



**Minutes
TN CUPA-HR
July 24, 2006
CUPA-HR National Office, Knoxville, Tennessee**

Attendance: Karen Queener, Pellissippi; Diana McClay, ETSU (phone); Marva Rudolph, UT (phone); Jennifer Hunt, Maryville (phone), Cindi Reynolds, UT; Andy Brantley, CUPA-HR; Chandra Alston, UT Health Science Center (phone); Pat Coverdale, Southern Adventist (phone); Russell Epperson, Freed-Hardeman (phone); Dan Trentham, UT; and Connie Baskette, UT.

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

Andy Brantley gave a brief report from the National Office. A Louisiana - Mississippi Gulf Chapter is being established. The Georgia Chapter will hold its first chapter event shortly, with 150 registered attendees.

The minutes from the June 26, 2006 meeting had been previously emailed to all Board members. Karen Queener moved and Jennifer Hunt seconded to approve the minutes as mailed. The motion carried unanimously.

Dan Trentham presented the Treasurer's Report:

Current Checking Account Balance:	\$1,435.98
Current Credit Balance with Southern CUPA:	<u>\$164.12</u>
Total Funds Available:	\$1,600.10

Outstanding Invoices (A/R):

Segal Sibson	\$1,000
Legacy Service	\$500
United Healthcare	<u>\$500</u>
Total Outstanding Invoices:	\$2,000

Outstanding Bills (A/P):

Holiday Inn	\$1,000
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Discussion followed concerning further Board member contact with ING, VALIC, Baker Donelson, and Liberty Mutual for sponsorship. Dan will send invoices to member institutions for the new membership year.

Committee Reports:

Membership Committee: No Report (Alan Chesney was out of town).

Programming Committee: Connie Baskette, Chairperson, provided an update on the Fall Meeting on October 23/24, in Brentwood, Tennessee. Cindi Reynolds is in charge of obtaining and scheduling speakers. Cindi has arranged the following speakers and has 2 vacant session slots: Izetta Slade and Lennisa Mostella -Diversity; Russell Epperson - Is there a Dr. in the House?; Dr. Felix Sarubbi – Pandemic Preparedness; Scott Cook – Compensation Planning Survey; Andy Brantley – State Chapter Responsibility; Hank Christianson/Steve Cyboran – Absence Makes the Heart Grow Fonder; Brad Winnekins, Legacy Services; Chandra Alston/Venitra Dean – Conflict Resolution: When Crucial Conversations Matter in HR; Kelly Underkofler, paralympian keynote speaker.

Cindi, Dan and Connie will discuss speaker gifts and ribbons; laptops/projectors will be provided by Russell and Chandra, with one additional required; Dan will work on a program with sponsor logos; the call for presentations deadline is August 7; the website has conference registration and reservation information; signage, a registration table, and name tags are required; Connie will visit the Holiday Inn on August 8 to tour the facilities; exhibitors may pay \$100 for an exhibit table only; discussion followed concerning sending a reminder email or mailing postcards to all institutions to “save this day” on their calendars - CUPA will provide this service via email because they can track email effectiveness.

Additional Comments/Reports:

Jennifer raised a concern about Chapter membership growth. The Board agreed that personally calling Tennessee institution contacts may help increase membership. Andy will provide Jennifer a list of all CUPA-HR member and non member TN institutions and Jennifer will develop a strategy for calling.

Old Business:

Dan will check on the Chapter’s tax exempt status. Jennifer sent the Secretarial records prepared by Diana to Leah at CUPA-HR, as prescribed in the Chapter Bylaws. Andy will check with Leah to see if the records were also forwarded to the Southern Region.

New Business:

Andy discussed the development of additional resources for Chapters: website hosting provided free at <http://chapters.cupahr.org/>; and the Knowledge Center’s Toolkit has leadership and conference planning information. Karen discussed her attendance at CUPA-HR’s Association Leadership Program and the group’s consideration of a forum on the national CUPA-HR site for use by chapter and regional leaders.

The next meeting will be held August 28, 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 1717119.

The meeting adjourned at 4 p.m.

Respectfully submitted,

Diana McClay, Secretary