



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

Attendance: Karen Queener, Pellissippi: Jennifer Hunt, Maryville; Keni Lanagan, Maryville; Alan Chesney, UT; Diana McClay, ETSU (phone); Claire Shapiro, Rhodes (phone); Connie Baskette, UT; and Cindi Reynolds, UT.

The meeting was called to order at 3:15 p.m.

The minutes from the February 27, 2006 meeting had been previously emailed to all Board members. Cindi Reynolds moved and Alan Chesney seconded to approve the minutes as mailed. The motion carried unanimously.

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

Committee Reports:

Membership Committee. Alan Chesney is seeking participation from Vanderbilt. Forty-plus participants from Tennessee are registered for the Southern Conference and approximately 190 total registrants.

Programming Committee. The fall meeting is scheduled for October 26/27, 2006; start time 1 p.m. The committee is having difficulty in locating a hotel that has the required amenities (meeting rooms and meals) and at a reasonable price. Connie Baskette has contacted a number of hotels, with the Doubletree in downtown Nashville a strong possibility. Having the conference downtown will provide numerous restaurant and entertainment choices.

Discussion followed concerning speakers, breakout sessions, and meals for the meeting: three concurrent sessions proposed with 6/9 topics needed; seeking a sponsor for dinner, lunch and/or breakfast; possible TIAA sponsorship (Connie will contact); call for presentations; have speakers donate their time; Fred Talbot, Vanderbilt to speak on leadership; provide a legal update, possibly from TBR legal counsel.

Old Business:

Regional Conference:

TN-CUPA will have a booth with the Georgia Chapter to distribute information from the newly formed TN and Georgia Chapters. On Tuesday, April 11, 4:15 p.m. - 5 p.m. TN CUPA will host a meet and greet/reception in the Polk Room. Discussion followed concerning what was needed at the booth and during our reception: Karen Queener will get a table sign for us; Dan is ordering gifts for TN conference attendees who attend our reception; the hotel will provide a tablecloth; ETSU will provide

Chapter brochures and newsletters; Dan is talking to sponsors for reception refreshments; and Karen will send an email letter/invitation to all Tennessee attendees announcing the reception.

Karen met with Ashleigh Dillion, CUPA-HR, for assistance in scheduling host committee staffing. Thirty-five volunteers have been identified and will be contacted by Ashleigh for scheduling. The host committee will provide assistance during the fun-run, registration, evening-out, greeting, information stations, etc. The host committee will meet at the registration table on Saturday, April 8 at 2 p.m. to stuff participant bags, and will meet again on Sunday, April 9 at 2 p.m. for orientation. Items for the bags will be donated by Southern Adventist, ETSU, Pellissippi, UT and vendors.

New Business: No new business was reported.

Additional Comments/Reports:

The next Chapter newsletter is scheduled for late April, following the Southern Region Conference. Keni requests all newsletter information be sent to her and Jennifer by April 20.

Claire Shapiro will forward to Connie a list of speakers that had been scheduled for the independent schools conference.

The next meeting will be held April 24, 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 3:55 p.m.

Respectfully submitted,

Diana McClay, Secretary