

TGMI Steering Committee
Meeting Minutes
March 13, 2012

Committee Members:

Present:

Marilou Cook - Chairman
Debbie Rivers – Vice Chairman
Phyllis Hodges – Member at Large
April Wright – Member at Large
Mark Patterson – Member at Large **(By Phone)**
Melinda Crutchfield – Member at Large
Victor Barnes – 2010 Class President
Dr. Tom Kohntopp – UT Program Director **(By Phone)**
Macel Ely - UT

Absent:

Debbie Knox – 2010 Steering Committee Member
Michael Blade – 2011 Class President
Jason Conner – 2011 Steering Committee Member
E. Ross White – Past Chairman
Trish Pulley – Ex Officio

Called To Order:

Meeting was called to order by Chairman Marilou Cook at 2:05 pm. The meeting was held in the Data Center, Conference Room 2.

Treasurer Report:

Debbie Knox, by email, reported that the balance in the checking account is \$1,249.16. The four payments collected for the no-shows at the Holiday Breakfast were deposited. There are three additional persons who were no-shows who have not paid yet. Debbie Knox has completed the Application for Employer Identification Number (Form SS-4), and provided a copy for review to Marilou Cook, Ross White, and Debbie Rivers. Once Debbie receives approval from them, she will submit it to the IRS for processing.

Communications Committee – There is an effort to communicate to HR to take over our website. We are researching various means to get information such as “events” out to everyone, possibly using Outlook or Sharepoint. April suggested that we need to schedule a meeting of class reporters soon. Marilou reported that we currently have around 95 members using LinkedIn. Two people have requested memberships who are not TGMI members. They were sent denials. We have a meeting with DOHR about

using LinkedIn as a blog to get information out. We need to set up a meeting of what we would like to put out there. Tom wanted a reminder to go out about two programs involving the Baldrige Forums. There is an event on April 12, 2012, in Oak Ridge, and another on April 25, 2012 in Jackson.

Community Service Committee – There is a tree planting event on Saturday, March 17, 2012, at 8:30 in Kingston Springs. There is a planned Habitat build day scheduled for March 31, 2012, at 6:45 AM. The build is located at Park Preserve. On April 28, 2012, the Harpeth River canoe cleanup will be held at 8:30 at the Foggy Bottom Canoe Rental.

Business Events Committee – Phyllis will solicit help in getting the Lunch and Learn sessions started. There are no Lunch and Learn events scheduled at this time. Possible topics for the Lunch and Learn sessions are: Six Sigma and Lean, SMART Goals, Job Descriptions, and Top to Bottom Review. Debbie Rivers suggested TEAM ACT as a possible topic for the Lunch and Learns, and also suggested that Trish Pulley would be a good contact for getting that program arranged. Tom will repeat LEAN in the Fall for half day meetings in East, Middle, and West Tennessee. Debbie Rivers also suggested “Densification” (moving people to state owned property) as another topic. It was suggested that the third floor of the Tennessee Towers is the model of what’s going to be the norm. White noise machines are located in the new office design in the Towers. Phyllis stated that we needed to get someone to talk to us about it. It was suggested that the person be Stephen Reksten. New student orientation is Friday, April 20, 2012, at 8AM. Phyllis will reach out to Jason and Mike from the Class of 2011 to host the event. Macel Ely will send out appointment notices for the orientation.

Education\Training\Leadership Development Committee – Includes Fall Conference Coordination, Speakers Bureau, Mentoring, and EI-MI Coordination. Ross will report about these topics at the next steering committee meeting.

Social Events Committee –Chris and April attended the UT basketball game. The next social event will be on April 14, 2012, in Memphis with the Memphis Red Birds game. Memphis Doubletree is offering \$93 room rates for Saturday evening. Debbie Rivers will send out the order information for the RedBirds game again. There are two Nashville Sounds games planned for May 12, and August 11, 2012. Debbie Rivers suggested an “after hours” social event at the Doubletree Hotel located in downtown Nashville. The social could be on a night of a normal steering committee meeting so that the UT folks could also attend. April will check on the Doubletree.

Old Business:

Marilou readdressed the Leadership development program – It is an opportunity for us to be involved in spreading the word, getting exposure and helping DOHR. For those who want more involvement, they can volunteer to be a part of spreading the message. The alumni also want leadership training opportunities, networking, and the ability to seek other opportunities at the State. Debbie added that it would be nice to

know 'what is what, who is who, how do we get things accomplished'. We'd like to see more leadership training for graduates of the TGI programs. Macel added that UT is doing a segment of incorporating business strategies into the program and "understanding the State' will be a part of this year's program.

New Business:

Debbie Rivers stated it would be beneficial to have opportunities as executives and how to get that skill to add to resumes as an addition to the current TGMI class agenda. Macel Ely stated that one of the final projects for the TGI classes should be to develop a business strategy to take back to the participant's workplace in order to motivate best practices. Macel is going to get us the definitions for the criteria of selecting candidates. DoHR should notify us when letters go to Commissioners for candidates, so we can assist with the selection process. Victor Barnes suggested that he would like to see basic office skills, such as ordering supplies, in addition to the normal TGMI class topics. Macel Ely suggested more alumni should come to the Montgomery Bell State Park alumni event for the new class. The cookout will be May 10, 2012. Phyllis will contact Lauren Hill to help coordinate. Marilou will send Outlook appointments for orientation and the cookout.

The meeting was adjourned at 3:30 PM. Marilou Cook made the motion to adjourn. April Wright seconded the motion. Meeting adjourned.

Open Discussion:

This month's recommended readings are: Kotter, J.P., & Heskett, J.L. (1992). Corporate Culture & Performance. NY: The Free Press.

MARK YOUR CALENDARS – Dates to remember:

Memphis Redbirds game – 4/14/2012
New Class Alumni Cookout (Montgomery Bell) – 5/8/2012
Nashville Sounds game – 5/12/2012
Alumni visit Knoxville talk about elections – 6/11/2012
Nashville Sounds game – 8/11/2012

Regards,

Melinda S. Crutchfield