

TGEI Steering Committee Meeting Minutes

August 14, 2012, 3:30pm, Bureau of TennCare, 3rd Floor Atrium

Members Present:

Tony Mathews, Chair
Tammy Gennari, Vice-Chair
Derek Martin
Donna Jewell
Carolyn Head
Felenceo Hill

Bridge Line Attendees:

Penny Austin
Barbara Wall
Tom Kohntopp (UT)

Introduction:

Tony started the meeting by thanking those who attended (either in person or via phone), and reminded us that we are planning to have the full committee meet (in person) in September. Reminders and an agenda will be sent out a couple weeks in advance as part of the effort to get 100% (in person) participation.

Election of Officers:

Nominees were requested for the vacant Secretary and Treasurer positions and there was a brief description of the duties of each (Secretary will maintain minutes, prepare agendas for meetings, and maintain alumni information; Treasurer will collect funds for the Holiday Breakfast, make deposits as necessary, pay bills as necessary and report back to the committee). Donna and Derek were chosen to serve as Secretary and Treasurer, respectively.

Holiday Breakfast:

Derek reported that Peggy Naifeh has already reserved the Jones Auditorium at Ellington Agricultural Center for the Holiday Breakfast for December 12, 2012. She had indicated that the Center may start charging a fee for the rental of the space. Although the committee agreed that the location worked well in the past and that the State Parks System did a fine job with the food last year, we will need to get more information before we commit to either to ensure the best deal.

Donna mentioned the possibility of obtaining door prizes from the various departments to be given out at the breakfast. Derek brought up that we had offered \$25 gift cards in the past. The committee mentioned contacting the following departments for possible donations: Economic and Community Development, Environment and Conservation, THDA, TriCor, and DOHR.

Fall Conference:

Emails have gone out from DOHR regarding the fall conference, but no one present knew details as to when the conference was going to be. Tony said that he would follow up with DOHR.

Member Survey:

Tony discussed the need to send out a survey to the membership asking what the members want from the association. Key ideas included social activities, professional development, and networking opportunities. Survey Monkey was raised as a possible application for this survey. Barbara and Carolyn volunteered to create the survey using THDA's license (for less than 100 survey recipients, the freeware version is useful; for more than 100, the fully-licensed version is the best way to get the results tabulated). Tony suggested that we start from scratch instead of using a previous survey and not ask about specific activities, but keep it very general (what does the membership want from the association, how much time is the membership willing to contribute to the association, etc.) with close-ended questions for ease of tabulation. Felenceo suggested that a question be added to the end for members to indicate what committee(s) on which they might be willing to serve.

Other Business:

TGMI is having a Vol Day on November 10th. We could send out the information with the survey and allow TGEI to participate as well. Carolyn has a copy of the flyer that has all of the contact information for buying tickets.

Felenceo brought up the possibility of having a TGEI Facebook page. Dr. Tom stated that TGMI has also established a LinkedIn group and it is growing steadily. The committee discussed the possibility of going this route since it is considered a more professional social media and may not be blocked as frequently on State servers. Tony suggested this topic be on the September agenda when we hope to have a full meeting.

TGEI Class of 2012 Orientation is Friday, August 17th. The Class of 2011 is speaking. Dr. Tom will send a listing of the class to Tony, Tammy, and Donna. We will need to discuss at the September meeting who will be going to the second week of TGEI to discuss the Association and the election process.

Action items before next meeting:

- Derek will look into possible fees for reserving the Jones Auditorium (Peggy Naifeh), discuss State Parks' catering costs (Doug Stephens/Lauren Hill), and contact Debra about the transitioning of Treasurer duties.
- Barbara and Carolyn will work on the survey with input from the rest of the committee.
- Dr. Tom will send the listing of 2012 Class Members to Tony, Tammy and Donna.
- Tony will discuss the Fall Conference (November 6th) with DOHR, research the process for establishing a Linked-In site, and confirm the date for speaking in Week 2 of TGEI 2012.

September Agenda Items (preliminary)

1. Holiday Breakfast Plans
2. Fall Conference update
3. Account balance update
4. Finalizing the survey (if not done via email prior to the meeting)
5. Social media discussion (Facebook vs. LinkedIn, public or private group, etc.)
6. 2012 TGEI Week 2 – Ambassador(s)

Next Meeting:

September 11, 2012, 3:30pm, Bureau of TennCare, 3rd Floor Atrium