



**Minutes
TN CUPA-HR
January 23, 2007
CUPA-HR National Office, Knoxville, Tennessee**

Attendance: Jennifer Hunt, Maryville (phone); Dan Trentham, UT; Connie Baskette, UT; and Claire Shapiro, Rhodes (phone).

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

The minutes from the December 18, 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>
Total Funds Available:	\$10,363.51

No outstanding accounts receivable/accounts payable.

Committee Reports:

Membership Committee: Claire Shapiro, Chairperson. Claire, Jennifer and Karen Queener, Co-President, held a conference call to discuss membership needs. Claire has emailed her committee members (Marva Rudolph, UT and Pat Coverdale, Southern Adventist) for further comment. Individual telephone calls to prospective members and a membership contest were discussed as possible recruiting tools.

Programming Committee: Connie Baskette, Chairperson. Connie has secured the University of Tennessee's West Tennessee Research and Education Center in Jackson, TN for May 8 for the Spring Conference. She has discussed lunch with a caterer with a price range of \$10.95 - \$12.95 per person. The conference registration fee will be tentatively \$20. A social evening on the night of May 7 was discussed. A "save the date" email/notification was proposed and approved.

Proposed Seminar Content (The program will have two tracks—HR 101 and HR Upperclassmen):

9 a.m. – 9:30 a.m. Registration
 9:30 a.m. – 10:30a.m. Welcome and General Session

Time	HR 101 Track	HR Upperclassmen Track
10:30 a.m. – 11 a.m.	Compensation- Interpreting the CUPA Salary Survey	CUPA Knowledge Center
11:10 a.m. – 11:45 a.m.	Campus Wide Training and Development–How to make it happen	Supervisor Training and Development
11:45 a.m. – 12 p.m.	Vendor	Vendor
12 p.m. – 1 p.m.	Lunch (box from Heavenly Ham - they deliver?)	Lunch (box?)
1 p.m.– 1:30 p.m.	Writing an AAP	Advance Benefits (tax deferred income, Pension Protection Act)
1:45 p.m. - 2:15 p.m.	Organizing for success	Safety/OSHA
2:25 p.m. – 2:55 p.m.	Hiring the right Candidate	Firing the wrong Candidate – when you can and what to look out for

3 p.m. – 4 p.m.: Closing Ceremonies (I can survive Human Resources-tentative title/Door Prizes)

Old Business:

Discussion followed concerning the need to order Chapter letterhead, possibly 1000 sheets and envelopes.

New Business:

None noted.

Additional Comments and/or Reports:

None noted.

The next Board meeting will be held February 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 3:40 p.m.

Respectfully submitted,
 Dan Trentham for Diana McClay, Secretary