



**Minutes  
TN CUPA-HR  
January 23, 2006  
CUPA-HR National Office, Knoxville, Tennessee**

Attendance: Karen Queener, Pellissippi: Jennifer Hunt, Maryville; Andy Brantley, CUPA-HR; Keni Lanagan, Maryville; Alan Chesney, UT; Dan Trentham, UT; Connie Baskette, UT; Diana McClay, ETSU (phone); Pat Coverdale, Southern Adventist (phone); Claire Shapiro, Rhodes (phone); Cindi Reynolds, UT; Marva Rudolph, UT; and Debbie Johnson, TBR (phone).

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

Diana McClay presented the minutes from the December 9 meeting. Alan Chesney moved and Karen Queener seconded to approve the minutes with one correction: Ann McElrath, Lee University, has volunteered to assist the Chapter. The motion carried unanimously.

Dan Trentham distributed copies of the Treasurer's Report:

<b>Funds on Hand:</b>	<b>Outstanding A/R Invoices:</b>	<b>Outstanding A/P Invoices:</b>
Registration Fees: \$ 640	Sponsorship: \$400	<b>National CUPA-HR: unknown</b>
Membership Dues: \$1,250	Start-Up S/R: \$500	
Sponsorship: \$ 100	<b>Total: \$900</b>	
<b>Total: \$1,990</b>		

**Current Member Institutions include:** East Tennessee State University; Lee University; Pellissippi State Technical Community College; and Southern Adventist University.

There are still outstanding invoices. Dan is working on setting up the chapter's checking account at First Tennessee Bank. He will get signature cards from the bank. We will require two approval signatures for all actions, with all four officers having signature authority.

**New Business:**

Keni distributed a proposed outline and draft for the upcoming chapter Newsletter. All suggestions and comments must be returned to Keni by Friday, January 27.

The chapter logo was discussed. The members voted to use the Tennessee logo with the swirl.

It was noted that our Chapter is not listed on the Southern Region's web site. Alan will have the Region link to our Chapter.

## **Committee Reports:**

Membership. The committee includes Alan Chesney, UT, as chair; Odell Fearn, Roane State; Pat Coverdale, Southern Adventist; Marva Rudolph, UT; and Clair Shapiro, Rhodes College. Alan will contact Vanderbilt for a volunteer.

Programming Committee. The committee includes Connie Baskette, UT, chair; Cindi Reynolds, UT; Debbie Johnson, TBR; and Ann McElrath, Lee. Discussion followed concerning specifics of the Fall Meeting: we will use a combination of break-out sessions and keynote/group sessions; entertainment will be further discussed for the evening; we expect 50-75 attendees; sessions will be an afternoon/following day meeting schedule; the meeting will be held in Middle Tennessee. Debbie Johnson will contact the Montgomery Bell State Park (Nashville) for accommodation availability on the tentative dates of October 19/20 or 26/27. CUPA will assist in reviewing state park contracts.

## **Old Business:**

Jennifer reported that the National CUPA has approved the draft by-laws pending review of legal counsel. The Chapter will vote on the final by-laws at our Fall meeting. Andy reported that the National office has paid for our incorporation and is working on our non-profit status. Indiana and Georgia also have new state chapters.

Karen will confirm our Breakout Session during the Regional Conference in April on Monday, 10:15 a.m. - 11:30 a.m. During the session we will discuss the new chapter; meet and greet; recruit membership; etc. Allan will arrange booth space for us to promote our Chapter. Karen has emailed our group to solicit bag stuffers (250 items each). The decision regarding the run/walk course has not been made; bags will be stuffed the Saturday before the conference; submit any additional potential sponsors to Karen; in March Karen will begin the scheduling of volunteers for table/booth coverage.

## **Additional Comments/Reports:**

Remember to share information with human resource faculty and students concerning the TN Chapter and the upcoming Regional Conference. Karen is working on entertainment, transportation, etc., for the conference and will contact us for more assistance if needed.

The next meeting will be held February 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