

TGMI Steering Committee
Meeting Minutes
September 13, 2011

Committee Members:

Present:

E. Ross White – Chairman
Marilou Cook – Vice Chair
Jon Zirkle – Past Chair
Phyllis Hodges – 2010 Member at Large
Georganne Martin – 2009 Member at Large
Vicky Goodin - 2009 Steering Committee Member
Victor Barnes – 2010 Class President
Dr. Tom Kohntopp – UT

Excused Absent:

Trish Pulley – Ex Officio
Mehran Mostajir – 2009 Class President
Debbie Knox – 2010 Steering Committee Member
April Wright – 2010 Member at Large
Chris Harris – 2009 Member at Large

Called To Order:

Meeting was called to order by Chairman E. Ross White at 2:10 pm. The meeting was held in the Crockett Tower 12th floor conference room.

Treasurer Report:

Debbie Knox emailed that there was no change in the account. The balance is \$1,063.93.

Old Business:

a. Adopt A Highway

The vests have been ordered and the sign has been ordered. The first clean up will be set for late September or early October. Once the sign has been placed, a clean up day and dedication day will be set. If you have not watched the on-line video and completed the required forms, please contact Chris Harris.

Chris.Harris@TN.GOV.

Send your forms to:

Chris Harris

505 Deaderick Street, Suite 400

Nashville, TN 37243

Forms may be scanned and emailed.

Committee Reports:

- a. Charter Committee – Chair Mike Travis
No report at this time.

- b. Communications Committee – Chair Marilou Cook

Linked - In

The new LinkedIn set up by Marilou Cook has approximately 49 members. If you are not a member of LinkedIn, it is very simple. Pull up LinkIn (<http://www.linkedin.com>) and create an account by providing your email address and a password. That's it. This communication method will be used to notify the TGMI alumni about up coming events, such as the Adopt A Highway Clean Up, Fall Conference, Luncheon Seminars, Speakers Bureau and many other exciting events. If you have trouble, you may contact Marilou Cook at Marilou.Cook@TN.GOV.

Marilou Cook stated she would start posting many of the TGMI events on this media.

Speakers Bureau

1. Have 2 volunteers in the Memphis area for Houston High School. Linda Cone and Marty Mabry have been put in contact with the school's teacher.

2. Putnam County / Cookeville area is having a student day on October 19. Marilou needs 4-5 folks to attend this event. Please contact her if you are available for details.

Web Site

Marilou Cook expressed some concern over the TGMI web-site. Apparently, there is some new information such as the monthly minutes, but the rest of the information on the site is very outdated. There was a lot of discussion. The vote was to let E. Ross White, TGMI Steering Committee Chair, bring it before the Leadership Committee on Thursday. The Leadership Committee consists of TGMI, TGEI, LEAD and DoHR representatives. The server is at DoHR and Trish Pulley has someone on her staff that does post the minutes each month. This will be on the agenda again next month.

- c. Community Service Committee – Chair Jon Zirkle

Adopt A Highway – See Old Business Item a.

Hands on Nashville – September 24

September 24 is the Metro School clean up day through Hands on Nashville. There are two ways TGMI alumni can register. One way is to register as a group. Jon Zirkle volunteered to be the team leader. When he registers the group, he would choose a school for the group. The second method is to let each alumni register individually and pick the school where they wanted to volunteer and just let Jon Zirkle know that is what they have done so TGMI can get the credit. There will be about 50 schools available in all parts of Davidson County. A vote was taken and it was decided to allow the alumni to decide which way they wanted to register.

Jon Zirkle stated that as of the Steering Committee meeting, he only had 3 volunteers. If he did not get at least 5 by September 15, 2011, he would let the 3 volunteers know they were on their own.

Harpeth River – October 29

This has been scheduled for October 29. Each participant will get a free T-Shirt. Please let Jon Zirkle (Jon.Zirkle@TN.GOV) know if you plan on attending so T-Shirts can be ordered. Please meet at 8:30 a.m at Foggy Bottom for instructions that morning. All volunteers should bring their own gloves, water and sunscreen. The day should end around 12:30.

Foggy Bottom Canoe Rental

1270 Highway 70

Kingston Springs, TN 37082-9287

d. Events Committee

Aug. 30, 2011

Phyllis Hodges talked about the August 30, luncheon seminar. This was a half day seminar for all alumni. The seminar had about 25 attendees and was so well received that many attendees stayed until 4:30 with questions for the speakers.

December 2, 2011

Holiday breakfast has been set for December 2, 2011. There will be a conference call on Thursday to discuss the caterer, decorations, set up, registration and other issues. Volunteers will be needed to help with set up, clean up, registration and evaluating caterer bids.

Date – TBA

Visit to Tricor – Cook Chill plant. This will give everyone an opportunity to visit the facility and have lunch together. Please watch for this upcoming date.

e. Education and Leadership Development Committee

October 5, 2011 – Mentor training

Of all the things that truly define us as leaders in management, and one of the most important skills we possess, or would benefit us all to possess, is having the ability to inspire, encourage, and to lead others to succeed. If you think back on your career in state government I am sure that someone or maybe even more than one person, helped enable you to take the steps to improve and advance in your career. It may have been a word, a discussion, a recommendation or teaching led by someone who thought you had the right stuff, but someone, a mentor if you will, showed you the way.

For a great part of this year your TGMI Steering Committee has been discussing the establishment of a Mentor Program for your benefit and for the benefit of those folks who could use some training in the role of mentors to others. The first part of our discussion and actions has led us to begin this year with a 3-part approach towards this goal. First, the current Class of 2011 has been approached by the President and members of the Class of 2010, to offer up their services as mentors as needed. We want this to become installed as a permanent component for TGMI going forward for all subsequent classes. Next, we have been afforded a wonderful partnership with the guiding forces of TGI, DOHR and UT, with both Trish Pulley and Tom Kohntopp, respectively, who are enabling this meaningful venture to really take off and fly. Finally, we see the third component to become a go-to place for all of state management, to have a Mentor Bureau, to call upon with substantive issues that TGMI trained mentors could assist them with. A win-win for sure!

Without further ado then, this is your opportunity to become a charter member in this new mentoring initiative. Trish Pulley, and DOHR is offering a complete mentors training class course, to be offered in connection with the above, on October 5th, from 8:00AM to 12:00PM, in the training facilities room TBA, 1st Floor of TPAC. Your interest in this is the only thing missing, please consider all the good that you can accomplish by just taking the time to come and be a part of this endeavor. It's all good, just do it! October 12th, will be reserved depending upon the response we receive. Please send your acceptance and response for the Oct. 5th date, to both Sharon Buwalda, at sharon.buwalda@tn.gov, and to me, E. Ross White, at your earliest convenience. Thank you. E. Ross White

October 19, 2011

Dr. Tom Kohntopp spoke about the upcoming seminar on October 19, 2011. The University of Tennessee - Naifeh Center for Effective Leadership, The Tennessee Center for Performance Excellence (TNCPE), and TGMI are presenting the Baldrige Forum on October 19, 2011. This presentation was originally suggested by Steering Committee member Mehran Mostajir. From his idea of having a luncheon conference, it has expanded into a ½ day Leadership Opportunity for all government employees. This ½ training will be open to all State, County and City officials as well as non-profit organizations. This is a great out reach program for all alumni and fellow government employees. The presentation will have speakers from Tennessee State Departments of Labor and Work Force, TRICOR, and city government of Germantown.

Alumni will be notified by email of this event as well as Linked-In by Marilou Cook.

If you have any questions contact:

Thomas Kohntopp, Ph.D.
Center for Effective Leadership
Institute for Public Service
The University of Tennessee
105 Student Services Building
Knoxville, TN 37996-0213
Phone: 865.974.6689
Fax: 865.974.1528
Tom.Kohntopp@Tennessee.edu
www.Leadership.Tennessee.edu

Fall Conference – Nov 2

The date is November 2 at the TN room in the Tennessee Tower. The Fall Conference Committee members are looking to have some dynamic speakers and/or authors.

Graduation of 2011 class – November 9, 2011

Graduation is set for November 9, 2011, at the War Memorial auditorium. Dr. Kohntopp will need volunteers to help that day. E. Ross White, Marilou Cook, Jon Zirkle, Phyllis Hodges and Georganne Martin volunteered.

November 15, 2011 – Lean Government

Dr. Tom Kohntopp, UT, said there was another seminar in the works for November 15, 2011. It will be held at the Willis Center. He will get us more information on this seminar.

New Business:

Steering Committee is currently working on a mission statement for TGMI. All members of the Steering Committee are combining their leadership ideas to draft a mission statement that will be presented at the Holiday Breakfast on December 2, 2011. The mission statement should cover the purpose, business and value of the group. The mission statement should state the mission, vision and values of the group. All Steering Committee members are asked to work with the ideas presented and try to have something final statement to submit for a vote by the next Steering Committee meeting in October.

April Wright will be asked to check into getting a group together to go to a Predators' game on a Saturday night.

Mike Travis will soon be sending out a notice for nominees for new officers for the 2012 year. Please be in consideration who would be a good, Vice-President, and member at large. Look for Mike Travis's announcement.

MARK YOUR CALENDARS – Dates to remember:

September 24

Hands on Nashville Day – Contact Jon Zirkle if you don't get the information on how to register for this event contact Jon.Zirkle@TN.GOV

Date - TBA

Adopt a Highway Cleanup – Date TBA.
Late Sept or Early October is the plan.

October 5

Mentor Training

October 19

Putnam County – Cookeville Career Day for Students
Speakers Bureau has been asked to provide 4-5 state employees. (See above for details)

AND

Training ½ UT, TGMI, and TN Centers for Excellence present the Baldrige Forum

October 29

Harpeth River Clean up

November 2

Fall Conference

November 9

Graduation of 2011 class

November 15

Lean Government Conference

December 2

TGMI Holiday Breakfast –Ellington Agricultural Center

Reading Recommendations:

Current month's recommended reading is:

Breakthrough Business Results with MVI by Charles Holland

Previous recommended readings are:

Heath, R. (2009). Celebrating failure: The power of taking risks, making mistakes, and thinking big. Franklin Lakes, NJ: Career Press. ISBN 978-1-60163-064-3.

Eat That Frog! by Brian Tracy

Extreme Government Makeover by Ben Miller (ISBN: 978-P9833733-0-8)

The Five Temptations of a CEO by Patrick Lencioni.

Heath, R. (2009). Celebrating failure: The power of taking risks, making mistakes, and thinking big. Franklin Lakes, NJ: Career Press. ISBN: 978-1-60163-064-3.

Hesselbein, F., Goldsmith, M., & Sommerville, I. (Eds.). (1999). Leading beyond the walls. San Francisco: Jossey-Bass. ISBN: 0-7879-4593-5.

Gladwell, M. (2002). The tipping point: How little things can make a big difference. New York: Little, Brown, & Company. ISBN 0-316-34662-4.

Agenda and Discussion: How State Government Executive and middle Managers and Administrative Policy by OLSHFSKI

The Feiner Points of Leadership by Michael Feiner

The Oz Principle: Getting Results through Individual and Organizational Accountability

Roger Connors, Tom Smith, and Craig Hickman

Relationships 101: What Every Leader Needs to Know

John C. Maxwell

Strength Based Leadership by Rath and Conchie

This Ain't No Practice Life by Michael Burt

Good to Great by Jim Collins

Leadership Gold by John Maxwell

On Becoming a Great Leader (2003 Edition) by W. Bennis

Meeting adjourned at 3:45

Regards,

Georganne Martin