



TGMI Monthly Steering Committee Meeting

Date: 7/16/2013

Time: 2:30 PM

Location: William R. Snodgrass/Tennessee Tower, 17th Floor, Conference Room B

Facilitator: April Romero, Chair

Secretary: Marilou Cook, Past Chair

Steering Committee Member Attendees:

X	April Romero, Chair	P	Tina Fox, Present Class S.C. Member
	Vacant, Vice Chair		Terry Malone, Member-at-Large (Year 1)
X	Marilou Cook, Past Chair		Greg Spradley, Member-at-Large (Year 1)
P	Michael Blade, Past Class President	X	Melinda Crutchfield, Member-at-Large (Year 2)
	Jason Conner, Past Class S.C. Member	X	Mark Patterson, Member-at-Large (Year 2)
	Kim Harmon, Present Class President		Trish Holliday, DHR Ex-Officio

Guests:

Vicky Hutchings, mike Travis, Michelle Smith

X – Attended in person; P – Attended by Phone

Meeting Notes

Called to Order, Welcome Guests	April Romero	Time: 2:36pm
Treasurer Report	Terry Malone	5 minutes
<u>Agenda Topic: Plaque for Chair (Terry was absent)</u>		
Discussion: In Terry's absence, April reported that the balance as of the June meeting was \$1378.89. Discussed purchasing a plaque for Debbie Rivers. Melinda motioned that we purchase, Tina seconded and it was passed. Discussion was that Terry should purchase from Southern Trophy and we will send it to Debbie.		
<u>Conclusions:</u>		
<u>Action items:</u>	<u>Person responsible:</u>	<u>Deadline:</u>
Current Balance: \$1,378.89* as of June SC Meeting		

Secretary Report		Marilou Cook	2 minutes
Agenda Topic: New agenda/minutes template			
Discussion: April stated hat the minutes from June have been posted to DoHR and LinkedIn websites			
Conclusions:			
Action items:		Person responsible:	Deadline:
Charter Committee		Mike Travis	5 minutes
Agenda Topic: Status of nomination of new Vice-Chair			
Discussion: Mike Travis gave status of nominations. Nominations were closed as of June 10 th . They are: Richard Kennedy (2005); Linda Cone (2007-S); Archie Doby (2008-I); Mehran Mostajir (2009); Vicky Hutchings (2012). On July 11 th an email was sent to all 5 congratulating them and asking that they complete and return a bio, as required by the bylaws, and return by July 19 th . On July 22 nd the bios will be reviewed and sent to the Alumni network via email and posted to the TGMI website with photos. Ballots will be sent by email and the election period will be opened from July 29 th through August 9 th . Upon completion of the election, ballots will be counted and verified by Mike Travis, the Chair and the Past Chair. The winner will immediately assume the responsibility of Vice Chair and will serve through the end of 2014. The current Chair will also serve through the 2014 calendar year.			
Mike also reported that the Alumni database has been updated with the class of 2013 information.			
Conclusions:			
Action items:		Person responsible:	Deadline:
Communications Committee		April Romero	5 minutes
Agenda Topic: Newsletter update			
Discussion: Newsletter was published by email to alumni on July 1, 2013, then emailed to Sharon Buwalda and Trish			
Holiday in DOHR to post on DOHR website, Floyd Hall (200X) plans to assist with creation of newsletter for December			
Conclusions:			
Action items:		Person responsible:	Deadline:

Community Service Committee

Jason Conner

5 minutes

Agenda Topic: **A-A-H and Second Harvest Event update/summary (Jason was absent but emailed his report)**

Discussion: The June 22 Adopt-A-Highway event was canceled due to lack of participation. I have asked Chris for the next scheduled event. I have also asked him if we need to rethink this. Over the last couple of years, participation has been scant at best. This is something I plan to discuss with the other members of the Community Service committee. We have a food sorting event scheduled with Second Harvest Food Bank on Thursday, October 10, 2013, from 5:30 pm – 8:00 pm. This is a family night. Children ages 6 and up are invited and encouraged to participate. This date occurs during Fall break for Davidson, Rutherford, Sumner, and Williamson county schools. We already have about a dozen volunteers for this event.

Action items:

	Person responsible:	Deadline:

Business Events Committee

Greg Spradley

5 minutes

Agenda Topic: **Update on LEAN event for August 14th (Greg was absent but emailed his report)**

Discussion: (The LEAN Event) calendars for August are already getting full, so I wanted to schedule the Lunch and Learn: Wednesday, August 14, from 11:30 till 1:00. We won't present for the whole hour and a half, but wanted to leave plenty of time for discussion. I haven't reserved a room yet. I wanted to seek some advice on how many people we think we should plan for. If the Steering Committee could give me a recommendation, I'll reserve something appropriate here in the Conference Center on the 3rd Floor of the TN Tower.

The Steering committee discussed using the large conference room in the Conference Center on the 3rd floor – 3-108 D. It seats about 50+ in classroom layout. It was suggested we invite EI as well. Melinda motioned, Tina seconded. It passed. Greg should extend an invitation to EI as well and book the room.

Conclusions:

Action items:	Person responsible:	Deadline:

Education Committee

Julie Perrey/Vicky Hutchings

5 minutes

Agenda Topic: **Update of Committee changes/meeting with Ross White**

Discussion: Vicky and Julie are co-chairing this committee through the end of 2013. They spoke with Ross to get some ideas and understand the goals of the Committee. A meeting is planned with the Committee members, for the week of July 29th. Vicky asked about the best way to solicit new members. It was suggested they send out a request to Alumni. April suggested that she found it beneficial to call members that you know and personally ask them for their support. The SC discussed that this Committee includes the Speaker's Bureau as well as the Mentorship Bureau. The Fall conference has been handed off to the Leadership Council and it will no longer require our planning support. Vicky promised to have a more formal report next month.

Conclusions:

Action items:

	Person responsible:	Deadline:

Social Events Committee

Melinda Crutchfield

5 minutes

Agenda Topic: **Results of the survey for the Social event after hours planning - Survey results: 41 not interested, 2 TGEI only, 4 TGMI only, 48 Doubletree after work 5p-7p, (10 but not in summer), 46 Gulch Bar Louie after work 5p-7p, (7 but not in summer)**

Discussion: Thanks to April for doing the newsletter. The Sounds game was a great success. We had 30 tickets sold. The seats were amazing. We will work with Drew to schedule something again next year. Working on a Zoo event. The After- hours events were approved by the survey results. Michelle offered that the 2013 class has done Bar Louie and McGuinness and had 15 members at their last event. The SC discussed doing 2 After-hour events and to invite EI as well. We will try one in September and if successful, will follow with one in November. Melinda will do a flyer and April will email it to the Alumni.

Conclusions:

Action items:

	Person responsible:	Deadline:

Old Business

DOHR, April Romero

7 minutes

Agenda Topic: **Updates from Leadership Council (DOHR rep), Alumni Database updates (fields, uploading documents)**

Discussion: April and Debbie met with Vojin. He has updated the database with job classifications so that members can search by job for things like Speaker's Bureau or mentorship needs. He also added a free-form field. He suggested we allow uploading of documents to the database. Since it is a cloud-based technology, a discussion was held on security of the information. The SC felt as long as we log-in, we did not compromise any security breaches. Marilou motioned, Tina seconded; vote to upload passed. Further discussions of who we represent. As employees, we a representatives of the State and should conduct ourselves as such. The Alumni Association is not a State organization. Mike Travis will further search the bylaws for exceptions. The vote stands as passed.

Conclusions:

Action items:

Person responsible:

Deadline:

New Business

Agenda Topic: **Creation of a mission statement for each of our committee's**

Discussion: LinkedIn has 6 members waiting for admission to the site. Some updating needs to been done to pass access control to the new Chair and the Vice Chair when the election is completed. Marilou will make April owner of the account and the new Vice Chair will have invite and approve capabilities. Any members can blog or open discussions

Conclusions:

Action items:

Person responsible:

Deadline:

Open Discussion

Agenda Topic: Mission Statements

Discussion: A discussion was held on Committee mission statements. Marilou suggested we check old agendas and meeting minute documents for Committee responsibilities. Tina suggested we change from a mission statement to a goals statement for each Committee. April will research old documents.

Antonio joined the meeting and gave a Leadership council update with fall Conference information. Leadership Council has responsibility for fall Conference. It will be held at Belmont on October 30, 20123. They plan a 7:30am network breakfast with the conference running from 8:30 until 4:30. The theme is Creating a Culture of Innovation - trust, change, engagement and servant leadership will be the topics.

Conclusions: -

Action items:

Person responsible:

Deadline:

Dates to Remember

April Romero

Steering Committee Meetings: August 6, September 10, October 8, November 12, December 17

TGMI Lunch & Learn LEAN Event – Week of August 12

TGMI Class of 2013 Graduation –August 30

Second Harvest Family Night event – October 10, 2013

TGMI Alumni Holiday Breakfast – December 6

Meeting Adjourn by April Romero:

Melinda motioned, Mark seconded

Time: 3:33pm

Observers/Guests:

	Antonio Meeks (HR representative)		
	Dr. Macel Ely (UT representative)		
	Dr. Gary Peevey (UT representative)		

Special notes: