

TGMI Steering Committee
Meeting Minutes
July 13, 2010

Committee Members:

Present:

Jon Zirkle - Chairman
E. Ross White – Vice Chairman
Julie Lamb – 2009 Steering Committee Member
Mehran Mostijir – 2009 Class President
Vojin Janjic – 2008 Steering Committee Member
Carolyn Estep – 2008 Steering Committee Member
Georganne Martin – Member at Large
Phyllis Hodges – Member at Large
Marilou Cook – Member at Large

Excused Absent:

Lauren Hill – Past Chairman
Trish Pulley – Ex Officio
Chris Harris – Member at Large
Dr. Tom Kohntopp – via conference call

Called To Order:

Meeting was called to order by Chairman Jon Zirkle at 2:40 pm. The meeting was held in the James K. Polk Building, 12th floor conference room.

Treasurer Report:

Marilou Cook reported \$1,170.32. No change from last month's report.

Old Business

a. Web Hosting and Directory Update

Vojin Janjic reported that there had been positive feedback on the directory.

Changes that have been added:

Previous Department (Department that sent employee to TGMI)
Current Department

Changes to be added:

1. Office County (what county is the employee's base work county),
2. Uploads attachments such as the newsletter,
3. Help menus or "bubbles",
4. A general access screen that will show employee's name, year they attended TGMI and current department. This general screen could be used by anyone. Commissioners could use this listing to see who has already been to TGMI and who of the staff has not been. They commissioners or supervisor could use this list to speak with alumni about the experience

and gather information to make a sound decision on current year candidates.

5. A second screen that will have more detail information about the alumni and will require a sign on id and password from the alumni. This screen may include the hobbies of the alumni, volunteer opportunities, pictures, and other information about the alumni. A list of the committees in which the alumni has served and the year of service.

Currently there are 404 records. Each alumnus will have a user id and password. Currently, the data and application reside on the server hosted by the Oracle Corporation. We will have an option of moving this information to Vojin's private server. Internet access would be identical, but we would have more control over security, data backups and database and application management.

b. Candidate Guideline Review

The future candidate guideline was discussed. Carolyn motioned for it to pass, Julie seconded and the majority confirmed.

c. Annual Conference

The TGEI and TGMI Education committees have met. The alumni conference is scheduled for September 20, 2010 at the TN Tower in the Tennessee room. The theme is "Leading Through Transition." It will be an all day event. A caterer has been selected. Continental breakfast and lunch will be provided. The flyer has been drafted and will be released soon to all alumni. Lauren Hill has arranged for the stage, food, and table cloths.

They will need folks to help with the following:

- set up early on Monday morning,
- man the registration table
- break down and clean up at the end of the day
- name tags
- banners
- photography

TGMI Committee Reports

Community Service – Robyn Probus

Habitat project for August 14, 2010 - Jon Zirkle told Habitat representatives that he would try to get 15 volunteers. The Habitat for Humanity Organization received an anonymous grant to finish 26 houses in a local community.

Events Committee – Phyllis Hodges

There will be a luncheon conference the second week of August and the third week of October. Dates are pending. Once a location, date, speakers and time have been scheduled, an email will be sent out.

Holiday Breakfast set for December 3, 2010.

Communications Committee – Ross White

Newsletter has been released.

Open Discussion:

Graduation for the current 2010 class cannot be held at the Capitol due to renovations. If anyone has a recommendation as to a location that will keep to the traditional atmosphere and is low fee or no fee, please contact Tom Kohntopp or Jon Zirkle.

Food for thought – Do you think TGMI alumni would be interested in getting a management tip or a suggested management reading each month? This topic was tabled for now, but will be discussed at future meetings.

In summary there are many dates to keep on the calendar:

August 14 – Habitat Project

August – luncheon conference (specific date to be announced)

September 20 – Fall conference

October – luncheon conference (specific date to be announced)

December 3 – TGMI holiday breakfast

Meeting adjourned at 3:53.

Regards,

Georganne Martin