

## *TGEI Steering Committee Meeting Minutes*

September 11, 2012, 3:30pm, Bureau of TennCare, 3<sup>rd</sup> Floor Atrium

### **Members Present:**

Tony Mathews, Chair  
Tammy Gennari, Vice-Chair  
Gerry Boaz  
Donna Jewell  
Derek Martin

### **Bridge Line Attendees:**

Felenceo Hill  
Barbara Wall  
Tom Kohntopp (UT)

### **Members Absent:**

Penny Austin  
Sandra Gray  
Carolyn Head  
Sharmila Patel  
Lamont Price  
Thomas Robinson  
Cathy Salazar  
Macel Ely (UT)

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

As members did not have an opportunity to review the minutes from the last meeting, the August meeting minutes could not be approved. Donna will send out the minutes from both the August and September meetings this week and they will be voted on at the next meeting.

### **Account Balance Update:**

Derek and Debra Bloomingburg (former Treasurer) have been in contact in order to transfer signatory authority and other documentation for the bank account. This should happen within the next two weeks. Derek will be able to report the account balance at the next steering committee meeting.

### **Holiday Breakfast:**

Derek reported that we will be able to use the Jones Auditorium at no charge for the Holiday Breakfast for December 12, 2012. Derek has also contacted Doug Stephens regarding the possibility of Montgomery Bell catering the event.

Tony suggested that part of the communication that goes out with the survey questions include volunteers to collect/contribute possible door prize donations from the various departments. Tammy asked if we needed to set a dollar limit or other guidelines for the prizes. Tony suggested leaving the question very open and asking the respondents to contact the Steering Committee with their ideas.

### **Fall Conference:**

Tony reported that he contacted Trish Pulley about the Fall Conference. The Fall Conference has been slated for November 6 in the Tennessee Room of the Tennessee Tower. Gerry Boaz noticed that November 6 is Election Day. While the Committee expressed concerns that the turn-out may be lighter than normal, Tony stated that he has gotten the impression that the date

is permanently set. Tony will also find out if DOHR needs the Steering Committee to do anything in preparation for the conference.

### **Member Survey:**

Barbara reported that she had not worked on the membership survey, but indicated that she will do so this week. Tony stated that TennCare had recently been advised by Legal Counsel that Survey Monkey should not be used on state computers. Gerry Boaz mentioned that his office uses Lime Survey. Donna got more information about this product. It is a free app, but the server space to run the application is not free. Tony brought up adobe forms, but there are disadvantages of this format as well (forms can be printed, but not saved which would make tallying results cumbersome).

After this discussion, it was determined that Survey Monkey is probably still the best option with a locked excel form accompanying the email for those who are not able to use the application. If only those results have to be hand-tallied, it shouldn't be too time-intensive.

### **Social Media Discussion:**

Gerry explained how LinkedIn groups work. Tony suggested that we have the group set up by the time the membership survey is sent to the alumni network.

Tom suggested that Tony contact Marilou Cook as someone who could walk us through the process of establishing a group since she did the work for TGMI's group.

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

Tony reported that Macel has requested that we send ambassadors to Knoxville on the Monday of the second week of TGEI (October 29<sup>th</sup>). In the past, someone has gone up on Sunday night to meet the class and talked to the class on Monday after lunch. Discussion topics would include what is required of their officers and the steering committee members.

### **Other Business:**

TGMI is having a Vol Day on November 10<sup>th</sup>. According to Tom, more than half of the allotted tickets have already been sold. Donna will send out the flyer in the morning to the membership.

Tony mentioned that our next meeting was slated for October 9<sup>th</sup>. When several of the present members indicated that they would not be able to attend that day, moving the next meeting to October 16<sup>th</sup> was discussed. Tammy will send out the new appointment in Outlook.

### **Action items before next meeting:**

- Donna will send the minutes for both the August and September meetings to the entire steering committee and send out the flyer for the UT game to the alumni association.

- Derek will meet with Debra about the transitioning of Treasurer duties and will continue the discussion with Doug Stephens about State Parks' catering costs.
- Barbara will work on the survey with input from the rest of the committee.
- Tony will research the process for establishing a LinkedIn group and will discuss DOHR's expectations of the steering committee for the fall conference.
- Tammy will send out a revised meeting appointment for October 16<sup>th</sup> at 3:30 in the TennCare Third Floor Atrium.

**October Agenda Items (preliminary)**

1. Holiday Breakfast Plans
2. Fall Conference update
3. Account balance update
4. Finalizing the survey (if not done via email prior to the meeting)
5. Social media discussion (Facebook vs. LinkedIn, public or private group, etc.)
6. 2012 TGEI Week 2 – Ambassador(s)
7. Nomination process for elections for next year's Steering Committee
8. Ideas for updating the website (removing old information and adding new information)

**Next Meeting:**

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