



TGMI Monthly Steering Committee Meeting

Date: 9/10/2013

Time: 2:30 PM

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

Facilitator:

Note taker:

Steering Committee Member Attendees:

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

Recommended read: “The Extraordinary Leader” by John H. Zenger & Joseph R. Folkman: McGraw Hill, 2009.

Please bring: Committee Report Updates

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

Called to Order, Welcome Guests	April Romero	Time:
Treasurer Report	Terry Malone	5 minutes
<u>Agenda Topic:</u> Status of purchase of Chair plaque for Debbie Rivers, status of bank account modifications		
Discussion: Treasurer Update - Scheduled to go to Wells Fargo to add April Romero and Vicky Hutchings on 9/17/2013 to the account as well as order new checks that have 2 lines for signatures. Documentation that was given to Terry from past treasurers doesn't indicate that this account must have 2 signatures. This will also be changed when we go on 9/17. Once this has taken affect, Terry will order the plaque for Debbie and obtain a signature from April or Vicky.		
<u>Conclusions:</u>		
Action items: Change bank information at Wells Fargo, Order Plaque for Debbie	Person responsible: April, Vicky, Terry	Deadline: 9/17/2013
Current Balance: \$1,378.89		

Secretary Report			Marilou Cook			2 minutes		
Agenda Topic: August Minutes posted to DOHR website & posted to LinkedIn - not yet posted								
Discussion:								
Conclusions:								
Action items: n/a			Person responsible: n/a			Deadline: n/a		
Charter Committee			April Romero			10 minutes		
Agenda Topic: By-Laws – Update from meeting with Advisory Board Committee								
Discussion: not reviewed because we didn't have a quorum								
Conclusions:								
Action items:			Person responsible:			Deadline:		
Communications Committee			Vicky Hutchings			5 minutes		
Agenda Topic: Update of Committee								
Discussion:								
Conclusions:								
Action items:			Person responsible:			Deadline:		

Community Service Committee		Jason Conner	5 minutes
Agenda Topic: Discussion about dropping Adopt-A-Highway, Update of Committee			
Discussion: no update			
Conclusions:			
Action items:		Person responsible:	Deadline:
Business Events Committee		Greg Spradley	5 minutes
Agenda Topic: Update of Committee, Begin planning for Annual Breakfast – proposed speaker from Ross White, Chuck Evans			
Discussion: Greg will talk to Susan Burdette, Linda Cone, Phyllis Hodges and Lauren Hill about assisting on the Breakfast planning committee. Terry will look at previous year cost for the breakfast expenses. Greg will check on formally inviting Commissioner Hunter. The planning committee will discuss plans to change the giving for the breakfast from Second Harvest to St. Jude.			
Conclusions:			
Action items: Begin planning for annual breakfast		Person responsible: Greg	Deadline: by next mtg
Education Committee		Julie Perrey/Vicky Hutchings	5 minutes
Agenda Topic: Update of Committee			
Discussion: no update, meeting to take place 9/11			
Conclusions:			
Action items: n/a		Person responsible: n/a	Deadline: n/a

Social Events Committee		Melinda Crutchfield	5 minutes
Agenda Topic: Update of Committee			
Discussion: Social event September 19 th . Melinda plans to also plan the Zoo event and Train to Cookeville.			
Conclusions:			
Action items: Plan two events	Person responsible: Melinda	Deadline: by next meeting	

Old Business		April Romero	7 minutes
Agenda Topic: Updates from Leadership Council, conference, mentor program, homecoming after TGMI graduation & black belt training (April)			
Help for conference sub-committees: Registration Sub-Committee Volunteers: Julie Johnson, Richard Kennedy, Sheila Marchman, David Bauer, Terry Malone, Michelle M. Smith; Conference Packet & Materials: Tina Fox, Susan Dill; Setup/Breakdown Sub-Committee: Susan D. Cunningham, Tina Fox; Door Prize Sub-Committee: Vicky Hutchings;			
Discussion:			
Conclusions:			
Action items:	Person responsible:	Deadline:	

New Business			
Agenda Topic: going back to 1.5 hour meetings – April, update in Tennessean, pictures ok? – April			
Discussion: going back to 1.5 hour meetings, April to schedule 2 to 3:30 – didn't discuss pictures since no quorum			
Conclusions:			
Action items: April reschedule meetings	Person responsible: April	Deadline: by next meeting	

Open Discussion		
Agenda Topic:		
Discussion:		
Conclusions:		
Action items:	Person responsible:	Deadline:
Dates to Remember		
April Romero		
Steering Committee Meetings: October 8, November 12, December 17		
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		Time:

Observers/Guests:	A	Antonio Meeks (HR representative)		
	A	Dr. Macel Ely (UT representative)		
	P	Dr. Gary Peevely (UT representative)		
	X	Michelle Smith		

Special notes: