



TGMI Monthly Steering Committee Meeting

Date: 11/08/2013

Time: 2:00 PM

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

Facilitator: Greg Spradley/April Romero

Note taker: April Romero

Steering Committee Member Attendees:

X	April Romero, Chair	P	Tina Fox, Present Class S.C. Member
X	Vicky Hutchings, Vice Chair	A	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

Observers/Guests:

A	Antonio Meeks (HR representative)		
A	Dr. Gary Peevely (UT representative)		
X	Michelle Smith		

Recommended read: “Brain Rules” by John Medina: Pear Press, 2009.

Quorum: Yes No

Called to Order, Roll Call, Welcome Guests	Greg Spradley	Time: 2:15 p.m.
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Meeting Notes

Treasurer Report	April Romero	5 minutes
Discussion: Treasurer Update: <ul style="list-style-type: none"> • April Romero and Vicky Hutchings were added to the account. • I will order the plaque for Debbie and obtain a signature from April or Vicky. • Will be taking any checks given to me at the meeting and deposit later in the week. 		
Previous Balance \$1,378.89 – cost of new checks with 2 signature lines \$40.54 – new balance \$1,338.35		
Action items: n/a	Person responsible: n/a	Deadline: n/a
Current Balance: \$1,338.45		

Secretary Report		Vicky Hutchings	2 minutes
Discussion: Vicky Hutchings posted October minutes on LinkedIn and DOHR website			
Action items: n/a		Person responsible: n/a	Deadline: n/a
Charter Committee		April Romero	10 minutes
Discussion: counting of votes for Member-at-Large after today's meeting			
Action items: April & Vicky meet with Mike Travis to certify election		Person responsible: April, Vicky, Mike	Deadline: 12/12/2013
Communications Committee		Vicky Hutchings	5 minutes
Discussion: Attendees at Graduation next Wednesday from Steering Committee will be Greg, Vicky & April. Vicky will begin work on the Alumni newsletter with a 12/16/2013 cut off date and a 12/27/2013 publication date. Included articles to request will be: Article from Dr. Gary Peevely, Article from Trish Holliday, Article from Bruce (2013 Class President), Steering SubCommittee Chair Articles, Article from the Chair – April			
Action items: work on alumni newsletter		Person responsible: Vicky, Melinda, Jason, Julie, April, Trish, Dr. Gary	Deadline: 12/27/2013
Community Service Committee		Jason Conner	5 minutes
Discussion: no discusson			
Action items: n/a		Person responsible: n/a	Deadline:
Business Events Committee		Greg Spradley	5 minutes
Discussion: 46 participants were registered as of Steering Committee meeting, left over door prizes are available from Annual Conference, Ross is working on LARGE door prizes, Michelle has 15 birdhouses and walking sticks to pick up, discussed agenda for breakfast, April will send survey after breakfast			
Action items: Continue planning for annual breakfast		Person responsible: Greg	Deadline: 12/6/13
Education Committee		Julie Perrey	5 minutes
Discussion: Alumni that are planning to attend Williamson County Schools Speakers Bureau event include: Matthew Williams, Billy Trout, Sondra Howe, Julie Johnson and Michelle Smith			
Action items: n/a		Person responsible: n/a	Deadline: n/a
Social Events Committee		Melinda Crutchfield	5 minutes
Discussion: no discussion			
Action items: Plan two events		Person responsible: Melinda	Deadline: by next meeting
Old Business		April Romero	7 minutes
Discussion: no discussion			
Action items:		Person responsible:	Deadline:

New Business		
Discussion: no discussion		
Action items: n/a	Person responsible: n/a	Deadline:
Open Discussion		
Discussion: discussed emailing the full alumni the alumni database report		
Action items: April to email alumni the alumni listing	Person responsible: April	Deadline: before 12/6
Dates to Remember	April Romero	
Steering Committee Meetings: December 17		
TGMI Class of 2013 Graduation –November 20		
TGMI Alumni Holiday Breakfast – December 6		
Meeting Adjorn	April Romero	Time: 3:26pm