



**Minutes
TN CUPA-HR
September 25, 2006
CUPA-HR National Office, Knoxville, Tennessee**

Attendance: Diana McClay, ETSU (phone); Jennifer Hunt, Maryville (phone), Dan Trentham, UT; Connie Baskette, UT (phone); Claire Shapiro, Rhodes (phone); and Russell Epperson, Freed-Hardeman (phone).

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

The minutes from the August 28, 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:	\$5,798.48
Current Credit Balance with Southern CUPA:	<u>\$164.12</u>
Total Funds Available:	\$5,962.60

Outstanding Accounts Receivable:

ING	\$3,000
Fidelity	\$1,500
Segal/Sibson	\$1,000
Baker Donelson	\$ 500
Liberty Mutual	<u>\$ 500</u>
Total Receivables:	\$6,500

Outstanding Accounts Payable:

Holiday Inn-amount to be determined.

Discussion followed concerning the Fall Conference: the Chapter has guaranteed 75 rooms and 75 meals, and there are currently 47 registrations.

Committee Reports:

Membership Committee: No Report.

Programming Committee: Connie Baskette, Chairperson. The committee decided to personally call institutions in Tennessee that have not registered. Dan will evaluate the list of 95 higher education institutions in Tennessee and email each Board member a list of schools to personally contact. The committee also decided to charge a flat fee of \$50 for registration and \$30 for a one-day registration (Diana will update the web site). Dan will request that CUPA send another mass email reminder to all CUPA members in Tennessee reminding them of the Conference.

One-hundred participant tote bags have been ordered; they include logos and are blue/natural. One-hundred pads with logos and 100 Conference programs have also been ordered. Board members are asked to provide stuffers for the bags. Connie hopes to contact schools in the Nashville area to provide assistance prior to and during the event. Jennifer will provide copies of the by-laws for distribution. Jennifer will meet with Karen Queener to discuss the Conference Business Meeting Agenda and develop a ballot for the President-Elect vacancy. Information will also be provided in the tote bags on the benefits of TN CUPA-HR membership.

The Board will hold a special meeting on October 16, 3 p.m., in the CUPA-HR Knoxville Office to finalize Conference activities.

Old Business: None reported.

New Business: Because of a conflict with the Fall Conference, the regularly scheduled October Board meeting will be held October 30.

Additional Comments and/or Reports: The Board members expressed their condolences and deepest sympathy for Alan Chesney on the recent passing of his sister.

The next Board meeting will be held October 30, 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,

Diana McClay, Secretary