

**2010 TGEI Steering Committee
MINUTES for September 9, 2010
James K Polk Building 15th Floor Conference Room
Conference Call Number 615-741-2032**

Members Present

Lamont Price, Vice Chair
Danielle Barnes
Barbara Wall

Members Absent

Kandi Thomas, Chair
Debra Bloomingburg
Jamie Kilpatrick
Jerry Lester
Mac Purdy
Brian Senecal
Doug Stephens
George Zukotynski

Members Present Via Conference Line

Jesse Neely
Melinda Williams

Guests Present

Derek Martin

Guests ABSENT

Donna Jewell
Cathy Salazar – Guest

Agenda

Topic	Notes
Review and Approve August 2010 Minutes	Minutes approved as modified and submitted by Kandi Thomas.
Need a secretary Or volunteer for each meeting for minute taker.	Barbara Wall and Derek Martin will take minutes and submit draft to Kandi Thomas.
Treasurer's Report	No changes have occurred.

Update on Fall Conference

Current registration is 219 paid attendees. This exceeds the break-even point of 208.

Lamont has provided speaker packets to all speakers. Mike Morrow has submitted the complete packet, including the presentation copy. Lamont will follow-up with speakers on missing information from: John Morgan, Deputy Commissioner Bruce Opie, Commissioner Viola Miller, Commissioner Matt Kisber, and Comptroller Justin Wilson.

Lamont and Melinda will be meeting 9/10/10 to finalize nametags, etc.; decision was made to use the graphic from the registration form.

Conference documents will not need to go through Publications Committee for approval.

Evaluations will be done through Survey Monkey. Questions were finalized for the survey. Barbara will explore costs involved with getting narrative comments included/summarized. Alternative: distribute index cards to attendees for feedback on topics for next year's conference. Barbara will enter questions into Survey Monkey and create a draft email for participant follow-up. Lamont will get with DOHR (Sharon) to send out email and notice of survey.

Alumni Directory Update:

Donna is continuing to work on additional names for the Directory. She attended the TGEI 2010 Class Week 1 and collected information for Directory.

No change on getting DHOR to put Directory on website. Kandi and Donna will continue working on that goal.

Still in process: suggestion made in July meeting to send out an email when the directory is live.

<p>Status of documentation of any of our processes. (Events such as the Community Service events, golf tournament, conference planning, steering committee nomination and election process, and Holiday Breakfast planning)</p>	<p>Lamont reminded members to document our steps for any process used to organize the Fall Conference.</p>
<p>Ideas for the Year:</p> <ul style="list-style-type: none"> - Community Services Projects - Share TGMI outreach efforts to local schools and possible TGEI partnership - State Parks Update from Lamont - Jesse Update on Golf Event - 	<p>Jesse provided update on Golf Event. Final date - October 8 at Montgomery Bell State Park; flyer is posted on TGMI/EI website; registration is open through September 24; start-up funds are needed (\$600) to cover prizes, goody bags; 2009 revenue was \$1463, with \$1153 expenses. The 2010 registration fee is \$50 for a team of 4 or \$55 for one person; golf committee set rates at 2008 level due to concerns expressed from last year's participants about the inequity of prizes vs. registration fee.</p>
<p>Issues on keeping the website current with pictures and updates on events.</p>	<p>Lamont said the 2010 class pictures are being worked on to put on the website and information about the 2009 golf event was gone. Derek checked the website on 9/10/2010, and the 2010 class pictures had been added. DDM</p>
<p>Update on discussions from the combined meetings with DOHR and TGMI</p>	<p>The fall conference was discussed. Lamont mentioned the remaining volunteer areas that needed to be addressed for the fall conference:</p> <ol style="list-style-type: none"> a. Room set-up on the Friday before the conference. The room may be available Thursday, but we need to call first. b. Registration – Donna and Derek have already volunteered. c. 2 moderators for panels are needed. Lamont is looking for someone internal to state government for the moderator panels after Jesse inquired. Danielle volunteered to moderate. d. 1 Master of Ceremonies is needed e. Help assembling registration packet f. Help with food

	<ul style="list-style-type: none">g. Assistance with audio/visual tools – attempting to contact a gentleman named Rolfh. Greeters may be neededi. Speaker gifts are needed <p>Lamont said that he would send the volunteer needs to TGEI and TGMI alumni.</p> <p>Danielle asked if Commissioner Story was still opening the conference. Lamont stated she was. DDM</p>
<p>Other Business</p> <p>Social opportunities.</p>	<p>A bowling event is scheduled for Saturday September 11th. Derek stated that the 2010, 2009, and 2008 TGEI and TGMI classes were invited. The TGEI steering committee was also invited last August. Derek stated that he would send the flyer out to the TGEI steering committee. Derek stated that all the TGEI and TGMI alumni were not invited due to space concerns at the bowling alley which may have been unfounded due to a lack of RSVPs. If this event goes over well, having a future bowling event for just TGEI alumni could be considered.</p> <p>A goody bag for the Golf event was discussed. Melinda had emailed a former participant at her department. The participant suggested the following items:</p> <ul style="list-style-type: none">a. Sunscreen lotionb. Lip balm with sunscreenc. Small container of insect repellentd. Straw hate. Small container of hand sanitizer <p>Melinda stated that a donation from the state parks might be possible. DDM</p>

Future Agenda Topics:

ByLaw revisions to present for a vote at TGEI annual meeting

Lamont asked about the current status of the Bylaws. Derek wasn't sure if anything else needed to be done. Derek said he would check with Kandi and then the Bylaws could be sent out a final time to the steering committee before finalization to send to alumni in advance of annual meeting. DDM

DDM – Derek Martin