

# TGEI Steering Committee Meeting Minutes

## March 28, 2008

### **Members Present**

George Zukotynski, Chair  
Lamont Price  
Kandi Thomas  
Emily Wilson

### **Members Absent**

Kathy Anderson  
Pam Busby  
Donna Bridges  
Karen Hale, Past Chair  
Tracy Carter  
Jesse Neely  
Leslie Sperazza  
Trish Pulley, DoHR Liaison

### **Members via Conference Phone**

Jack Elder  
Nat Johnson, Vice Chair

### **Call to Order**

Chair George Zukotynski called the March 2008 Steering Committee meeting to order at 11:30 a.m.

### **Review of February Meeting Minutes**

George requested 3 updates to the February meeting minutes. These changes included the following: reference to Trish Pulley's role as Department of Human Resources Liaison (page 1); recognition of Emily Wilson and Nat Johnson as Co-Chairs of the Holiday Breakfast Committee (page 2); and clarification of web page work group (page 3). Kandi will make changes and share with George and Jesse so that February Minutes can be finalized.

### **Committee Meeting Dates, Location, and Meeting Attendance**

George again expressed his concern about the low attendance of steering committee members to the monthly meetings and encouraged members to attend either in person or by conference line.

### **Officers and Committee Reports**

|             |  |
|-------------|--|
| Secretary:  | Kandi Thomas – No report   |
| Treasurer:  | Kathy Anderson – No report   |
| Newsletter: | Nat Johnson – No formal report. However, Nat indicated the Newsletter will start soon. |

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- Web page: George restated that he and Pam would make up the work group that would review and identify revisions to the web page to improve its functionality and appearance. Karen Hale will assist. Further discussion follows in New Business.
- TGEI/TGMI Fall Conference: No formal report since committee members were not present. George did report that Saya Qualls is the TGMI Fall Conference Chair. We will follow up and invite TGMI to our meetings. Leslie Sperrazza will be our liaison with TGMI for fall conference updates. Jack Elder / Karen Hale / Pam Busby / Donna Bridges / are committee members.
- Golf Tournament: No formal report since Committee Co-Chairs were not present. Jesse emailed George a brief report stating they had been in contact with Ron Maupin (former Committee Co-Chair) and that they were still developing a plan and will provide possible dates for a summer or early fall event. George also indicated Larry Richardson (former Co-Chair) would also be a great contact.
- Holiday Breakfast: Nat Johnson and Emily Wilson are set as Co-Chairs for this event. Kandi Thomas / Leslie Sperrazza / Donna Bridges / Tracy Carter / will assist. No formal report.
- Community Service Project: Lamont Price – Lamont provided handouts for possible community service projects and shared information he gathered when researching possible projects. Committee also reviewed the survey from last year while discussing the options provided by Lamont. Further discussion follows in New Business.

### New Business

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### Web Page

George discussed the plans to review the current TGEI web page to identify and recommend necessary revisions and adjustments to improve functionality and appearance of the web page. George asked members to review the list of comments received on the TGEI web site to establish the priority of importance in addressing the comments. Nat suggested we focus on development of web site links to ensure the links worked and provided all site visitors with access to the information they might be seeking. Nat and Emily emphasized that the web site would have to be modified to meet the new State Portal Guidelines and that our work group would be critical to ensure our TGEI web page complied with the new state guidelines. George and Nat thought this would be the perfect time to redesign the site and avoid potential embarrassment from links that do not work and to provide a fresh, updated site. We discussed how important it was to keep the site up-to-date. George will research what changes are required by the Portal Guidelines and report back to the steering committee in April.

### Fall Conference

George reported that Saya Qualls is the TGMI 2008 Fall Conference Contact. George provided Saya and Trish Pulley with the 2007 Fall Conference evaluations to assist them in planning the 2008 Fall Conference. Our TGEI Fall Conference Committee will contact Saya for updates to conference planning and needs. Conference planners have not yet selected the conference date.

### Community Service Projects

Lamont provided handouts for possible community service projects. These opportunities included providing either donations or volunteers to the following organizations: Ronald McDonald House; Nashville Rescue Mission; Nashville Zoo; Music City Marathon; and Hands on Nashville. George also provided committee members with the results of an alumni survey of the type of community service projects alumni were most interested in. Based on the survey results, alumni were interested in projects involving item donations as well as those with physical/time donations. Alumni also reported that they would be interested in two projects annually. Steering Committee Members agreed that the committee should select the projects for this year based on the latest survey results.

With that information, the Steering Committee members discussed the possibilities of donating items/money to an organization in conjunction with the Fall Conference since that worked well in the past. We also discussed participating in an activity based project in June or July so as not to overlap the projects in hopes of better participation. Lamont provided a Wish List from the Ronald McDonald House. Emily Wilson offered to contact Meredith Sullivan who is on the Board of Hands on Nashville to see what opportunities TGEI might have with that organization. Nat pointed out that the Music City Marathon event was too close to plan as the event is April 26. Lamont added that Hands on Nashville had lots of different activities and Emily would contact Meredith to gather more information. Lamont informed us that if we provide volunteers for the Nashville Zoo, that some of those activities also allow the volunteers family to gain

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admittance to the zoo. According to Lamont, TGMI had applied to the Nashville Zoo to provide volunteers. Lamont will contact Greg Duncan, TGMI Steering Committee Chair, for additional information on the Zoo Activity. Lamont and Emily will provide additional information at the April meeting, including the possibility of dates for the activity.

George also stated that if we decided to go with two projects, these would be in addition to the donation to St. Jude's at the Holiday Breakfast.

### TGMI Promotional DVD

George briefly discussed the TGMI promotional DVD. Members present had not viewed the DVD. George asked that for the April meeting we review the DVD and be prepared to discuss whether or not TGEI is interested in a similar promotional DVD. George expressed his concern that we not over-commit ourselves and that undertaking such a project may take a year or longer to do.

### Educational Opportunities

George and members discussed in great detail whether or not the steering committee had the capacity to provide quality educational/training opportunities for the TGEI Alumni. We discussed the difficulties of arranging speakers, organizing the events, and ensuring high attendance at events. Lamont asked if there were past surveys which might identify the type of training events that TGEI Alumni would be interested in attending. George had tried to locate this information but was not successful. Lamont shared an idea for an event that would provide attendees with an overview of services provided by each of our state departments and agencies and which might also assist leaders in identifying and eliminating duplication of any government services. Nat stated that the event MUST be exciting enough to draw interest to make it worth our effort. Nat also expressed his concern that if the events were not well-attended it might shed a negative light on the TGEI and we would not want to risk that. Nat also indicated that he did not get the impression that the Department of Human Resources had the same focus as it had in the past regarding the brown bag/training events. Apparently in the past, DoHR took the lead in organizing the events, etc. George asked the members whether the Steering Committee should pursue this endeavor and/or whether the Steering Committee was even equipped to organize these educational events. Nat offered to contact Kay Carpenter, Trish Pulley, and Mercedes Lytle to determine whether DoHR would commit their resources to continuing these educational events. Nat will contact these individuals before the next meeting in April so that we can discuss and decide whether to pursue or not. George stated again that he did not want to lose track of Lamont's idea and that he would also contact Greg Duncan, TGMI Steering Committee Chair, and discuss TGMI's thoughts and plans for educational/training events.

### Spring Social

George reported that Pam is gathering information for the possibility of a spring social and will report in April. Jesse and Kathy offered to assist Pam at the February meeting.

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### Other Business

George has emailed Trish about the Tax Status of TGEI as requested by Jesse at the February meeting. We are still waiting on a response. Nat offered to follow up with Trish regarding the Tax question when he contacts her about the educational/training commitment.

George Zukotynski sent a sympathy card from the Steering Committee to Julie Perry (TGEI Class of 2007) on the death of her father.

### Next Meeting

The meeting was adjourned at 12:30 p.m.

The next meeting is set for April 25, 2008, at 11:30 a.m. in the Andrew Jackson Building, 15<sup>th</sup> Floor. The conference line will be available for our next meeting. The conference line telephone numbers are 741-1193 (local) and 1-877-214-0097 (long distance).



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