

Minutes
TN CUPA-HR
November 7, 2005
CUPA-HR National Office, Knoxville, Tennessee

Attendance: Karen Queener, Pellissippi: Jennifer Hunt, Maryville (by phone); Diana McClay, ETSU (by phone); Leah Burns, CUPA-HR.

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

The National Board of CUPA-HR approved the by-laws with two suggestions: state that our Board members must be members of the national CUPA-HR; and that we may want to lower our institutional membership dues for the first year in order to increase our membership. CUPA legal council will review suggestions. Leah will email formal comments to our group and Karen will poll the group for feedback.

Leah will meet with Dan Trentham to discuss incorporation and a Treasurer's report. A possible \$500 start-up sum from CUPA was discussed.

Karen will contact potential volunteers for committee assignments. The structure of the Executive Committee was discussed and the immediate need to establish the Program and Membership Committees.

For our spring meeting the group will use the Southern Region Conference. We will request to be added to the break-out sessions. We will also request a booth to distribute literature. Karen will contact the Region program director to request inclusion as a break-out session.

Dan will be asked to prepare thank-you letters to October 19 conference vendors and speakers.

We need to prepare and maintain various lists: participant list from conference; all institutions in Tennessee for marketing; and a membership roster.

From the conference we learned we need to schedule breaks, prepare evaluation tools and follow-up with attendees.

There was discussion concerning the size of the state of Tennessee and the difficulty with travel to chapter events. Various locations for meetings were discussed including state parks.

Suggestions discussed for future conferences and chapter business: First Time attendee award; treasurer should work on sponsors and vendors; lower level HR employees need to be included in membership and participation; perhaps request Sarah Phillips' assistance as a consultant; the need for a historian and photographer; and develop a newsletter.

Jennifer will send an email to participants thanking them for attending the conference. She will send a link to the web page and by-laws; develop and send an evaluation of the conference; and request volunteers.

The next meeting will be held in December. Karen will email the group to establish the date.

The meeting adjourned at 3:45 p.m.

Respectfully submitted, Diana McClay, Secretary