

Date: March 12, 2013

Time: 3:30 pm – 4:30 pm

Location: 1st floor, James K. Polk Building, DOHR conference room 1 dial in number 532-4599

# MEETING NAME/DESCRIPTION

## Attendees:

<input type="checkbox"/> Debbie Rivers	<input checked="" type="checkbox"/> April Romero	<input type="checkbox"/> Marilou Cook	<input checked="" type="checkbox"/> Kim Harmon (phone)
<input checked="" type="checkbox"/> Tina Fox (phone)	<input checked="" type="checkbox"/> Michael Blade (phone)	<input type="checkbox"/> Jason Conner	<input checked="" type="checkbox"/> Greg Spradley
<input checked="" type="checkbox"/> Terry Malone (phone)	<input checked="" type="checkbox"/> Mark Patterson	<input type="checkbox"/> Melinda Crutchfield	<input type="checkbox"/> Trish Pulley
<input checked="" type="checkbox"/> Dr. Macel Ely (phone)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Antonio Meeks (HR representative)

## Meeting Agenda

Item	Who	Time
Steering Committee Calendar – upcoming dates: Steering Committee Meetings: Apr. 16, May 14, June 11, July 16, Aug 6, Sept. 10, Oct 8, Nov 12, Dec 17 TGMI class of 2013 – Orientation April 19 @ TBI HQ See notes in Decisions section TGMI week 1 @ Natchez Trace – May 5-10 See notes in Decisions section TGMI Week 2 @ Knoxville – June 16-21 See notes in Decisions section TGI (TGMI and TGEI) Graduation – November 22 Holiday Breakfast date: December 6	Debbie Rivers	5 minutes
Committee Reports & review of Goals for coming year – 1) Steering Committee Goals – Debbie Rivers – a. Documentation of various Committee Roles and Steering Committee Roles – no updates b. Formation of a Past Chair Advisory Panel made up of all past chairs. To be utilized whenever by-laws changes are proposed, or when issues arise where the Steering committee wants feedback and advice. – Two more former chairs to meet with before putting this in place. c. Mission statement review – next steps – logo redesign – See notes in Decisions section 2) Treasurer Report – Terry Malone - Checking account balance is \$1,378.89. A deposit was made on 2/21/13 in the amount of \$20.00 which was for Holiday Breakfast fee from December 2012. At this time, Debbie Rivers and Terry Malone are not currently authorized on the checking account at Wells Fargo. Marilou Cook, Debbie, and Terry visited Wells Fargo on 2/21/13 for Debbie and Terry to sign signature card and for Marilou to be removed. It was determined that Marilou wasn't indicated as an authorized signatory; therefore we were directed to obtain documentation from E. Ross White and Debbie Knox stating they needed to be removed and Debbie and Terry added. Debbie and Terry went back to Wells Fargo on 3/8/13 with the required documentation but then told that either Ross or Debbie Knox must be present to authorize this change. Debbie is going to coordinate with either Ross or Debbie Knox to meet us at Wells Fargo to get the necessary changes made within the next few weeks. 3) Charter Committee – Mike Travis – no updates 4) Communications Committee – April Romero – Monthly updates were sent to Communications Committee Members asking to communicate with their classes; however, several steering committee members reported receiving nothing from their class. Regarding the non TGMI Linked In members, Greg Spradley made a motion, Terry Malone seconded to send an email to the people asking if they realize they are a member of that group and to please provide their graduating year from TGMI. 5) Community Service Committee – Jason Conner - no updates 6) Business Events Committee – Greg Spradley - no updates 7) Education and Leadership Development Committee – Michael Blade - no updates 8) Social Committee – Melinda Crutchfield – Greg Spradley provided update on Melinda's behalf that the Sounds games will be booked through the	All	20 minutes

Summer and the first game will be in April 2013.		
New Business	All	5 minutes
<ol style="list-style-type: none"> <li>1. Preparation for the upcoming new TGMI Class Orientation – Dr. Macel has asked for 2-3 volunteers to help with registration and 1-2 volunteers to help break the ice for the 'loners' and to direct people to the refreshments table. Should we put out an email request to the Alumni, or will there be enough Steering Committee volunteers?</li> <li>2. Recommended Reading from Dr. Macel - Leadership is an Art by Max Depree. Crown Publishing. ISBN 978-0385512466</li> </ol>		

<b>Decisions</b>	
Item	
For the April 19 <sup>th</sup> Orientation – April Romero, Mike Little, Kim Harmon, Greg Spradley, Tina Fox, Terry Malone all agreed to attend. Dr. Macel said we should be there at 8:15 and that refreshments start at 8:30, orientation begins at 9am.	
For the TGMI Week 1 @ Natchez Trace May 5-10, we decided we would go on Thursday night May 9 <sup>th</sup> . Kim Harmon & April Romero agreed to go, we do need others and April said she would solicit the Alumni through Class Reporters.	
For the TGMI Week 2 @ Knoxville Dr. Macel asked for us to attend on Monday June 17 <sup>th</sup> for lunch to talk about elections. Tina Fox, Greg Spradley and April Romero agreed to go.	
For the Logo Redesign – Greg Spradley made a motion, Mark Patterson seconded that we hold a competition for Alumni to create new logo with a State of Tennessee identifiable logo within it. Greg Spradley also made a motion, Mike Blade seconded that we give as a prize a \$25 Visa gift card to the winning designer of the new logo.	

<b>Follow Up Tasks</b>		
Item	Who	Completion Date
April to follow up with decision made regarding non TGMI Linked In Members	April Romero	4/16/2013