (d) Discussion on the creation of an assistant city manager award. Mr. Stuckey led a discussion, as recommended by the Nomination and Recognition Committee, to establish an award to recognize outstanding service by an assistant city manager/administrator, deputy city manager/administrator, or assistant to the city manager/administrator. Following discussion, and upon motion of Mr. Stuckey and second by Mr. Ellis, the board unanimously agreed to establish such an award to be made on a bi-annual basis, with the first award to be made in 2022 in conjunction with the professional award process and then each two years thereafter. In addition, the board agreed that (1) the city manager/administrator of the nominee must sign-off on the nomination and that (2) the city manager of the year award be revised to no longer allow eligibility for such award to a person not serving as manager/administrator.
 - (e) Discussion on Ted Rogers Proposal for Conference Support. The board discussed a proposal by Life Member Ted Rogers to provide ongoing educational support at conferences, specifically the co-hosting of the Bat Cave and other educational presentation as may be requested. The board unanimously agreed to pay the hotel room night fee for Mr. Rogers at the Spring 2022 and Fall 2022 conferences, after which time a discussion on continuing such relationship would be revisited.
 - (f) Discussion on Membership Committee. Mr. Ellis opened up a general discussion on the potential need and desirability to establish a membership committee with the broad purpose of increasing membership and related member focused activities. No action was requested to be taken by the board.
 - (g) Discussion on Transition to a New Executive Director. With the announced resignation of Executive Director Broughton effective December 31, 2021, the board discussed the process to seek and select a replacement. It was decided that a position announcement and job description would be circulated by Mr. Broughton to the membership with a one-week submittal period to solicit interest. Letters of interest and resumes will be screened by Mr. Ellis and a determination going forward will be made by the board following that.
 - (h) Staff Support. As an outgrowth of the discussion of conference support, Executive Director discussed the desirability of providing financial support to volunteers who staff the registration table and undertake other supportive roles at conferences at their own expense. Upon motion of Mr. Smoak and second by Ms. Foster, the executive director was authorized to financially assist volunteers serving in a conference support role as deemed appropriate by the executive director.

Adjournment

Upon motion of Ms. Foster and second By Mr. Stuckey, the meeting was adjourned at 6:06 p.m.

Gregory Scott McClain

Secretary

T. F. E. M.

President