

TGMI Steering Committee  
Meeting Minutes  
February 8, 2011

Committee Members:

Present:

E. Ross White – Chairman  
Marilou Cook – Vice Chair  
Jon Zirkle – Past Chair  
Mehran Mostijir – 2009 Class President  
Georganne Martin – 2009 Member at Large  
April Wright – 2010 Member at Large  
Julie Lamb – 2009 Steering Committee Member  
Victor Barnes – 2010 Class President  
Debbie Knox – 2010 Steering Committee Member

Excused Absent:

Chris Harris – 2009 Member at Large  
Phyllis Hodges – 2010 Member at Large  
Trish Pulley – Ex Officio  
Dr. Tom Kohntopp – via conference call

Called To Order:

Meeting was called to order by Chairman E. Ross White at 2:43 pm. The meeting was held in the Crockett Tower 12<sup>th</sup> floor conference room.

Treasurer Report:

Debbie Knox presented a 3 page treasurer's report. (Attachment 1) Balance is \$2,833.79. The outstanding invoices are for the Holiday breakfast, and charity donation. Debbie also asked about getting checks that already had TGMI preprinted on them. The checks currently in the folder are counter checks with only the account number. For security reasons, the checks should have some preprinted info. Otherwise, anyone could use one of these checks and sign it. Approval was given for Debbie to contact the bank and determine if one book of checks could be issued free of charge or could they tell her how to do online check issue. The TGMI Steering Committee writes very few checks each year.

Old Business:

a. Letter to TGMI President Draft

Victor Barnes drafted a memo for the Steering Committee to proof. After much discussion, it was decided that this memo would be sent to all officers of each class. This would ensure that every class had someone receiving the memo, since many classes have officer positions that are now vacant due to employees that have left state government or retired. A few changes of the memo were made and will be sent out to all officers of all classes.

Georganne Martin will try to find a meeting place for the first kick off meeting to be held during the month of March. Recommendations were Farmer's Market or Metro Center.

Julie made a motion to accept memo as changed. Ross and Jon seconded the motion was confirmed by all. (Attachment 2)

- b. Mehran discussed the TN Center for Performance Excellence. He was not able to find the contact information for Bob Yemm. Georganne stated she would get him the information. Mehran stated that TGMI could keep it to very small projects such as how to contact employees during emergency situations. For example: The May floods closed some state office buildings but did not close others within the same city and same departments. There should be a way to set up an automated call system or web based system to notify employees when they are not to report or are to report to a different location.

#### Committee Reports:

- a. Charter Committee  
No current report.
- b. Communications Committee  
Marilou Cook as Vice-Chair is automatically on this committee. April Wright volunteered to serve on this committee. Correction from previous published class reporter listing: Melvin Jones is the 2002 class reporter.
- c. Community Service Committee  
Jon Zirkle stated he had already contacted Habitat for Humanity. He is waiting for a call back from them to set a date.
- d. Events Committee  
No current report.
- e. Education and Leadership Development Committee  
Marilou Cook will keep the Speakers Bureau. She has a very long list of events that are coming up. Some schools have asked for speakers but there are not specific dates.  
There are two formats used by schools. The first is the vendor booth type format where students wander through an auditorium and stop at the booth that interest them and talk about jobs, technical training, college, work programs or other options for their future. The second format is class room presentations. These are usually more specific such as health care, or math used in engineering.  
The booth vendor format does not grab the students' interest because they don't know what TGMI is or what careers are related to it. It was recommended that a banner be brought and hung on the booth (table). Also, there may need to be some type of poster or something that has a listing of the type of jobs the state offers such as engineering, secretary, accountants, information systems, forest

ranger, and many other type jobs that the state offers in many departments and agencies.

Mehran said he would check on Tricor possibly doing the poster or finding an outside contractor that could do it.

Ross will bring the issue of speakers for these requests at the next join meeting between TGMI and TGEI.

Fifteen (15) schools have Speaker Bureau dates set. One is coming up in Memphis for 2 days, March 1-2. This is at the Expo Center in down town Memphis. They are expecting 4,000-5,000 students to come through in the 2 days. Time is 8:30 until 1:30 each day.

Pearl Cohne has asked for a speaker on Wednesdays from 8:30- 9:00.

Marilou stated there were many more requests that she had not been able to fill due to scheduling and volunteers. If you are interested in speaking to any of these schools, please contact Marilou at [Marilou.Cook@TN.GOV](mailto:Marilou.Cook@TN.GOV). See attachment 3 for listing of events.

#### New Business:

##### a. Mentor Program

April would like to see the group reach out to young people. A program developed to allow young people to shadow a professional for a day. The Steering Committee could start the program and then hopefully it would spread. Debbie said there is a program for youth in the low income area, where kids are screened and encouraged to go to work with someone. TGMI could start by working with that group.

##### b. People in the News

Marilou shared with the group a newspaper article from the Sunday paper, where they spot light business people's accomplishments. She would like to submit for the Government section all those on the Steering Committee. Jon suggested she check with DOHR since it was a public relations issue and make sure they were on board. Everyone agreed as long as it was just name and the agency they represented that it would be ok.

#### Reading Recommendations:

Current month's recommended readings are:

Agenda and Discussion: How State Government Executive and middle Managers and Administrative Policy by OLSHFSKI

Previous recommended readings are:

The Feiner Points of Leadership by Michael Feiner

The Oz Principle: Getting Results through Individual and Organizational Accountability

Roger Conners, Tom Smith, and Craig Hickman

Relationships 101: What Every Leader Needs to Know

John C. Maxwell

Strength Based Leadership by Rath and Conchie

This Ain't No Practice Life by Michael Burt

Good to Great by Jim Collins

Leadership Gold by John Maxwell

On Becoming a Great Leader (2003 Edition) by W. Bennis

Meeting adjourned at 4:20.

Regards,

Georganne Martin

Attachment 1  
Treasurer's Report

Description	Date	Deposits	Withdrawals	Running Balance
Transfer from Regions Bank by Check # 2033	9/22/2009	750.00		750.00
Collections for 2009 Alumni Breakfast	11/16/2009	580.00		1,330.00
Transfer from Regions Bank by Check # 2034	11/24/2009	6.49		1,336.49
Collections for 2009 Alumni Breakfast	11/24/2009	180.00		1,516.49
Collections for 2009 Alumni Breakfast	11/24/2009	620.00		2,136.49
Collections for 2009 Alumni Breakfast	11/25/2009	220.00		2,356.49
Check # 992 - Greg Duncan for cake and trophy	???		130.41	2,226.08
Check # 993 - Chef Christopher Catering	11/30/2009		1,395.76	830.32
Collections for 2009 Alumni Breakfast	12/3/2009	420.00		1,250.32
Collections for 2009 Alumni Breakfast	12/16/2009	20.00		1,270.32
Check #994 - Chef Christopher Server Tip	1/6/2010		100.00	1,170.32
Check #995 - Ross White for Southern Trophy	11/30/2010		84.50	1,085.82
Check #996 - Bob Cook for Hobby Lobby	11/30/2010		36.03	1,049.79
Collections for 2010 Alumni Breakfast	12/2/2010	718.00		1,767.79
Collections for 2010 Alumni Breakfast	12/2/2010	485.00		2,252.79
Collections for 2010 Alumni Breakfast	12/3/2010	581.00		<u>2,833.79</u>
Balance per Wells Fargo Online Statement	2/4/2011			<u>2,833.79</u>

**Collections**

Advance	\$ 1,203.00	
At Door	581.00	
<b>Total Collections</b>		\$ 1,784.00

**Expenditures**

Plaque	\$ 84.50	
Frames	36.03	
<b>Subtotal</b>	\$ 120.53	

**Unpaid Expenses**

Catering Owed	\$ 1,501.06	
Charitable Contribution Owed	83.00	
Match	17.00	
<b>Subtotal</b>	\$ 1,601.06	

<b>Total Expenses</b>		\$ 1,721.59
<b>Net</b>		\$ 62.41

**Financial Activity Report:**

- Checking account balance forward from January 2010 is \$1,170.32.
- Collections for the Alumni Breakfast amounted to \$1,784.00.
- Expenses paid for plaque and frames amounted to \$120.53.
- Current balance in checking account is \$2,833.79.
- Refer to attached Checking Account Reconciliation through February 4, 2011 closing date.

- Amounts are still owed for catering (\$1,501.06) and charitable contribution (\$100.00). Total amount owed for Alumni Breakfast expenses is \$1,601.06.
- Amount remaining from collections for Alumni Breakfast after these amounts are paid is \$62.41.
- Refer to attached 2010 Alumni Breakfast Collections and Expenses statement.
- Projected checking account balance after paying amounts still owed for Alumni Breakfast is \$1,232.73.

**Other Business:**

- Checks need to be written to pay the amounts still owed from the 2010 Alumni Breakfast.
- There are still unused checks and deposit slips associated with the now closed Regions checking account. These should be destroyed by shredding them.
- Checking account is now with Wells Fargo, who bought Wachovia. There are still unused deposit slips with the Wachovia "brand". Since I also have deposit slips with the Wells Fargo "brand", the Wachovia "branded" deposit slips should be destroyed by shredding them.
- There is a gap in the statements associated with the checking account when it was at Regions Bank. The last statement is through June 30, 2009; the account was closed in December 2009. The balance in the account at June 30 is the same as the amount transferred into the Wachovia (Wells Fargo) account. Therefore, given this, and the fact that the Regions Bank account is now closed, there is no need to attempt to obtain copies of the missing statements associated with the period of July through December 2009.
- The checks and deposit slips associated with the Wells Fargo checking account are counter checks and deposit slips. We should obtain checks and deposit slips with the TGMI Alumni Association name pre-printed on it for security reasons. I do not anticipate this costing over \$30. Further, once obtained, the counter checks and deposit slips should be destroyed by shredding them.

Attachment 2  
Memo to TGMI Alumni Class Officers

February 14, 2010

To the Class Officers of TGMI,

We, the TGMI steering committee of 2011 wanted to express how honored we are to be part of the TGMI alumni group of 2011. We are looking forward to a new and exciting year serving you with fresh ideas and scores of events on the horizon but we are in need of your assistance. Our committee has been faced with an opportunity of seeking out ways to better serve TGMI alumni while increasing the participation and contribution(s) of our TGMI alumni to state government and the community. We welcome this opportunity as we are committed to all the positive aspects of the growth of TGMI and the state of Tennessee. We quickly realized that in order for us to better serve our alumni then we would first need to hear from our alumni. What better way to make this happen than to first seek out all of the class officers of the TGMI classes and invite you to a meeting to discuss ways to better serve alumni and increase participation. We wanted to take this opportunity to meet with you, the leaders of your class, and have a round table discussion on March 21, 2011, at the Workforce Development Building located at 220 French Landing Drive, Nashville, TN, 37243, from 10:00 until 12:00. After the meeting, there will be a tour of the Tricor Logistics Center located at 1501 County Hospital Road, Nashville, TN, 37218. As the class officers from your respective class, we want to encourage you to bring any ideas and suggestions to this meeting and we welcome your input. We are seeking your feedback concerning the services performed by our committees (Charter, Communications, Community Service, Education/Leadership Development, and Events) such as Luncheon Conferences, Holiday Breakfast, TGI Fall Conference, Speaker's Bureau, etc. We are also asking that at least one leadership representative from each class be at the meeting.

We welcome you and look forward to seeing you there.

Sincerely,

The 2011 TGMI Steering Committee

Attachment 3  
Speakers Bureau  
Contact [Marilou.Cook@TN.Gov](mailto:Marilou.Cook@TN.Gov)

Northeast High School	3701 Trenton Road	Clarksville	Career Management Success, Service Learning
South Carroll Special Sch District	145 Clarksburg Rd.	Clarksburg	JOBS FOR TENNESSEE GRADUATES
Columbia Central High School	921 Lion Parkway	Columbia	Visual Communications, graphic design and photography
Giles County High School		Pulaski	Health Science
Hardin County	1170 Pickwick Street.	Savannah	culinary arts
Jefferson Co. High School		Dandridge	
Lincoln County		Fayetteville	Consumer Affairs
Middle College at APSU		Clarksville	any
Northeast High School		Clarksville	government jobs; health care providers
Peabody High School		Trenton	
Portland High School		Portland	Family and Consumer Science
Rossvie High School			Healthcare
Santa Fe Unit School			All
Southwind High School		Memphis	career preparation
Stewart County High School	120 Robertson Hill Rd	Dover	Accounting, Interactive Multimedia and Web Design Essentials.
West Creek High School			jobs in state government

Pearl Cohn High School	904 26th Avenue, N	Nashville	diverse career options
Culleoka HS DECA			Marketing II and Virtual Enterprise
Rossvie High School	Rossvie Road	Clarksville	Family and Consumer Science