

# TGEI Steering Committee Meeting Minutes July 25, 2008

## Members Present

George Zukotynski, Chair  
Lamont Price  
Kandi Thomas  
Jack Elder  
Jesse Neely  
Nat Johnson, Vice Chair

## Members Via Conference Line

Emily Wilson  
Leslie Sperrazza  
Pam Busby  
**Members Absent**  
Kathy Anderson  
Tracy Carter  
Donna Bridges  
Karen Hale, Past Chair  
Trish Pulley, DoHR Liaison  
Ernie Ricketts, DoHR

## Call to Order

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

## Review of June Meeting Minutes

George asked if everyone had received the Draft June minutes and if there were any changes needed. George requested one change to reverse the order of TGEI and TGMI in the Fall Conference description as TGMI is the lead this year in planning the Fall Conference. A motion was made to approve the June minutes. Motion was seconded and all present were in favor of approving the June minutes. George asked Kandi to finalize the minutes and send them to Trish at DoHR for posting.

## Officers and Committee Reports

Secretary:	Kandi Thomas – No report
Treasurer:	Kathy Anderson – No report.
Newsletter:	Nat Johnson – Nat has been provided date for the Fall Conference and has plans for articles about Tim Webb, TGEI Class of 2004 and his appointment as the new Commissioner of the Department of Education. Nat also plans for other articles and information on upcoming events. He also plans to publish pictures of the 2008 class members. Nat's target date for newsletter release is the second week of August. See additional discussion in New

# TGEI Steering Committee Meeting Minutes

## July 25, 2008

Business regarding potential changes to the by-laws and other communication tools for our alumni.

Web page:

George talked about the web-page and expressed his concerns about progress. George and Pam are pushing the web-page as a priority and hope to meet with Sharon Buwalda in the very near future to select pictures. Further discussion follows in New Business.

TGMI/TGEI Fall Conference:

George has continued to email Trish and DoHR about the challenges of planning the conference and that time for planning is quickly slipping away. DoHR is currently dealing with the budget crisis and employee buy-out options. A date for the Fall Conference has been set for October 23, 2008. See New Business for additional discussion.

Golf Tournament:

Jesse reported that he has worked with TN Department of Environment and Conservation (and Andy Lyon Class of 2007) to obtain a contract for the event to be held at Montgomery Bell State Park. Jesse has not yet received that contract and he and Kathy are still working through the details of registration and door prizes. Nat and Jesse discussed the event information for the newsletter. The date of the event is September 19, 2008. The estimated cost per golfer at this time is \$65. See New Business for additional discussion.

Holiday Breakfast:

No report. 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 is working with John Zirkle, TGMI, regarding the

# TGEI Steering Committee Meeting Minutes

## July 25, 2008

project for the Fall Conference. Their planning meeting is set for August 4, 2008.

25<sup>th</sup> Anniversary Celebration:

Pam discussed the 25<sup>th</sup> Anniversary of TGEI and our plan to coordinate with DoHR to celebrate this milestone. However, due to the current budget constraints and uncertainty, planning for this event is on-hold at the moment. Trish said she would keep us informed as decisions were made regarding what DoHR could commit to regarding this event. See New Business.

### New Business

#### Web Page

George and Pam discussed their continuing efforts to communicate with DoHR about the web-page project. George is sensitive to the need to get the web-page updated and then maintained. Pam is still attempting to get with Sharon Buwalda to review pictures and make selections for the web-page. Debbie Eggars will be responsible for the web-page and updates, but George has offered his services and also the services of others who would be willing to volunteer their efforts to work with DoHR IT folks on the web-page. The web-page has been updated to include the 2008 steering committee and the 2007 class pictures. One error in a 2007 class member picture has been corrected.

George stated the work group is still hoping to complete this project by December 2008.

#### Newsletter

Nat shared his planned newsletter items. These items included dates of all upcoming events (Golf Tourney, Fall Conference, Holiday Breakfast, etc.); articles on Tim Webb Class of 2004 newly named Commissioner of the Department of Education; Karen Eddy, DoHR Training Director; 2008 Class Pictures; 25<sup>th</sup> Anniversary Celebration; and any other class news he had. Nat hopes to publish the newsletter by the second week in August. This date is dependent on Sharon Buwalda, but Nat will have her all the information she will need to format the layout and get the newsletters printed. George thought that this sounded like a good package. Nat will keep George informed of his progress or any lack of progress as he goes forward. Nat and Jesse briefly discussed the information Nat would need for advertising the upcoming Golf Tournament. George reiterated that timing is critical.

We also discussed whether or not we should pursue a change to the by-laws which currently require the publication of 4 newsletters each year. According to Nat, since 2003, we have not achieved the publication of the required 4 newsletters. George expressed that perhaps we should get a sense from the Alumni as to preferences in

# TGEI Steering Committee Meeting Minutes

## July 25, 2008

communication whether by newsletter, web-page, email, especially in this age of technology. Nat agreed that communications through the web and emails are much very timely, but mass volume of information through email is not always practical. Nat and George agreed that personnel efforts to publish a newsletter are quite extensive, and timing of the newsletter publication is critical. George entertained the possibility of a survey to alumni regarding preferences of communication tools, especially to determine if one method was preferred or if a combination of all methods would be a better option. We discussed how it might work to use a combination of these tools. George will review the by-laws again to determine what would be involved if we decide to pursue amendment. Jack thought amending by-laws would be more difficult in terms of getting enough interest and feedback of alumni wishes. Nat pointed out that the by-laws do not specify what format the newsletter has to be in and therefore, could be an electronic newsletter.

### Golf Tournament

Jesse briefly discussed that he and Kathy were still working on registration details, obtaining the contract from TDEC, door prizes (which will be covered with registration fees), and advertising the event to TGEI and TGMI alumni and all current class members. Based on past events, Jesse is hoping for approximately 60 golfers. The estimated cost to register is \$65. Jesse stated that the course selection is not completely settled, but that the metro course wanted the money upfront and that we got a better deal with TDEC and Montgomery Bell State Park. Jesse was to talk to Pat Wright about TGMI's involvement. George wanted to "HOT FLASH" the golf tournament info to DoHR so they could disseminate it quickly and get it on the web-page. George asked Jesse if he needed funding from the steering committee for prizes, but those will be covered with registration fees. TDEC will provide a meal which is also to be covered by the registration fee. The date is September 19, 2008.

### Fall Conference

DoHR has selected the conference date of October 23, 2008. TGMI is the lead agency for planning with DoHR. George is talking to HR regarding challenges of planning the conference. George will ask Trish is our Fall Conference is on the Governor's calendar. We are also not certain that DoHR has a facility reserved at this time. Jack commented that in his past experience, the facility and planning was very involved and that we can't wait much longer to get going or we won't have sufficient time to plan a quality event. Nat thought the new DoHR Training Director, Karen Eddy, would need to be involved in the conference planning.

### Holiday Breakfast

No further discussion.

### Community Service Projects

No further discussion.

# TGEI Steering Committee Meeting Minutes

## July 25, 2008

### Spring Social/25<sup>th</sup> Anniversary Celebration

Pam reported that we still want to pursue the coordinated effort with DoHR to plan the TGEI's 25<sup>th</sup> year anniversary celebration, but at this time planning was on hold due to the budget and employee buy-out responsibilities. George thought we still had some time to brainstorm about the venue, the date, would it be in conjunction with the Fall Conference, etc. We all agreed that the closer we got to the Holidays the harder it is to plan an event that will be well-attended. Nat stated that the 20 event was held in conjunction with the TGEI class that year and that all alumni were not involved since it was held in Knoxville. George thought it might be more practical to combine this event with the Fall Conference, but until we can meet with DoHR we do not know what their ideas might include.

### Other Business

Nat pointed out that the October 24<sup>th</sup> steering committee meeting was the day after the Fall Conference and that we might need to meet the week before for planning purposes. It might also be difficult for members to commit to attending both the conference and the meeting the next day.

George reminded everyone to review action items that come out with the monthly minutes.

George asked if there were any other pressing matters and there were none.

### Next Meeting

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

The next meeting is set for August 22, 2008, at 11:30 a.m. in the Andrew Jackson Building, 15<sup>th</sup> 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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