



**Minutes
TN CUPA-HR
October 30, 2006
CUPA-HR National Office, Knoxville, Tennessee**

Attendance: Diana McClay, ETSU (phone); Jennifer Hunt, Maryville (phone), Dan Trentham, UT; Connie Baskette, UT; Karen Queener, Pellissippi: Keni Lanagan, Maryville (phone); Marva Rudolph, UT (phone); and Pat Coverdale, Southern Adventist (phone).

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

The minutes from the September 25, 2006 meeting had been previously emailed to all Board members. Connie Baskette moved and Pat Coverdale seconded to approve the minutes as mailed. The motion carried unanimously.

The minutes from the October 24 Fall Conference Business Meeting had been previously emailed to all Board members. Karen Queener moved and Connie Baskette seconded to approve the minutes as amended noting final Conference attendance.

Dan Trentham presented the Treasurer's Report:

Current Checking Account Balance:	\$13,699.41
Current Credit Balance with Southern CUPA:	<u>\$164.12</u>
Total Funds Available:	\$13,863.53

Outstanding Accounts Receivable:	
Liberty Mutual	<u>\$ 500</u>
Total Receivables:	\$ 500

Outstanding Accounts Payable:	
Holiday Inn	~\$5,181.40
Alpha Graphics	<u>~\$1,000.00</u>
Total Accounts Payable:	~\$6,181.40

Balance:	~\$8,182.13
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A \$100 Honorarium will be presented to Dr. Sarubbi in recognition of his presentation, and a mileage reimbursement of \$238.56. On behalf of the Board, Diana will send a thank you note and the checks to Dr. Sarubbi.

Committee Reports:

Membership Committee: No official report. Claire Shapiro, Rhodes College, is the new Membership Committee Chair. Marva Rudolph, UT and Pat Coverdale, Southern Adventist, are committee members. Jennifer Hunt and Karen Queener will meet with Claire to develop committee duties and responsibilities. Development of materials ("welcome wagon") for new members was suggested.

Programming Committee: Connie Baskette, Chairperson. Connie thanked Dan Trentham and Cindi Reynolds for their hard work in planning and coordinating the Fall Conference. Connie noted the following Conference comments: the vendor area was too small; vendors were pleased with the conference and interested in participating next year; speakers were good; hotel costs were high for food/drinks; few evaluations were completed; small group sessions on topics was suggested for next year; next year coordinate dinner with vendors and have sign-up sheets; and perhaps a longer conference including a night out sponsored by the vendors. Things learned: visit the hotel prior to booking; junior HR employees need to participate; and we need to encourage registration.

Jennifer suggested that next year more sessions be given by our CUPA participants than by vendors.

A 2007 spring conference hosted in west Tennessee was briefly discussed. Dates will not conflict with the Southern Region Conference in New Orleans.

Karen will send an email/evaluation to all participants encouraging them to complete a Conference evaluation.

Old Business: None reported.

New Business: Karen noted that several Conference participants expressed an interest in volunteering with the Chapter: Leah Gray, Jackson State; Libby Whitaker, Lincoln Memorial; and Stephanie Babb, Belmont (legislative committee interest). Hal Freeman, Lambuth University, expressed an interest in joining. The Chapter is in need of a nominating committee, and membership development with students and vendors. The Bylaws will be reviewed to identify other areas that volunteers can serve.

Dan will send Diana an updated membership listing for web posting.

Additional Comments and/or Reports:

The next Board meeting will be held November 27, 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 3:45 p.m.

Respectfully submitted,

Diana McClay, Secretary