

**2010 TGEI Steering Committee
Minutes for February 11, 2010
James K Polk Building 15th Floor Conference Room
Conference Call Number 615-741-2032**

Members Present

Kandi Thomas
Debra Bloomingburg
Danielle Barnes
Lamont Price

Members Absent

Jamie Kilpatrick
Jerry Lester
Mac Purdy
Doug Stephens

Members Present Via Conference Line

Jesse Neely
Brian Senecal
Barbara Wall
Melinda Williams
George Zukotynski

Guests

Donna Jewell

Agenda

| Topic | Notes |
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| Review and Approve January 2010 Minutes | Regarding the January meeting minutes, Barbara recommended a change. She suggested that something be added regarding reviewing the Holiday Breakfast survey for potential community service projects. Other than this one addendum, the minutes were approved as submitted to the committee. |
| Need a secretary Or volunteer for each meeting for minute taker. | Donna volunteered to take minutes for the February meeting. |
| Treasurer's Report | Debra gave the Treasurer's Report. There were no expenses in January, leaving TGEI with a balance of \$835. George asked about any inventory items. Jesse stated that we still do have some golf shirts, hats, etc. and that he will be turning over this inventory to Debra in the near future. George also reminded the committee that DOHR has inventory |

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| | <p>that we can use (mugs, etc.). Jesse indicated that the balance in the bank account is fairly typical for this time of year. Around the Holiday Breakfast and the golf tournament, the account has more money; however, the rest of the year is fairly stable.</p> |
| <p>Immediate Action Required – We need volunteers for our Annual Conference</p> | <p>(see below – Update on discussions from the combined meetings with DOHR and TGMI)</p> |
| <p>Alumni Directory Update</p> | <p>Donna said that she has now sent out initial emails to the classes of 1988 through 2009. Responses are coming. Donna will submit contact information to Lamont Price in order for DOHR to put it on the TGEI website. George suggested that the survey from the Holiday Breakfast be sent out when the directory is completed to announce the directory and since there was a low response rate at the Holiday Breakfast to the survey.</p> |
| <p>Status of documentation of any of our processes. (Events such as the Community Service events, golf tournament, conference planning, steering committee nomination and election process, and Holiday Breakfast planning)</p> | <p>Kandi told the committee that she is trying to find all notes regarding processes so that these can be compiled and passed on to future steering committees. George asked if Debra had been given signatory authority on the bank account. Debra and Jesse stated that they were going to do this in the next week. George suggested that the procedures for changing the authorized signer on the bank account be documented as Debra and Jesse stated that they were going to do this in the next week.</p> |
| <p>Ideas for the Year:</p> <ul style="list-style-type: none"> - How to generate interest in the alumni association - Community Services Projects - Survey Results - Lamont | <p>Lamont provided the committee a copy of the survey results from the Holiday Breakfast (see below minutes). Sixteen of the roughly 90 – 100 attendees responded.</p> <p>Community service events tend to help to keep alumni involved. Lamont asked the committee to review the attached list of suggestions and pick one or two as possibilities by the next meeting. Danielle suggested that the projects are more toward donations of time or items instead of collecting cash.</p> <p>Gene Naifeh has also mentioned a summer</p> |

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| | <p>barbeque. Danielle indicated that she would follow up with Gene on this idea.</p> <p>Another idea to keep alumni active would be to host brown-bag seminars. Lamont mentioned that Lisa Webb-Robbins (2009 Alumna) has a lead on an employee from Carnegie Mellon who might speak. We could also ask UT as facilitators for these learning opportunities.</p> <p>Jesse asked if the committee wanted to do a golf scramble this year. If so, planning needs to start within the next 2 – 3 months. Jesse is willing to take the lead. Kandi asked if it could be a joint venture with TGMI. Jesse said that he would make contact with his TGMI counterpart to see if they were interested, but asked Kandi to contact John Zirkle first.</p> |
| <p>We need to keep the website current with pictures and updates on events – provided Holiday Breakfast Pics to Lamont</p> | <p>Kandi asked Jesse to send 2009 golf tournament pictures to Lamont for the website.</p> |
| <p>Update on discussions from the combined meetings with DOHR and TGMI</p> | <p>According to Kandi, TGI and DOHR have met a few times since the steering committee’s last meeting. Even though it is TGEI’s turn to host the Annual Conference, TGEI has asked TGMI to assist and/or take the lead in the Annual Conference. TGMI currently has an education committee in place and would be happy to take TGEI volunteers.</p> <p>In order to avoid rushing the planning, TGI is looking into a fall conference (August, September or October). Both Lamont and Kandi have been talking to potential speakers. Lamont has been talking to Commissioner Matt Kisber (Economic and Community Development) about speaking on the legislative history and what ECD has been working on for the last several years. Kandi has been talking to John Morgan, Deputy to the Governor.</p> <p>Kandi said that they also mentioned using TGEI alumni like Jamie Kilpatrick and Ted Fellman who are using what they learned at TGEI and how that</p> |

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| | <p>has made a difference. Brian suggested that the Fall Conference include a panel discussing what TGEI has giving back to the state.</p> <p>Kandi suggested a commercial at the conference. While some alumni may not feel comfortable leading a session, they may do a short plug for the program. Barbara Wall brought up Lori Shinton and Paul Leftkowitz as possible names.</p> <p>At this point, John Zirkle (TGMI Chair) has not met with his committee to settle on a date and location for the conference.</p> <p>Kandi stated that TGEI and TGMI representatives met with DOHR and UT personnel on February 9th to discuss 2010 TGI. UT will be coordinating the program. Both programs will be two weeks. TGEI will be in Knoxville for both weeks, while TGMI will be in Knoxville for one and Montgomery Bell State Park for the other. Departments are starting the selection process.</p> <p>John Zirkle (TGMI Chair) prepared a list of questions for both DOHR and UT. Kandi and Brian each said that they felt that the different sides seem to be working well together – with both UT and DOHR with better defined responsibilities. Kandi has given Dr. Tom the email addresses of those on the Steering Committee.</p> |
| Other Business | <p>TGMI will be having a Habitat for Humanity Community Service Project scheduled for March 20th.</p> <p>Kandi mentioned that she will be inviting Dr. Tom, Dr. Mary and DOHR representatives to future meetings.</p> <p>Kandi stated that we will need to update the By-laws for several reasons. For instance, the By-laws still refer to TGEI as a three-week process. Also, the By-laws may not be consistent with the current process for electing a class reporter (once or annually).</p> |

When the directory is completed, the By-laws can be sent out to all alumni for revision as well as potential drafts to be voted upon at the 2010 Holiday Breakfast.

Kandi mentioned that Dr. Tom has invited all alumni to join the 2010 Class during lunch or at night during their sessions. This would be a great time to discuss the By-laws and election process with the class. Barbara mentioned that Brian and others came for the 2009 Chili Kick-off for the second week and it helped develop those connections to the previous class. Danielle mentioned that, although many of the alumni might not be able to go to Knoxville, she liked the idea that TGMI members have had regarding a meeting in Nashville in between the two week-long sessions to get to know alumni.

Barbara suggested that we get trips planned to Knoxville (or another meet-and-greet) on the calendar now. The committee should list priorities and plug in volunteers sooner rather than later. Alumni may respond better with an individual request to go to Knoxville on a particular day instead of a generic call for volunteers.

The next meeting is tentatively scheduled for March 11, 2010.

Results of survey from Holiday Breakfast

Total – 16 surveys collected

Strategic Direction over the next three years

- Educational opportunities around change management
- Improve communication and connectivity through directory
- Capacity/Capability building
- Develop a strategic plan in general to set direction
- Greater emphasis on professional development opportunities (developing more skilled management/leadership for Tennessee)

Community Service Activities for alumni

- Walk for Breast Cancer Cure
- Walk for Diabetes Cure
- St. Jude's
- Helping animals in need
- Tennessee Parks (working with children and restoration and cleanup)
- Increase alumni participation
- Charity events
- Learning opportunities
- Habitat for Humanity
- 2nd Harvest Food Bank
- School outreach
- Food drives, clothing drives
- Provide training for families on public assistance (job market assistance, dressing for success)
- Omnibus(?) program for Commission on Aging
- Mentoring children
- Room at the Inn
- Big Brothers and Big Sisters
- Adopting families for food and clothing needs
- Toys for Tots

Training Activities for alumni

- Change Management
- Would like to see seminars organized by TGEI alumni that involve practical application for state government
- Short, "to the point" seminars on leadership
- Free seminars due to budget issues
- Provide training using internal experts
- Workplace communication (do's and don'ts)
- Planning and systems thinking

- Problem solving sessions among alumni
- More lunch time training session in general
- Succession planning/Transitioning knowledge to new leaders
- Utilizing UT professors to speak or facilitate on pertinent issues
- Communication
- Networking skills

Other Interests

- Allow alumni to participate in one with current TGEI class each year to improve involvement with alumni without a lot of additional costs
- Provide more than one opportunity per year to bring alumni together
- Have an up to date website
- Networking opportunities
- After hours social events with a speaker
- Lunch and Learn type activities