

Tennessee CUPA-HR Board Meeting
July 27, 2009
Telephone Conference call

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

Absent: Dan Trentham, Jennifer Hunt, Russell Epperson

Ann McElrath called the meeting to order and did a roll call of board members on the telephone. The minutes from the June 22 meeting were introduced and one correction was made. A motion to accept the minutes as modified by Rich Ashley, seconded by Patricia Burks-Jelks, and the motion was approved.

Joan Bates gave the Treasurer's report. There were two deposits for memberships (\$225) and one disbursement for \$31.00 (deposit slips) leaving a balance of \$11,174.86. A motion was made by Judie Martin to approve the report, seconded by Karen Queener, and the motion was approved.

Patricia Burks-Jelks asked about the membership for UT. Was there a distinction between UT system and UT campus'? Last year, UT paid \$100 for 5 memberships and \$150 for 6 additional memberships. Joan will send Patricia a copy of last year's members. At this time, only one has been paid for 2010 and that was Judie Martin paid her own (\$25.00).

Diana McClay gave a communications report and said that the HR website had been converted. Joan is sending new members to Diana. Diana will be sending out a flyer to "Hold the date" for the conference. Membership information will go out with the full newsletter. At the last meeting, Jessica Savage was to check on the possibility of setting up a list-serve for members. Ann McElrath stated that when she was in Arizona at the leadership conference, a lot of the chapters were talking about setting up a list-serve. Ann asked how many board members were on Twitter? Joan Bates is the only one. Ann suggested that as a possibility. Diana will talk with Jessica to see what she found out.

Rich Ashley gave a report on the conference. The dates are September 30-October 1, 2009 at Henry Horton State Park. Rich emailed everyone a copy of a draft agenda, notes on the conference, and both participant and vendor applications. He began with the agenda.

September 30, 2009 (Wednesday)

- Move the registration time to 12:00-4:30. Joan Bates and Judie Martin will handle
- Move the golf tournament to 12:00-4:00. Ann McElrath will work on that and also prepare a registration form for golfers to complete.
- Welcome and panel discussion will begin at 4:30-6:00. Tentative panel members include Debbie Johnson (**not sure who was to contact her**); Jennifer Hunt (Ann to contact and confirm); Patricia to find someone from UT (suggested Alan Chesney or Herb Byrd), and it was suggested maybe someone from Vanderbilt, Tennessee Tech, or MTSU be added. **I am not sure who is contacting them.**

-Dinner – Rich is to check to see if the \$11.45 included gratuity.

-Mixer – Karen Queener will handle. The possibility of a scavenger hunt was suggested with the goodie bag items to be the items being sought at the various stops. Participants would stuff their own bag. Then they would return to the room for light refreshment.

October 1, 2009 (Thursday)

-Registration would be from 7:30-9:00 – Joan Bates/Judie Martin to handle.

-Breakfast – 7:30-8:30– continental breakfast (this is provided by the hotel at no cost). If participants want breakfast, they can go to the dining room and purchase their own.

-8:30-9:00 – Welcome, announcements, vendors speak. Ann McElrath will handle.

-First session – two breakouts . Russell Epperson has been confirmed for one session and **Patricia Burks-Jelks will talk with Marva Rudolph about her session (and details of travel).**

-Break will be 10:00-10:15.

-Second session – 2 breakouts. One will be a continuation with Marva Rudolph. The other will be with Greg Conroy (**Rich to confirm**).

-11:15-11:30 – time for participants to walk to the dining room, visit with vendors

-11:30-1:30 – Lunch and speaker (**Rich to confirm speaker**).

-1:30-1:45 – break, move back to meeting area, visit with vendors

-1:45-2:45 – Third session – **Ann McElrath to confirm with AON and Rich Ashley to confirm with Wayne Maddox.**

-2:45-3:15 Wrap Up (Ann to handle).

We then moved on to the conference notes.

1. Golf – Ann McElrath to work on.
2. Vendors/sponsors? No contact has been made with anyone at this point. Karen asked if we had a list of past sponsors and she will send her list to Rich. Everyone was in agreement with the sponsor levels. If any vendor wants to provide a meal or break, they can do so in addition to the sponsor level.
3. Conference bags – Rich Ashley to check with vendors.
4. Meals – it was decided that meals (dinner and lunch) would be included in the participant registration fee.
5. Guests – At this time, we are looking at 2 guests from Kentucky (was this for room and meals or just meals?)and possibly a couple of speakers that will have their lunch paid for.
6. Costs for Guests – We deleted breakfast (they can do continental). Maximum liability would be about \$1,100.
7. Room rental – depending on how many sleeping rooms are reserved will determine the cost of the meeting space. Reduce the number of guaranteed rooms to 25. Rooms will be held by the hotel until September 1, then it depends on availability.
8. Afternoon break – delete iced tea and sweets (Sept 30). Can hotel put water in pitchers on the tables?
9. Morning break – delete the breakfast food (juice, Danish, bread). Put snacks in goodie bag. Just have coffee and sodas. Water on the tables in pitchers or in the back of the room.

Afternoon break – delete tea and brownies. Leave drinks.

10. Mixer event – Can bring own beer and wine. Have some sodas for people that don't drink. Also have salty food (chips, pretzels, popcorn, trail mix???)

11. Panel Discussion – see previous section about who is to confirm.

12. Speaker gifts – maximum of \$15. Maybe could get something at gift shop.

13. Room coordinators – did not discuss

14. Registration table – Joan and Judie to handle. Rich to find some more durable nametags (not peel off). Ask vendors if they have something that can be used (lanyard).

Rich will re-work the costs after talking with the hotel and finalizing arrangements.

We then moved to the registration forms. It was decided to have an “early registration” cut-off by August 25 for \$55.00 (will include dinner and lunch) or late registration by September 23, 2009 at \$65.00 (still included meals). Ann McElrath will work on a golf registration form. Diana McClay and Rich Ashley will try to confirm speakers and get to Jessica Savage for her review and then get it out to members ASAP.

Under new business, Rich Ashley said that he had been to a webinar conference and is looking at the ability to host webinars in the future. Rich will get more information and this is something we can look at for fall or winter.

There was no other business and the meeting was adjourned at 5:30pm.

The next meeting (conference call) will be on August 24, 2009.