

## *TGEI Steering Committee Meeting Minutes*

October 16, 2012, 3:30pm, Bureau of TennCare, 3<sup>rd</sup> Floor Atrium

### **Members Present:**

Tony Mathews, Chair  
Tammy Gennari, Vice-Chair  
Derek Martin

### **Not Present:**

|                 |                   |
|-----------------|-------------------|
| Donna Jewell    | Gerry Boaz        |
| Thomas Robinson | Penny Austin      |
| Felenceo Hill   | Sandra Gray       |
| Macel Ely (UT)  | Carolyn Head      |
| Lamont Price    | Sharmila Patel    |
| Barbara Wall    | Cathy Salazar     |
|                 | Tom Kohntopp (UT) |

***DUE TO LACK OF A QUORUM, BUSINESS CONTACTED AT THIS MEETING IS UNOFFICIAL***

### **Approval of Prior Meeting Minutes:**

Members present approved prior meeting minutes.

### **Account Balance Update:**

Derek met with Debra Bloomingburg (former Treasurer) and received account management tools (checkbook, etc.) and reported on current balances:

Savings = \$ 499.12                  Checking = \$ 142.68

Tony mentioned the necessity to reconcile any differences between the current balances and the balances last reported. Derek will get the necessary statements from the bank to complete the reconciliation.

### **Holiday Breakfast:**

Derek contacted Donna Lewis at TDEC about having State Parks cater the breakfast. She responded that they are available for December 12<sup>th</sup>, and could cater the event at a cost of \$10.38 per person, including orange juice this year. Factoring in a gratuity of \$1.62 per person, the total person cost of the breakfast catering would come to \$12.00.

It was discussed that the sooner we signed a contract with TDEC, the better it would be for all parties to make appropriate plans. However, there was concern expressed about entering into an agreement without a quorum being present when that decision was made. Tony suggested contacting the steering committee members via email to get their consent, before authorizing Derek to sign a catering contract.

Derek was going to check with TDEC to see if it would be possible to wait until after the next Steering Committee meeting in November, before signing the contract.

**Fall Conference:**

Some TGEI Alumni indicated that they hadn't received the Fall Conference invitation. Tammy suggested that Donna Jewell might forward the invitation that others received to everyone on her TGEI Alumni roster.

**Member Survey:**

Members present discussed the draft survey developed by Barbara Wall and made several changes to make the instrument easier to collect the data quickly and easily. Several open-ended questions were revised. Tammy and Tony agreed to make the changes and discuss them with Barbara prior to sending out to members.

**Social Media Discussion:**

Tony reported that he'd created a TGEI Alumni page on "Linked In", but wasn't clear about the best way to utilize the page to accomplish the goals of committee. Member input is critically needed in this area.

**2012 TGEI Week 2, October 29<sup>th</sup> Ambassadors:**

Tony and Tammy volunteered to attend the 2<sup>nd</sup> week of TGEI to discuss the composition and role of the Alumni Association and Steering Committee, and how the positions they elect this year will serve.

**Other Business:**

There was a discussion about the need for, and timing of, the nominations and election of new Steering Committee members in December. Nominations will be needed for Vice-Chair, and two At-Large members. Tony and Tammy agreed to discuss the elections with Dr. Tom and Macel before sending out communication to members.

Derek suggested that Donna may have the email that was sent out last year regarding nominations and we might be able to update it and send out this year.

**Action items before next meeting:**

- Derek to get account statements to use to reconcile financial accounts.
- Derek to check with TDEC about the latest date we can secure catering services.
- Members to be contacted about approval of TDEC as breakfast caterer.
- Donna to resend Fall Conference invite to TGEI alumni.
- Tammy and Tony to follow-up with Barbara about Member Survey.
- Tammy and Tony to attend Week 2 and confer with UT about 2013 elections.

**Next Meeting:**

November 13, 2012, 3:30pm, Bureau of TennCare, 3<sup>rd</sup> Floor Atrium