



**Minutes  
TN CUPA-HR  
May 22, 2006  
CUPA-HR National Office, Knoxville, Tennessee**

Attendance: Karen Queener, Pellissippi; Alan Chesney, UT (phone); Diana McClay, ETSU (phone); Debbie Johnson, TBR (phone); Mike Hamlet, TBR (phone); Marva Rudolph, UT (phone); Keni Lanagan, Maryville (phone); Jennifer Hunt, Maryville (phone), and Cindi Reynolds, UT .

The meeting was called to order at 3:05 p.m.

The minutes from the April 24, 2006 meeting had been previously emailed to all Board members. Cindi Reynolds moved and Marva Rudolph seconded to approve the minutes as mailed. The motion carried unanimously.

Dan Trentham was out of town. No Treasurer's Report was presented.

**Old Business:**

Discussion continued concerning the need for a president-elect. Karen will follow-up with Leah Burns, CUPA-HR, for procedures for appointing unfilled positions and proper election procedures.

**New Business:**

Keni and Jennifer will distribute the draft newsletter/outline to the Board for approval and comments.

Karen reiterated the need to perform tasks and activate committees according to our Bylaws. The Secretary is responsible each July for the preparation and presentation to CUPA-HR of Chapter membership lists and a projected meeting schedule. Diana will check with Dan to obtain the membership rosters from each member institution. We are lacking a Nomination/Election Committee and a Legislative Affairs Committee. The Board discussed the need to utilize additional Chapter members to fill these vacancies.

**Committee Reports:**

Programming Committee. Connie Baskette, Chairperson, was out of town. The Committee had met earlier via conference call. Jennifer announced a tentative meeting schedule for the October 26/27, 2006 meeting in Nashville:

**October 26 (Central Time)**

1 p.m. – 1:30 p.m. Welcome/Introductions  
1:45 p.m. -2:45 p.m. General Session  
2:45 p.m. – 3:15 p.m. Break  
3:15 p.m. - 4:30 p.m. Concurrent Sessions  
4:30 p.m. Networking/Dinner on Own

**October 27**

7 a.m. – 8 a.m. Breakfast Buffet  
8 a.m. – 9:15 a.m. Concurrent Sessions  
9:15 a.m. – 9:30 a.m. Break  
9:30 a.m. – 12 p.m. Concurrent Sessions  
12 p.m. – 12:15 p.m. Break  
12:30 p.m.–1:45 p.m. Lunch/Business Mtg.

The hotel contract is being reviewed by the national office. Room rates will be \$95. The committee is looking for corporate sponsors, please contact Karen if you have nominations. Possible sessions include: a pandemic (UT/TBR); benefits (Andy Brantley); "Doctor in the House" (Freed-Hardeman University); Paralympian general session speaker (sponsored by Hartford); diversity (Marva Rudolph); compensation (Diana McClay); OSHA, etc. The committee anticipates three concurrent sessions at a time, with a possible 12 session topics required.

Membership Committee: Alan Chesney, Chairperson, has discussed Vanderbilt's Chapter membership and he is awaiting further contact from them. The Membership Form on the web page needs to be updated for the new membership year starting in July 2006. Mike Hamlet proposed a contest to enhance membership: The individual who gets the most new Chapter members will receive a free night stay at the conference and/or free registration. Alan motioned and Debbie Johnson seconded that the winner of the membership drive, who brings in the most new members by September 15, 2006, will receive both free registration and hotel accommodations for the October meeting. The motion passed.

#### **Additional Comments/Reports:**

Jennifer will email Dan to request a Treasurer's Report.

Karen requested that each Board member send her a list of their institution's Human Resources faculty. She will add them to our distribution list.

The next meeting will be held June 26, 3 p.m. (Eastern) at the CUPA-HR office in Knoxville. The Board meets monthly on the fourth Monday of each month at 3 p.m. (Eastern). The call-in number will be the same: 800-531-3250; when prompted, the caller will need to enter the conference ID 5601790.

The meeting adjourned at 3:40 p.m.

Respectfully submitted,

Diana McClay, Secretary