



TGMI Monthly Steering Committee Meeting

Date: 10/08/2013

Time: 2:00 PM

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

Facilitator: April Romero

Note taker: April Romero

Steering Committee Member Attendees:

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

X – Attended in person; P – Attended by Phone; A – Absent

Recommended read: “The Handbook of Leadership Development” by Ellen Van Velsor, Cynthia D. McCauley and Marian N. Ruderman: Center for Creative Leadership, 2010.

Please bring: Committee Report Updates

Called to Order, Roll Call, Welcome Guests	April Romero	Time: 2:15 p.m.
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Meeting Notes

Called to Order, Welcome Guests	April Romero	Time:
Treasurer Report	Terry Malone	5 minutes
Agenda Topic: no update		
Discussion:		
Conclusions:		
Action items: n/a	Person responsible: n/a	Deadline: n/a
Current Balance: \$1,378.89		

Secretary Report			Marilou Cook	2 minutes
Agenda Topic: Vicky Hutchings posted August and September minutes on LinkedIn and DOHR website				
Discussion:				
Conclusions:				
Action items: n/a		Person responsible: n/a		Deadline: n/a
Charter Committee			April Romero	10 minutes
Agenda Topic: By-Laws – Update from meeting with Advisory Board Committee				
Discussion: All modification suggestions were reviewed, attached to these minutes. Jason made a motion to pass all modifications, Greg seconded motion, and all were in favor.				
Conclusions:				
Action items: April will request approval from Alumni at annual meeting		Person responsible: April Romero		Deadline: 12/6/2013
Communications Committee			Vicky Hutchings	5 minutes
Agenda Topic: Update of Committee				
Discussion: 2013 Graduation date change. Vicky will email the monthly updates to the full alumni going forward due to some class reporters not forwarding on the monthly messages.				
Conclusions:				
Action items: Vicky to email monthly updates to alumni		Person responsible: Vicky Hutchings		Deadline: monthly

Community Service Committee		Jason Conner	5 minutes
Agenda Topic: Discussion about dropping Adopt-A-Highway, Update of Committee			
Discussion: Committee proposed to drop Adopt-A-Highway, Jason made motion, Greg seconded, all were in favor, sign is missing now from one direction, will request sign be removed from other direction			
Second harvest event is Thursday night and there are 18 people expected to attend, Jason requested photos be taken at the event. Jason is unable to attend; Tina Fox will be coordinator at the event.			
Conclusions:			
Action items: Jason to request formal termination of Adopt-A-Highway	Person responsible: Jason Conner	Deadline: didn't discuss	
Business Events Committee		Greg Spradley	5 minutes
Agenda Topic: Update of Committee, Status of planning for Annual Breakfast (who is on planning committee? Inviting guests formally?)			
Discussion: Greg still needs volunteers for his planning committee. Linda Cone said she would help decorate. Melinda Crutchfield volunteered to be on the committee. Greg will also reach out to Melissa Boaz and ask if she is willing to assist. Greg formally invited Commissioner Hunter and she accepted. The planning committee will discuss plans to change the giving for the breakfast from Second Harvest to St. Jude. April will attempt to gather more volunteers for Greg's committee. Last year's finances for breakfast were \$1,080.77 for breakfast, \$89.50 for plaque and the alumni fund profited \$129.73. The menu from Montgomery Bell is most extensive from options Greg researched. They charged \$11.75 per person with 18% gratuity charge. Greg will check with Phyllis about name tags from previous years. Committee will meet to consider allowing people attend without eating, and somehow marking their name tags. Committee will also meet to discuss charity donation options.			
Conclusions:			
Action items: Begin planning for annual breakfast	Person responsible: Greg	Deadline: before next mtg	

Education Committee		Julie Perrey/Vicky Hutchings	5 minutes
Agenda Topic: Update of Committee & Discussion about invitation to Williamson County School Career Day on November 14			
Discussion: Vicky will send out an email asking for volunteers to attend speakers bureau event on November 14			
Conclusions:			
Action items: n/a	Person responsible: n/a	Deadline: n/a	

Social Events Committee		Melinda Crutchfield	5 minutes
Agenda Topic: Update of Committee (Status of planning for Zoo and Train to Cookeville)			
Discussion: Melinda plans to begin planning for the Zoo event and Train to Cookeville.			
Conclusions:			
Action items: Plan two events	Person responsible: Melinda	Deadline: by next meeting	

Old Business		April Romero	7 minutes
Agenda Topic: Reminder about help for Leadership conference sub-committees: <u>Registration Sub-Committee Volunteers: Julie Johnson, Richard Kennedy, Sheila Marchman, David Bauer, Terry Malone, Michelle M. Smith; Conference Packet & Materials: Tina Fox, Susan Dill; Setup/Breakdown Sub-Committee: Susan D. Cunningham, Tina Fox; Door Prize Sub-Committee: Vicky Hutchings</u>			
Discussion:			
Conclusions:			
Action items:	Person responsible:	Deadline:	

New Business

Agenda Topic: April, update in Tennessean, pictures ok? – April

Nominations for Member-at-Large for 2014-2015

Voting for new Logos

Discussion: April asked each steering committee member to consider nominating someone for Member-at-Large. We reviewed Logos received for Logo contest. We decided that we wouldn't put individual pictures in the Newspaper, but instead try to take one group photo of Steering Committee at the Breakfast and post that photo in the paper.

Conclusions:

Action items: Nomination of Member-at-Large

Person responsible: all

Deadline: by Friday 10/11

Open Discussion

Agenda Topic: Who plans to attend 2013 graduation? Who plans to attend Second Harvest Event this week?

Discussion: April Romero plans to attend graduation and second harvest event. Vicky Hutchings plans to attend second harvest event

Conclusions:

Action items: n/a

Person responsible: n/a

Deadline: n/a

Dates to Remember

April Romero

Steering Committee Meetings: October 8, November 12, December 17

TGMI Class of 2013 Graduation –November 22

Second Harvest Family Night event – October 10, 2013

TGMI Alumni Holiday Breakfast – December 6

Meeting Adjourn

April Romero

Time: 3:35pm

Observers/Guests:

A	Antonio Meeks (HR representative)	
A	Dr. Gary Peevely (UT representative)	

A	Michelle Smith		
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Special notes:

For annual meeting approval:

December 6, 2013 – Request of Alumni

As you know Debbie River's leaving has left a vacancy in the voting and advisory position of past chair on the Steering Committee. I would ask the Alumni for a vote to allow Lauren Hill, a former Past Chair, who has graciously volunteered to serve in this capacity, to fill in this vacancy in 2014.

Proposed By-Law Amendment #1

Presentation Date: 12-6-13

A change to Article V, Section's 1 & 2, Letter's H & D:

Currently reads, "Serve on the Department of Human Resources, Tennessee Government Institute Leadership Committee."

Proposed: To remove completely.

Reason for Amendment: The Department of Human Resources, Tennessee Government Institute Leadership Committee no longer exists. Therefore, the statement is invalid as written.

Proposed By-Law Amendment #2

Presentation Date: 12-6-13

A change to Article V, Section 4, Letter B:

Currently reads, "Report to the Steering Committee at the end of the calendar year the financial status of the bank account."

Proposed to read, "Present the financial status of the bank account to the Steering Committee at their monthly meetings."

Reason for Amendment: The treasurer should give a report to the Steering Committee at every meeting called by the Chairperson.

Proposed By-Law Amendment #3

Presentation Date: 12-6-13

Addition to Article V, Section 4, of Letter D:

Addition to read, "Present the financial status of the bank account to the Alumni Network at their annual meeting."

Reason for Amendment: A financial report of the TGMI account should be given at the Annual meeting of the Alumni Network.

Proposed By-Law Amendment #4
Presentation Date: 12-6-13

A change to Article IX, Section 4:

Currently reads, "Class reporters shall be elected from each TGMI class. The membership of the class shall elect the class reporter annually."

Proposed to read, "Class reporters shall be elected from each TGMI class. The membership of the class shall elect the class reporter."

Reason for Amendment: Classes should not be required to re-elect this position until such time as present class report resigns the position.