

TGMI Steering Committee Meeting

June 20, 2016

Department of Intellectual and Developmental Disabilities
275 Stewarts Ferry Pike
One Cannon Way, Room 1152

Quorum: Yes

Opening

The regular meeting of the TGMI Steering Committee was called to order at 3:32 p.m.

Attendance

Michelle Smith, Chair – Present
Joe Waldrum, Vice Chair – Present (phone)
Vicky Hutchings, Past Chair – Present (phone)
Jason Seay, Present Class President – Present
Shelley Walker, Present Class Steering Committee Member – Present (phone)
Lori Hedge, Past Class Steering Committee Member – Present (phone)
Doug Willis, Past Class President – Absent
Cynthia Stewart, Member at Large (Year 2) – Absent
Nneka Norman-Gordon, Member at Large (Year 2) – Present (phone)
Marcus Dodson, Member at Large (Year 1) – Present (phone)
Cyndi Taylor, Member at Large (Year 1) – Present (phone)
Trish Holliday, DOHR Ex-Officio– Absent
Antonio Meeks, DOHR representative - Absent

Call to Order/Welcome: Michelle Smith

Meeting was called to order at 3:32 p.m. and all participants were identified.

Secretary Report: Cyndi Taylor

The May Meeting minutes were approved on May 25, 2016 (Motion to approve- Shelley, Second– Joe).

Treasurer's Report- Cynthia Stewart

Previous Balance 4/11/2016: \$753.48

Deposits/Credits: \$0

Pending Withdrawals/Debits: \$0

Balance on 5/10/16: \$753.48

Sub-Committees Reports

Charter Committee Update (April Romero)

Updates to the alumni database should be posted soon. If anyone sends out emails from the database, please let April know if there are any problems with any of the addresses. The committee thanked April for all of her hard work in keeping the database current.

Communications Update (Joseph Waldrum)

All class reporters were contacted to see if they are actively reaching out to their class members. There are some class reporters that do not appear to be reaching out to their class. Julie and Joe will be meeting to discuss replacing class reporters who do not plan to engage their class members.

According to the by-laws, any class reporter no longer willing to serve must be notified in writing that a different class reporter will be selected. Joe will reach out to the class presidents for feedback on selecting new class reporters where necessary. The process for selecting new class reporters should be standardized and Joe will bring back recommendations for a new process next month. Julie has sent out requests for newsletter information and has received some info back. Joe will touch base with Julie to try to get the newsletter out by the end of the month. Joe is meeting with Julie Thursday.

Community Service Update (Joe Waldrum)

There is a need regarding the Adopt-a-Highway program with TDOT. They supply everything and the road crews do the pickup. Recycling is also a possibility that also has the potential to raise some funds for TGMI. The Adopt-a-Highway program requires a commitment to cover two miles for one year. April shared that it had been done before but that there was a lack of participation, and TGMI discontinued the program early.

Jason discussed the need for recruiting new TN Promise mentors for the upcoming year. Is this something that we can support? Michelle shared that a lunch-n-learn was held last year covering the mentoring program and that many of us are already mentors.

Business Events Update (Jason Seay)

Friday, December 9th has been confirmed for the annual meeting. The Ellington Agricultural Center has told Jason that they feel we might need to consider an alternative location for the annual meeting. Jason has been looking for an alternate place, and feels like we should move forward with Second Harvest due to space and cost considerations. It has ample parking, and Second Harvest will give us the non-profit pricing. They have two conference rooms that can be joined, and they have been tentatively reserved. A half day rental for both rooms would be about \$200. They do offer catering, and it looks like pricing may be around \$11/person. Last year's cost was \$18.25/person, but the facility was free. Attendance was down last year, but 100 is the typical attendance. Jason will check on details, including gratuity. Leftover funds are donated to St. Jude. Last year, the total cost of the annual meeting was more than the \$20/person that was charged. Marcus indicated that he felt a change in food and venue may bring life to the event, even if the cost was increased. Motion to move the annual meeting to Second Harvest was approved (motion-Joe, second-Vicky). Michelle would like to know when Second Harvest would need to know if we need both rooms. Jason indicated that they are flexible and two or three weeks in advance would be ok, but will confirm with Second Harvest.

Education Development Update (Marcus Dodson)

Everyone should be getting lunch-n-learn invites. Attendance has been great so far. One per month has been scheduled through the end of the year. In addition, Marcus will continue booking lunch-n-learns through March of next year, so that there will not be a gap in activities as the new TGMI Steering Committee will convene in January.

Social Events Update (Michelle Smith)

Doug has secured a day for a Sounds game on a Wednesday, August 31st. Michelle will touch base with Doug to get more information sent out to the steering committee.

Old Business

Shelley and Michelle attended and presented at the second week of TGMI. Elections were held and class officers were selected.

New Business

Upcoming Events (Michelle Smith)

- July 2016 Graduation: Help is needed to prepare information packets and select gift (windbreaker) for graduates. Graduation is July 11th in the old Supreme Court Chambers at 2PM. A packet will be handed out to graduates describing opportunities within Book Club, Toastmasters, and the TGMI Steering Committee. Respond to Michelle if you plan to attend graduation.
- The Leadership Council's annual conference is set for November 2nd at Trevecca from 7:30-5:00.
- The annual HR Conference is scheduled for July 19-20th at Lipscomb. Attendees can choose to attend for one day or two days, and there are two tracks to choose from. The strategic track is for leaders/managers and the technical track is for all other staff.

Adjournment

Meeting was adjourned at 4:19 p.m. by Michelle Smith. The next meeting will be July 12, 2016 at One Cannon Way.

Minutes submitted by: Cyndi Taylor