



TGMI Monthly Steering Committee Meeting

Date: 8/6/2013

Time: 2:30 PM

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

Chair: April Romero

Secretary: Marilou Cook

Steering Committee Member Attendees:

X	April Romero, Chair	P	Tina Fox, Present Class S.C. Member
	Vacant, Vice Chair	X	Terry Malone, Member-at-Large (Year 1)
X	Marilou Cook, Past Chair	X	Greg Spradley, Member-at-Large (Year 1)
X	Michael Blade, Past Class President	X	Melinda Crutchfield, Member-at-Large (Year 2)
X	Jason Conner, Past Class S.C. Member	A	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

Observers/Guests:

P	Antonio Meeks (HR representative)	X	Mike Travis (Charter Committee Chair)
X	Dr. Macel Ely (UT representative)	X	Robin Hausken, 2013 Class reporter
X	Dr. Gary Peevely (UT representative)	X	Michelle Smith, 2013 S.C. Member

Recommended read: “The New Leader’s 100-Day Action Plan” by George B. Bradt, Jayme A. Check and Jorge E. Pedraza: Wiley, 2011.

Meeting Notes

Called to Order, Roll Call, Welcome Guests	April Romero	Time: 2:32 p.m.
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Treasurer Report

Terry Malone

5 minutes

Agenda Topic: Last month's discussion: Terry should purchase Chair plaque from Southern Trophy and we will send it to Debbie Rivers.

Discussion: Looked through previous Treasurer's documents and found a receipt for the plaque dated 12/9/11 from Southern Trophy House, Inc. This receipt notes that the plaque is rectangle 9" x 12" vinyl, with gavel and logo. However, there isn't anything that notes what was actually printed on the plaque. Terry asked that someone provide an inscription. Mike Travis or Marilou Cook said they could look at previous plaques. Bank account modifications due to Debbie leaving and new Chair and Vice Chair being named.

Conclusions: New Signatures on bank account signature card will be needed once the new Vice Chair is named. Melinda Crutchfield suggested that we have 2 signatures on checks. Jason Conner agreed. Motion was made. Jason moved, Greg Spradley seconded. Motion passed. It was also discussed that we do not currently have checks for the account and that will need to be requested when the bank account changes take place.

Current Balance: \$1,378.89.

Action items: Mike Travis & Marilou Cook will email Terry Malone inscription on Chair plaque.
Terry Malone, April Romero and new Vice Chair (after determined on 8/12) will go to Wells Fargo to update bank account to require two signatures, orders checks and update signing authority

Person responsible:
Mike Travis, Marilou Cook,
Terry Malone, April
Romero, new Vice Chair

Deadline:
Not
discussed

Secretary Report			Marilou Cook	2 minutes
Agenda Topic: July Minutes posted to DOHR website & posted to LinkedIn. LinkedIn updates?				
Discussion: There were no changes to the July Minutes. Minutes were approved and posted as read. 4 new members were added to LinkedIn. Our total membership is 145.				
Conclusions: The new Vice Chair will head the Communications Committee and take over the LinkedIn updates and the posting of minutes and information.				
Action Items: No motions were made.			Person Responsible:	Deadline:
Charter Committee			Mike Travis	5 minutes
Agenda Topic: By-Laws – April suggested changes and updates to the by-laws Update from Mike about use of outside cloud based repository for TGMI –				
Discussion: April suggested a change to the by-laws in Article V, Section 1, h and Article V, Section 2, d. that states "Upon request, provide consultation to DOHR and Tennessee Government Leadership Council". Motion passed 5-3. Further discussion was made that we remove this section of the by-laws completely, since the Tennessee Government Institute Leadership Committee no longer exists. Motion past 5-3. This will be discussed with the Advisory Board Committee on August 8 th . We will gage the response and revisit at the next Steering Committee meeting if needed.				
Several other by-laws were discussed for amendments. It was decided that we would put this to the Advisory Committee first, then bring it to the Steering Committee for discussions in September.				
A change was suggested to the Treasurer duties. April motioned that we modify Article V, Section 4, b to change "Steering Committee" to "Alumni Network". Jason Conner moved, Terry Malone, seconded. Motion passed.				
Mike also reported that nothing in the by-laws prohibits us from using a cloud-based solution for TGMI data as discussed last month.				
Conclusions: By- law revisions were recommended, they will be reviewed at the Advisory Board Committee Meeting and outcomes from that meeting will be discussed in next Steering Committee meeting. All by-law changes must be presented to and agreed upon by the membership.				
By-laws do not prohibit Alumni from using cloud-based storage for TGMI data.				
Action items: April Romero to present by-law updates to Advisory Board Committee then present again to Steering Committee next month			Person responsible: April Romero	Deadline: 8/8 & 9/10
Communications Committee			April Romero	5 minutes
Agenda Topic: Meeting with Trish and TGEI Steering Committee: Trish would like to be included in all TGMI "Communication Committee" emails going forward that April sends to the Committee monthly.				
Discussion: No discussion beyond April reading agenda topic.				
Action items: No motions were made.			Person Responsible:	Deadline:

Community Service Committee			Jason Conner	5 minutes
Agenda Topic: Second Harvest Event update/summary				
Discussion: Event will take place on October 10 th at 5:30 to 8:00pm. It is Family Night so children age 6 and above may attend. Jason noted that this is also Fall Break for Davidson schools. Currently 10-12 people have signed up to help.				
It is suggested that we drop the Adopt-A-Highway program, as it has been cancelled more than it has been held and looks poorly on TGMI to have a litter stretch of highway adopted. We will get information from Chris Harris about how to inform TDOT. Jason plans to discuss with his Committee at their next meeting and will discuss again at the next Steering Committee so we the Steering Committee can vote on the committee's recommendation.				
Action items: Jason to discuss with his Committee dropping Adopt-A-Highway and bring back to Steering Committee next month.			Person Responsible: Jason Conner	Deadline: 9/10
Business Events Committee			Greg Spradley	5 minutes
Agenda Topic: Update on LEAN event, TGEI invited as well.				
Discussion: Lunch and Learn will be held on August 14 th in conference room A on the 3 rd floor of Tennessee Tower from 11:30 to 1:00. The room can accommodate 48 people. It will be a brown bag – bring your own food and beverage. Antonio noted that it was in conflict with an HR conference; however, Greg Spradley noted that it was the only time available for the LEAN group to do the presentation for TGMI.				
Conclusion: No motions were made.			Person Responsible:	Deadline:
Education Committee			Julie Perrey/Vicky Hutchings	5 minutes
Agenda Topic: Meeting with Trish and TGEI Steering Committee: Trish would like for us to Promote the Conference within our Alumni groups				
We have a potential for National Speaker Steve Gilland who wrote the book "Hide Your Goat" to speak at the conference. Also trying to obtain a group to speak about Crucial Accountability from Vital Smarts.				
Trish will send a list of conference committees to us and she'd like for us to help solicit volunteers for those committees				
Update of Committee				
Discussion: April reported on her meeting with Trish and the TGEI Steering Committee. Greg added that he was asked to collect suggested topics for the Fall conference to pass on to DOHR.				
Conclusion: No motions were made.			Person Responsible:	Deadline:
Social Events Committee			Melinda Crutchfield	5 minutes
Agenda Topic: Social event after hours planning for Doubletree/Bar Louie				
Discussion: Melinda reported the survey results suggested Bar Louie and asked for suggested dates for the after-hours social. April suggest that we not do a Friday or Wednesday. Melinda suggested either September 19 th or 26 th , both Thursday afternoons. April suggested September 19 th at Bar Louie.				
Conclusion: Melinda will get an email out to the Alumni with a flyer on the date and the venue.			Person Responsible: Melinda Crutchfield	Deadline: Not discussed

Old Business

DOHR, April Romero 7 minutes

Agenda Topic: **Updates from Leadership Council (DOHR rep), Committee summaries (April)**

Discussion: April asked Antonio to update us on any Leadership Council announcements. Antonio said that the speaker has verbally confirmed that he is available for the date, though a contract had not been signed. Antonio related that Trish wanted him to share that DOHR will need a lot of help from the Steering Committee and the Alumni network and HR wants to build a partnership to promote the Conference. Antonio also shared that a contract has been signed for Statewide Mentoring program.

April sent out a list of Committees and their responsibilities to the Steering Committee for review

Conclusions: No motions were made.

Person Responsible:

Deadline:

New Business

Agenda Topic:

Discussion: Meeting adjourned without having new business discussion, due to a bridge line conflict

Open Discussion

Agenda Topic:

Discussion: Meeting adjourned without having open discussion, due to a bridge line conflict

Dates to Remember

April Romero

Steering Committee Meetings: September 10, October 8, November 12, December 17

TGMI Lunch & Learn LEAN Event – August 14

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 motioned, Jason
Conner moved, Mike Blade seconded

Time: 3:31pm

Special Notes: