



**Minutes
TN CUPA-HR
March 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); Jennifer Hunt, Maryville (phone); and Karen Queener, Pellissippi.

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

The minutes from the February 26, 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	\$10,299.39
Current Credit Balance with Southern CUPA:	<u>\$ 164.12</u>
Total Funds Available:	\$10,463.51

The checking account balance reflects a new member payment. No outstanding accounts receivable/accounts payable.

Dan is waiting for our Chapter letterhead and envelopes to be completed at the printers. Karen and Jennifer will send Dan the final recruitment letter. Diana mailed brochures to Dan for inclusion. Following discussion, letters will be personalized and Dan has the staff to complete the mail merge and envelope stuffing.

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. Because we received only one response from the Call for Presentations, Connie will directly contact potential volunteers and secure presenters. Registration is \$20 and Dan has the registration form ready for distribution via email and website, deadline is April 27. Lunch will cost \$12.95. There will be 10 vendor tables at \$25 each. Vendors will be contacted. The "save the date" email has been sent. The conference title will be "Tennessee CUPA Spring Workshop." The website will be updated with registration, topic, speaker and hotel information. ING may provide tote bags for participants.

Dan will send Board members weekly registration updates. The Board will meet early next month on April 16 to discuss final conference plans.

Old Business:

Diana has articles for the upcoming Chapter newsletter and will have it completed in time to advertise the Spring conference.

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. Diana agreed to be nominated for secretary; Russell was asked to consider an officer position.

Russell has agreed to assist with member recruitment in West Tennessee. Jennifer will pursue an additional volunteer for East Tennessee.

Additional Comments and/or Reports:

None noted.

The next Board meeting will be held a week early on April 16, 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 4 p.m.

Respectfully submitted,

Diana McClay, Secretary