

# TGEI Steering Committee Meeting Minutes

## October 20, 2006

### Members Present

Buddy Lea, Chair  
Trent Ridley  
George Zukotynski  
Renee Jackson  
Tracy Stinson  
Martha Staley  
Kendra Gipson  
Jeanne Stevens  
Ron Maupin  
Marva Bradford

### Members Absent

Karen Hale, Vice-Chair  
Joe Swinford, Past Chair  
Larry Richardson  
Lynn Goodman, Ex Officio

### Call to Order

The October Steering Committee meeting was called to order at 11:35 a.m.

### SubCommittee Status Reports

- TGEI/TGMI Fall Conference

Nearly 100 people have already registered. Although the official deadline was October 18, DOP will continue to accept faxed registration forms for a few more days. We need to set a firm deadline as soon as possible.

Steering Committee members will show up at 10 a.m. November 1 to help set up the day before the conference. Location is the Tennessee Towers, Tennessean Room. Tracy Stinson, George Zukotynski, Trent Ridley and Ron Maupin offered to help set up four large monitors which will be used to show visual presentations. The other Steering Committee members will help move tables into position, hang banners, and related setup activities. The conference planning subcommittee will bring all of the supplies and equipment.

Cleanup will start immediately after the conference ends at 3:30. Buddy noted that if we move any tables, we will have to move them back, so he advised that we leave as many in place as possible.

Marva Bradford reported she is still confirming which state agencies will be setting up displays at the conference. She has received confirmation from TDEC, THDA, the Comptroller's Office, Tricor, Secretary of State's office, and Revenue. Tracy Stinson and Jeanne Stevens said they would double-check with the person who was contacted at their agencies (TRA and TDOT). Jeanne will also e-mail a classmate at the Administrative Office

of the Courts, and ask her to double-check with her contact person. Marva will also send a reminder e-mail to the various agencies and ask them to confirm their participation by October 26.

Trent Ridley reported that at the conference, TGEI and TGMI committee members will be asked to serve as facilitators during the afternoon breakout sessions. Buddy said he will talk with Cindy Saladin, chair of the conference planning subcommittee, to get more details on what is expected of the facilitators.

- Steering Committee Member Election Process

Buddy Lea explained which members will rotate off the Steering Committee this year, and who will be added.

Karen Hale will become the new Chair, while Buddy becomes Past Chair. These members will rotate off the committee: Past Chair Joe Swinford and at-large members Renee Jackson and Marva Bradford. Three new members from the Class of 2006 will join the Steering Committee.

In the next month or so, all TGEI alumni will receive an e-mail asking them to nominate two new at-large members. They will then get a followup e-mail asking them to vote on the at-large nominees, along with the candidates for officers that were nominated by the Steering Committee. The elected new members and officers will be announced at the Holiday Breakfast.

Buddy said he would confirm exactly when the e-mail notices are supposed to be sent out.

- 2006 TGEI Holiday Breakfast

Kendra Gipson reported that the following work is needed from her and other Steering Committee members: decorations; collecting registration fees; developing the event program; securing door prizes; compiling names of recently deceased TGEI alumni and finding someone to present those; and coordinating the collection of donations for St. Jude's (beyond the proceeds from event registration). Renee Jackson also noted that it is traditional to give a gift of appreciation to the outgoing TGEI Steering Committee chairman.

Ron Maupin agreed to serve as treasurer for the event. Martha Staley and Jeanne Stevens offered to assist Kendra in planning the event.

Gene Naifeh will do all necessary cooking, and a band has already been scheduled. Kendra is setting up a meeting with him to confirm any other tasks that need to be done, and will invite Martha and Jeanne.

- Department of Personnel

Buddy Lea reported that he had spent the previous day with the 2006 TGEI class in Knoxville. He said he was impressed by all of the class members, and feels confident that the new Steering Committee members elected from the Class of 2006 will be excellent additions.

**NEXT MEETING:**

The meeting was adjourned at 12:30 p.m. The next meeting is set for November 17 at the WRS Tennessee Tower, Davidson Room.