



**Minutes
TN CUPA-HR
August 28, 2006
CUPA-HR National Office, Knoxville, Tennessee**

Attendance: Karen Queener, Pellissippi; Diana McClay, ETSU (phone); Keni Lanagan, Maryville (phone), Cindi Reynolds, UT; Dan Trentham, UT; and Connie Baskette, UT.

The meeting was called to order at 3 p.m. by Karen Queener, Co-President.

The minutes from the July 24, 2006 meeting had been previously emailed to all Board members. Cindi Reynolds moved and Connie Baskette seconded to approve the minutes as mailed. The motion carried unanimously.

Dan Trentham presented the Treasurer's Report:

Current Checking Account Balance:	\$3,273.48
Current Credit Balance with Southern CUPA:	<u>\$164.12</u>
Total Funds Available:	\$3,437.60

Outstanding Accounts Receivable:

ING	\$3,000
Fidelity	\$1,500
Segal/Sibson	\$1,500
AIG/VALIC	\$ 500
Liberty Mutual	<u>\$ 500</u>
Total Receivables:	\$7,000

Outstanding Accounts Payable:

Holiday Inn-amount to be determined.

Discussion followed concerning the Fall Conference: the Chapter has guaranteed 75 rooms and 75 meals; the remaining Holiday Inn bill is estimated to be \$8,000; and there are currently 11 registrations.

Committee Reports:

Membership Committee: No Report.

Karen noted our new members: Russell Epperson, Freed-Hardemann; Leah Gray, Jackson State; Matt Tiller, Lipscomb; and Claire Shapiro, Rhodes. Dan has sent invoices to those institutions that have not renewed their Chapter membership.

Programming Committee: Connie Baskette, Chairperson, provided an update on the Fall Meeting on October 23/24, in Brentwood. Connie and Cindi Reynolds visited the Holiday Inn in Brentwood and were impressed with the facilities. A ballroom will be split and used for concurrent sessions; meals will be buffet style; rooms have been recently refurbished; vendors will be in a separate room; and a restaurant and lounge are available on-site. Fidelity will sponsor a happy hour. All speakers have been confirmed. Dr. Sarubbi will receive payment for travel, meals and hotel. Speaker gifts will be determined. The break on day one will include cookies and drinks, on day two the break will be drinks only. Breakfast will be a full breakfast buffet; lunch will include salad, vegetables, rolls and stuffed pasta shells. The committee discussed possible further sponsorship contacts: Hartford, Legacy Systems, United Health Care, Higheredjobs.com, AIG/VALIC, ING, TIAA, Provident, BC/BS, John Deere and CIGNA. Baker Donelson was announced as a new \$500 sponsor. Sponsors will have use of a booth at no extra charge. Sponsors will be thanked in all email communications.

Old Business:

Dan has not heard further concerning the Chapter's tax exempt status. Karen will check with Leah Burns to make sure all Secretarial records have been properly forwarded to the Southern Region.

New Business:

Diana noted that the Newsletter was ready and would be forwarded to Karen for distribution.

Additional Comments and/or Reports

Karen will be attending the Southern Region Board meeting in New Orleans this week. It was noted that the National CUPA-HR meeting is in San Diego on September 28-October 1.

Connie noted that Conference participants will receive goodie bags, all institutions are asked to supply items (100) for the bags; the laptops/projectors have been arranged; microphones will be handheld; and the printing of the agenda/program will be further discussed.

Everyone was reminded to register for the Fall Conference.

The next meeting will be held September 25, 3 p.m. (Eastern) at the CUPA-HR office in Knoxville. The Board meets monthly on the fourth Monday of each month at 3 p.m. (Eastern). The call-in number will be the same: 800-531-3250; when prompted, the caller will need to enter the conference ID 1717119.

The meeting adjourned at 3:30 p.m.

Respectfully submitted,

Diana McClay, Secretary