



TGMI Monthly Steering Committee Meeting

Date: 12/17/2013

Time: 2:00 PM

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

Facilitator: April Romero

Note taker: April Romero

Steering Committee Member Attendees:

X	April Romero, Chair	P	Tina Fox, Present Class S.C. Member
P	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)
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	Michelle Smith
A	Dr. Gary Peevely (UT representative)		
X	Susan Burdette		

Recommended read: “Developing Talent for Organizational Results” by Elaine Beich: Pfeiffer, 2012.

Quorum: Yes No

Called to Order, Roll Call, Welcome Guests

April Romero

Time: 2:10 p.m.

Meeting Notes

Treasurer Report			April Romero	5 minutes
Discussion: Treasurer Update:				
<ul style="list-style-type: none"> • I will order the plaque for Debbie and obtain a signature from April or Vicky. • We have 16 people that didn't pay for the Holiday Breakfast. • I have around \$800 to deposit from what was gathered at or after the Holiday Breakfast. • Currently have \$495 donation to St. Jude's. Once we receive the unpaid alumni's \$20 and have paid Montgomery Bell for the breakfast, I will be able to give final amount TGMI is donating. • I have printed the donation form from the St. Jude's website 				
Previous Balance \$1,338.35 – deposit of \$1,015 (Holiday Breakfast) – Gift card purchase \$70, new balance \$2,283.35				
Action items: n/a		Person responsible: n/a		Deadline: n/a
Current Balance: \$2,283.35				
Secretary Report			Vicky Hutchings	2 minutes
Discussion: Vicky Hutchings posted November minutes & Annual Meeting minutes on LinkedIn and DOHR website				
Action items: n/a		Person responsible: n/a		Deadline: n/a
Charter Committee			April Romero	0 minutes
Discussion: n/a				
Action items:		Person responsible: n/a		Deadline:
Communications Committee			Vicky Hutchings	5 minutes
Discussion: Plan to publish newsletter by 12/23/13, dates on DOHR website need to be updated.				
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: Jason recommended Tina Fox as a good candidate to take over as Chair of this Committee next year. Second Harvest events were best attended events, but need to book well in advance. Not sure about Adopt a Highway standing, need to resolve that in 2014. Jon Zirkle typically booked Access Ramp builds and Habitat for Humanity builds and would be a good point of contact for that going forward. Perhaps this committee could consider booking an event during work hours, especially considering this can be used as points toward future BBLP now.				
Action items: n/a		Person responsible: n/a		Deadline:
Business Events Committee			Greg Spradley	5 minutes
Discussion: Sherree Hall-Crowder asked to join this committee in 2014 through the Holiday Breakfast Survey responses. Greg would like to ask the breakfast planning committee to join the Business Events committee for 2014. April to schedule Ellington for Holiday Breakfast in 2014.				
Action items: April to schedule Ellington for 2014, Greg to solicit committee members for 2014		Person responsible: Greg & April		Deadline: 1/14

Education Committee		Julie Perrey	5 minutes
Discussion: no update			
Action items: n/a		Person responsible: n/a	Deadline: n/a
Social Events Committee		Melinda Crutchfield	5 minutes
Discussion: recommendations of events in 2014 are Train to Cookeville during the fall & Zoo event			
Action items: n/a		Person responsible: n/a	Deadline:
Old Business		April Romero	7 minutes
Discussion: no discussion			
Action items:		Person responsible:	Deadline:
New Business			
Discussion: LinkedIn not getting a lot of activity, recommend discussion of Facebook closed group next month during meeting since no quorum today. April to get with Trish Holliday about Book Club for 2014			
Action items: Book club		Person responsible: April	Deadline: 1/14
Open Discussion			
Discussion:			
Action items:		Person responsible:	Deadline:
Dates to Remember		April Romero	
Meeting Adjorn		April Romero	Time: 3:02pm