



**Minutes
TN CUPA-HR
February 27, 2006
CUPA-HR National Office, Knoxville, Tennessee**

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

The meeting was called to order at 3:10 p.m.

Diana McClay presented the minutes from the January 23, 2006 meeting. Dan Trentham moved and Jennifer Hunt seconded to approve the minutes as corrected: the decision regarding the run/walk course has not been made. The motion carried unanimously.

Dan Trentham presented the Treasurer's Report:

Checking: \$1,900 minus \$25 check for IRS payment/\$1,875 balance; outstanding invoices of \$900; no additional institutions have become Chapter members; Maryville has submitted membership paperwork and UT will submit paperwork.

Committee Reports:

Membership Committee. No report. Alan Chesney is still seeking participation from Vanderbilt.

Programming Committee. Debbie Johnson has been working with Embassy Suites in Nashville for accommodations on October 12 and 13, 2006. The committee will ask CUPA to review the sample contract. Details of the fall meeting will follow.

New Business:

Incorporation Process Update: A check was sent to IRS.

Old Business:

Regional Conference:

UT, ETSU, TIAA, ING, Pellissippi and Lee University will provide freebies for participants. TN-CUPA will have a booth with the Georgia Chapter to distribute information from the newly formed TN and Georgia chapters. Discussion followed concerning what was needed at the booth: table will be covered; conference will provide signs; TN chapter needs to provide handouts and membership forms. Dan will price logos for pins to be worn by chapter volunteers. Karen will send an email letter/invitation to all Tennessee attendees and Alan will provide her the names of those attending.

On Tuesday, April 11, 4:15 p.m. - 5:15 p.m. TN CUPA will host a meet and greet in the Polk Room; we will ask TIAA to provide refreshments; the event will be listed in the Regional brochure; Keni will send a write-up to Karen for brochure. ETSU will provide folders to attendees with newsletter/membership forms/bylaws, etc.

Per a question from the committee: The Tennessee Chapter is a part of the host committee. The committee's duties include signage, registration booths, stuffing bags for participants, fun/run coordination, logistics for evening out, etc.

Alan discussed the fun/run: Riverside Tavern trail has been suggested for use; the host committee must provide water, tee shirts, sign-up waivers, signage; Alan will find out who is sponsoring the fun/run.

Alan will provide human resources students (8-10) from UT to assist as meeting facilitators.

The host committee will stuff participant bags on Saturday and Sunday at the hotel (April 8 and 9).

Watch for keynote speakers of interest: Hallerin Hill, Joan Cronan and Carl Hurley.

Additional Comments/Reports:

Karen noted that a president-elect needs to be identified.

The next meeting will be held March 27, 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 each month: 800-531-3250; when prompted, the caller will need to enter the conference ID 5601790.

The meeting adjourned at 3:45 p.m.

Respectfully submitted,

Diana McClay, Secretary