



**Minutes
TN CUPA-HR
February 26, 2007
CUPA-HR National Office, Knoxville, Tennessee**

Attendance: Dan Trentham, UT (phone); Connie Baskette, UT (phone); Diana McClay, ETSU (phone); Russell Epperson, Freed-Hardemann (phone); Karen Queener, Pellissippi.

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

The minutes from the January 23, 2007 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>
Total Funds Available:	\$10,363.51

No outstanding accounts receivable/accounts payable.

Appropriate forms will be completed and filed with CUPA-HR for Chapter exemption under Section 501(c)(3) of the Internal Revenue Code.

Dan will contact CUPA-HR concerning a proposed and approved sponsorship listing.

Committee Reports:

Membership Committee: Claire Shapiro, Chairperson. No Report.

Programming Committee: Connie Baskette, Chairperson. The Spring Conference will be held at the University of Tennessee's West Tennessee Research and Education Center in Jackson, TN. A sponsorship list is being developed. Sponsors will be charged a flat table fee of \$50. Door prizes are encouraged; meal will be \$10.95 or \$12.95; Leah Gray, Jackson State and Russell Epperson have volunteered; Karen Queener will mass email a "save the date" reminder to Tennessee human resource higher education professionals; Connie will develop a "call for presentations"; the Doubletree in Jackson offers state rates; two rooms have been reserved in the Education Center; sponsorship of a "night out" on May 7 will be pursued; two tracks of educational workshops were approved; and workshops will be 50 minutes. Extensive discussion followed concerning the approval of workshop subject matter: FMLA, AA Plans; training development; supervisory training; CUPA survey use; HR metrics, OSHA; employment basics-hiring/retaining the right employee; temporary worker pools; and tax deferred income. The "Save the date" email will direct those with questions to contact Dan at his email address. Registration information will be added to the Chapter website soon.

Old Business:

Dan is pursuing the purchase of Chapter letterhead and envelopes; the Chapter brochure is complete; and Karen has drafted a letter to be sent to all Tennessee human resource directors for marketing purposes.

Diana will develop the upcoming Chapter newsletter.

New Business:

Officer nominations are required, with new officers assuming office in July 2007. Elections will be held during the May 8, 2007 business meeting. Dan will assume the presidency. Nominations for secretary, treasurer and president-elect are required.

Additional Comments and/or Reports:

It was noted that the Board had agreed to sponsor the Fall conference in East Tennessee in 2007; Spring 2008 in Middle Tennessee (larger audience available/accessibility); and Fall 2008 in West Tennessee.

The next Board meeting will be held March 26, 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