



**Minutes  
TN CUPA-HR  
December 18, 2006  
CUPA-HR National Office, Knoxville, Tennessee**

Attendance: Diana McClay, ETSU (phone); Jennifer Hunt, Maryville (phone), Dan Trentham, UT; Connie Baskette, UT; and Karen Queener, Pellissippi.

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

The minutes from the November 27, 2006 meeting had been previously emailed to all Board members. Connie Baskette moved and Dan Trentham seconded to approve the minutes as mailed. The motion carried unanimously.

Dan Trentham presented the Treasurer's Report:

Current Checking Account Balance:	\$10,199.39
Current Credit Balance with Southern CUPA:	<u>\$164.12</u>
<b>Total Funds Available:</b>	<b>\$10,363.51</b>

No outstanding accounts receivable/accounts payable.

**Committee Reports:**

Membership Committee: Claire Shapiro, Chairperson. No Report.

Programming Committee: Connie Baskette, Chairperson. Connie presented a draft proposal for the Spring Conference to be held at the University of Tennessee's West Tennessee Research and Education Center in Jackson, TN. The conference will offer a welcome/general session, lunch and two tracks of sessions for beginner level and upper level human resource professionals (proposed seminar listed below). Tentative dates in April and May, and catering resources will be further researched.

Discussion followed concerning the scheduling of conferences in order to adequately hold elections while rotating conferences across the state. Sponsorships for the Spring Conference will be pursued.

**Proposed Seminar Content** (two tracks- HR 101 and HR Upperclassmen)

**Schedule:**

10 a.m. -10:30 a.m. Welcome and General Session

10:30 a.m. – 11:30 a.m. Two Tracks

HR101

**Compensation (30 minutes)**

Interpreting the CUPA Salary Survey

**Training & Development (30 minutes)**

Developing Supervisory Training

11:45 a.m. – 1 p.m. Lunch

1 p.m. – 3 p.m. Two Tracks

HR 101

**FMLA (30 minutes)**

**Tax Deferred Income (30 minutes)**

**Temporary Help Pool (30 minutes)**

**Pension Protection Act (30 minutes)**

3 p.m. Dismiss

HR Upperclassmen

**CUPA Knowledge Center**

HR Upperclassmen

**HR Metrics**

**Old Business:**

Dan (with the assistance of Jennifer and Karen) will complete the IRS questionnaire required to receive the Chapter's tax exempt status ID number.

Karen will send a follow-up email to those members who expressed an interest in volunteering with the Chapter: Leah Gray, Jackson State; Libby Whitaker, Lincoln Memorial; Stephanie Babb, Belmont (legislative committee interest); and Sandra Keith, TN State University.

**New Business:**

Keni Lanagan, Maryville, resigned as Chapter newsletter editor. The Board expressed their appreciation for her excellent work.

The Board discussed the email list used to disperse Chapter information. Karen will email the list to Board members for review and additions.

Discussion followed concerning marketing the Chapter to increase membership. A possible marketing strategy will include a hard-copy personalized letter/with Chapter brochure mailed to each university/college human resource director in Tennessee.

**Additional Comments and/or Reports:** None noted.

The next Board meeting will be held January 22, 2007 3 p.m. (Eastern) at the CUPA-HR office in Knoxville. 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 3:50 p.m.

Respectfully submitted,  
Diana McClay, Secretary