

**Minutes  
TN CUPA-HR  
December 9, 2005  
CUPA-HR National Office, Knoxville, Tennessee**

Attendance: Karen Queener, Pellissippi; Jennifer Hunt, Maryville; Diana McClay, ETSU ; Leah Burns, CUPA-HR; Andy Brantley, CUPA-HR; Keni Lanagan, Maryville; Alan Chesney, UT; Dan Threntham, UT; and Connie Baskette, UT.

The meeting was called to order at 3:30 p.m.

Jennifer Hunt presented a list from the CUPA-HR National Board of bylaws suggestions and questions for the TN Chapter's consideration:

1. The fee structure is stated in the bylaws. A motion was made, seconded and unanimously approved to remove the fee structure from the bylaws.
2. There is an inconsistent use of President and Co-President. Jennifer will correct use of terms in Article VI. Motion not required.
3. Include language to encourage or require Chapter members to become national members. No motion made.
4. Dues amounts are too high. A motion was made, seconded and unanimously approved to maintain dues structure but to give an introductory offer of ½ price for the first year of membership.

Jennifer will revise the by-laws and send to the committee for review. Pending committee approval she will send the revised bylaws to CUPA-HR for the attorney's review. Final changes are needed for incorporation and will be posted on the Chapter website.

The Minutes from the November 7, 2005 Board Meeting were presented. A motion was made, seconded and unanimously approved to accept the minutes as submitted.

The Minutes from the October 19, 2005 Conference were presented. A motion was made, seconded and unanimously approved to accept the minutes as submitted.

Treasurer's Report:   \$1,270 in bank  
                              \$1,000 in invoices  
                              Three (3) institutions have become members.  
                              \$500 in start-up funds will be provided from the Southern Region

Dan Trentham will provide Diana McClay a membership list for inclusion on the Chapter website. Discussion followed concerning the location of a bank with state-wide branches. A motion was made, seconded and unanimously approved to use First Tennessee Bank. Signature authority requirements were discussed and the need to have a minimum of two Board Members with signature authority. Dan will discuss these requirements with the CUPA-HR office.

New Business:

Donna Popovich approved TN CUPA-HR's request to have a break-out session at the Southern Region Conference in April. Discussion followed concerning contacting vendors as sponsors for refreshments; methods of promoting Chapters at the Regional Conference (table decoration contest suggested by Connie Baskette); and that all Board Members are also serving on the Region's Host Committee in April.

Alan Chesney reported that the Southern Region has a logo for the April Conference. It was suggested that the TN Chapter begin work on developing a logo with the assistance of CUPA-HR office.

Discussion followed concerning the establishment of committees:

Four volunteers have been recruited for committee membership: Cindi Reynolds, UT; Pat Coverdale, Southern Adventist University; Marva Rudolph, UT; and Claire Shapiro, Rhodes College.

Alan will chair the Membership Committee and will develop the committee. Possible members include Claire Shapiro and Pat Coverdale.

The Nomination Committee will be staffed by the Executive Committee.

No assignments were made for the Legislative Affairs Committee or the Publications/Communication Committee.

Connie will chair the Programming Committee. The Chapter will hold a minimum of two meetings per year. The Spring Meeting will be held in conjunction with the Southern Region Conference in April, and a Fall Meeting will be scheduled. Various dates were discussed for the Fall meeting in an effort to correspond the meeting with other State meetings (October 19/20 or 26/27). The Montgomery Bell State Park (Nashville) was suggested with an afternoon/next morning meeting schedule.

Rich Ashley, ETSU, will act as the Chapter's official photographer.

The need for a Chapter Newsletter was discussed. Keni volunteered to draft the newsletter and Diana will format and prepare it for mass email.

The desire and need for student and faculty involvement in the Chapter was discussed. Human Resource students will be asked to assist and attend a day at the Southern Region. Faculty can be identified and emailed the upcoming newsletter.

Old Business: The need for a President-Elect was discussed.

The next meeting will be held January 23, 3 p.m., at the CUPA-HR office in Knoxville. The Board agreed to meet monthly on the fourth Monday of each month at 3 p.m. Members were reminded that the Southern Region Conference is April 9-12.

The meeting adjourned at 4:45 p.m.

Respectfully submitted, Diana McClay, Secretary