

Tennessee CUPA-HR Board Meeting
August 24, 2009
Teleconference call
Minutes

Present: Ann McElrath, Joan Bates, Judie Martin, Rich Ashley, Diana McClay, and Patricia Burks-Jelks

Ann McElrath called the meeting to order. There was a roll call of officers.

Ann asked if everyone had reviewed the minutes of the July meeting. There were no changes and a motion was made by Joan Bates to approve, seconded by Diana McClay, and the motion was approved.

Joan Bates gave the Treasurer's report. At the end of July, there was a balance of \$11,174.86. Since that time, there were 3 deposits totaling \$325.00 and one disbursement of \$200 leaving a balance of \$11,299.86. There was one correction to the memberships received from ETSU. That was for 12 memberships, not 5. A motion was made by Judie Martin to approve the Treasurer's report as amended to reflect the ETSU memberships, seconded by Diana McClay, and the motion was approved.

Ann asked Patricia Burks-Jelks to give a membership report about the UT memberships and state schools. Patricia stated that she would be talking to the HR officers via a conference call in the near future and would ask again about memberships and attendance at the conference. Patricia has sent a letter to all the HR officers at the state schools asking them to join and attend the conference. Ann thanked Patricia for the email and told her, she had forwarded a copy to Russell for him to use for private schools.

Diana McClay gave the Communications Committee report. She stated that the newsletter is out, the website has been updated, and the listserv is working.

Ann then asked Rich Ashley to update everyone on the upcoming conference. As of this date, there were only 4 registrations received for the conference and 11 rooms had been booked at Henry Horton. The cut-off date for rooms is August 31. No vendors have registered or made room reservations.

The panel discussion will include Debbie Johnson, Bonnie Curran (MTAS), and JaCenda Davidson (Fisk). Rich stated that he would like them to cover 10-15 minutes each on hot topics that they are facing at their schools or organizations. Then that would be open to the floor for questions from the participants. Rich needs a bio on the speakers.

Ann has talked to the Kentucky delegation about attending the conference. She is expecting to hear from them this week as to whether they will drive down from Bowling Green (down and back or stay over one night).

On Monday, August 31, Ann, Joan and Rich will do a telephone call and determine how many rooms are booked at Henry Horton and whether the rest of the block gets cancelled or we hold some rooms (at the risk of the association having to pay if not booked). At that time, Ann will advise the rest of the Board.

Ann has prepared a draft email message to go out to members encouraging people to sign up for the conference. This will be sent today.

The question was asked of Rich about the lunch and dinner prices and if that included tax and gratuity. It does not include either and the gratuity is 18%. If the association pays the bill, there will be no tax. All speakers are confirmed except for the panel. Valic will provide conference bags. Karen Queener is to handle the hospitality suite on Wed. evening. Rich is checking with the gift shop to see about speaker gifts. Rich is going down on Tuesday night to get set up. Dan Trentham had told Rich he would come down also. We will decide room coordinators at the next meeting.

Ann asked about what should be discussed at the business meeting. It was mentioned that the Tennessee CUPA-HR is now a 501(c)(3). Joan has e-filed Form 990-N with the IRS. The association should be made aware of the non-profit exemption, membership pitch should be made, discussion of the spring meeting, and any new business. Thanks to Joan that she has completed the filing of the 5500 report that is required.

There will be a called meeting via telephone conference call on September 14 to discuss the final arrangements for the conference. It was mentioned that if we don't have enough participants to go forward, that we may want to consider doing webinars on the topics that were to be presented for members. The call will be on September 14 at 3:30 pm (EST).

Being there was no further business, Joan made a motion to adjourn, seconded and passed.