

TGEI Steering Committee Meeting Minutes

April 25, 2008

Members Present

George Zukotynski, Chair
Lamont Price
Kandi Thomas
Nat Johnson, Vice Chair
Kathy Anderson
Jesse Neely
Pam Busby
Jack Elder
Trish Pulley, DoHR Liaison

Members Via Conference Line

Leslie Sperrazza
Emily Wilson
Karen Hale, Past Chair

Members Absent

Tracy Carter
Donna Bridges

Call to Order

Chair George Zukotynski called the April 2008 Steering Committee meeting to order at 11:30 a.m.

Review of March Meeting Minutes

George asked if everyone had received the Draft March minutes and if there were any changes needed. No changes were necessary and Jack made a motion to accept the March minutes. Kathy seconded. George asked that Kandi finalize the minutes and send them to Trish at DoHR for posting.

Officers and Committee Reports

Secretary:	Kandi Thomas – No report
Treasurer:	Kathy Anderson – Although Kathy had no formal report, she provided the bank balance of \$1,074.11 which included 43 cents interest earned since January 2008.
Newsletter:	Nat Johnson – Nat is attempting to finalize the date for the first Newsletter which is contingent on DoHR setting the final dates for the Fall Conference and TGEI Graduation. See additional discussion in New Business.
Web page:	George reported that he, Pam, and Karen had met with Trish, Ernie Ricketts, Deb

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Eggars to discussion the web site. Further discussion follows in New Business.

TGEI/TGMI Fall Conference:

Leslie reported that she has emailed Saya Qualls, the TGMI Fall Conference Chair, to start discussions about the conference planning. However, she has not yet heard from Saya. Until DoHR settles on the date for the conference, Leslie and Saya cannot start planning. Jack Elder / Karen Hale / Pam Busby / Donna Bridges / are committee members.

Golf Tournament:

Jesse reported that he and Kathy had met with Ron Maupin (former Committee Co-Chair) to get advice and discuss planning of this event. Jesse shared the challenges of finding golf courses within a 30 minute drive from downtown and finding courses with Friday dates available in late summer/early fall for the event. Jesse and Kathy have tentatively scheduled September 19, 2008, but are also considering alternate dates of August 15 or 29. The estimated cost per golfer at this time is \$65. See New Business for additional discussion.

Holiday Breakfast:

Nat Johnson and Emily Wilson, Co-Chairs, reported that they had met with Ron Maupin and Larry Richardson (former co-chairs) and received a planning folder they had used for planning this event. Nat and Emily said planning for the event was on track. The date is set for December 4, 2008, at Ellington Agricultural Center. Kandi Thomas / Leslie Sperrazza / Donna Bridges / Tracy Carter / will assist.

Community Service Project:

Lamont Price – Chair. Lamont provided handouts for the Ronald McDonald House “Family Room Wish List.” Lamont presented the options available which included donations of specific items to stock the shelves and/or cash donations. Lamont

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also provided information on two run/walk events which are seeking actual volunteers to assist with pre-race, during race, and post-race needs. Further discussion follows in New Business.

New Business

Web Page

George discussed the meeting that he, Pam, and Karen had with DoHR personnel. George stated that DoHR's dedication to fixing the website is evident and is essential. George stated that from his perspective the user concerns would be that pictures were not current, as evidenced by the fact that the pictures on the website for the steering committee were still last year's committee members. George stated that they had discussed the Governor's new guidelines for websites. He stated that DoHR was fully aware of the significant structural changes which would be required based on the Governor's guidelines. George asked that all steering committee members go to the website and identify needed changes and provide this information to Pam by Friday May 2. DoHR has indicated that they would begin making some immediate fixes to the website which will include the things that are easy to remedy. Nat thought it would be good to add disclosure to parts of the website that were "under construction" so that users to the site would be informed as to links that may not work. The bigger changes will take more time. George stated the work group would meet with DoHR again in August 2008 with the website project seeing completion in December 2008. Trish stated that Debra Eggers indicated that tracking the number of "hits" to the website would be attempted but may not be completely accurate. Pam agreed that George had covered everything that was discussed in their work group meeting with DoHR. George also wanted to determine how the website had deteriorated overtime so that we could prevent such deterioration in the future. We discussed the fact that the TGEI Steering Committee Bylaws did not address responsibility for the website. George stated that if we didn't take some responsibility for review of the website we may find ourselves in the same situation again. We discussed whether the website was the responsibility of DoHR, of the Steering Committee, or both. Nat thought that DoHR is ultimately responsible since the website is on DoHR's site. Trish agreed that DoHR would/should have the responsibility to ensure the website's accuracy and usability to avoid any embarrassment to DoHR. Nat agreed that the steering committee should provide communication to DoHR when the site needed update/change. Apparently, as a result of turnover at DoHR, responsibility of the website had slipped and that she and DoHR personnel were trying to figure things out. Trish stated that Debra was open to a collaborative effort and that we would be pleased with some of the immediate changes.

Newsletter

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Nat is gathering information for the newsletter. However, critical dates for the Fall Conference and for Graduation have not yet been set. Trish stated that DoHR was working on selecting these dates. Trish also reported that DoHR would have the 2008 class selection meeting the first week in June. Nat planned to include the 2008 TGEI class pictures in the newsletter. Given the timing of the 2008 class selection, the first newsletter may not go out until July with a follow-up newsletter in August or September. George suggested we go ahead and contact all class reporters for newsletter information. Nat is planning to contact all class reporters and have the newsletter ready so that when the new class is announced we can move quickly to finalize the newsletter.

Golf Tournament

Jesse and Kathy discussed the history of the event. At one time the event was to provide income for charity; however, recently the event was a break-even event. Jesse expressed their plan to pursue more involvement with TGMI. Jesse and Kathy want to meet with TGMI to see if they are interested in having one of their MI steering committee members work with us to generate more interest from MI alumni. Kathy stated that the fees per golfer would be based on a solid basis of the costs. Jesse asked if any one knew of any contacts at some of the private courses.

Fall Conference

DoHR has not yet selected the conference date.

Holiday Breakfast

We discussed the planning of the Holiday Breakfast. We specifically discussed the fact that a planning notebook has been used by former steering committees which has facilitated the planning of this event. George wanted to formalize the passing of this planning notebook to each succeeding steering committee to help future committees plan recurring events such as the Holiday Breakfast. Sharing these planning tools from year to year will provide for the efficient transfer of information from one committee to the next.

Community Service Projects

Lamont provided handouts for the Ronald McDonald House community service project. The opportunities included providing either donations of items or cash. Lamont also provided committee members with the two run/walk events, Nashville Striders on July 26 and Ellie's Run for Africa 5K on June 14, that needed volunteers for pre-race, during race, and post-race activities. These events were presented based on the previous member survey suggesting alumni wanted to do two projects which included opportunities for volunteering time. The committee discussed the timing of the race/walk events and that we may not have time to get the word out to alumni. The committee asked Lamont to find some possibilities of events later in the fall or in the spring. Kathy also thought we should select events that were more charitable in nature.

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Lamont again stated we could bring donations for the Ronald McDonald House to the Fall Conference. Emily Wilson had contacted Meredith Sullivan who is on the Board of Hands on Nashville to see what opportunities TGEI might have with that organization. However, at this time, Emily thought Hands on Nashville didn't have opportunities that met our needs. Lamont informed us that he had submitted an application to the Nashville Zoo to get on their waiting list to provide volunteers. This application was not a commitment, but just to get on their waiting list for some future opportunities to provide volunteers.

We still plan to provide the opportunity to donate to St. Jude's at the Holiday Breakfast.

Spring Social

Pam reported in thinking about the spring social she learned that this year is TGEI's 25th year and that a theme for the social could be celebrating TGEI's 25th anniversary. Trish thought this was definitely a good idea and that DoHR might be interested in supporting the social. Trish would let us know. Pam was still planning for an evening event and was thinking about possible venues. The committee briefly discussed the DoHR sponsored 20th anniversary event which was held in Knoxville. Trish also mentioned the TGEI Book of History. George asked Pam to let the steering committee know if the spring social became too much for just one person to plan. Since the steering committee is so small, we did not want to over commit any one person or the committee.

Other Business

We did not get to cover all business on the agenda due to time constraints. George did mention he would update us on his meeting with TGMI Steering Committee Chair, Greg Duncan, at the next meeting.

We decided to change the next meeting date which was originally scheduled for May 23, 2008, at 11:30. This date is the Friday before Memorial Day Weekend and George thought attendance might be low.

Next Meeting

The meeting was adjourned at 12:30 p.m.

The next meeting is set for May 30, 2008, at 11:30 a.m. in the Andrew Jackson Building, 15th Floor. The conference line will be available for our next meeting. The conference line telephone numbers are 741-1193 (local) and 1-877-214-0097 (long distance).



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