

TGMI Steering Committee
Meeting Minutes
August 16, 2011

Committee Members:

Present:

E. Ross White – Chairman
Marilou Cook – Vice Chair
Jon Zirkle – Past Chair
Phyllis Hodges – 2010 Member at Large
Mehran Mostajir – 2009 Class President
Georganne Martin – 2009 Member at Large
Vicky Goodin - 2009 Steering Committee Member
Debbie Knox – 2010 Steering Committee Member

Excused Absent:

Trish Pulley – Ex Officio
April Wright – 2010 Member at Large
Victor Barnes – 2010 Class President
Chris Harris – 2009 Member at Large
Dr. Tom Kohntopp – UT

Called To Order:

Meeting was called to order by Chairman E. Ross White at 2:05 pm. The meeting was held in the Crockett Tower 5th floor conference room.

Treasurer Report:

Debbie Knox stated there was no change in the account. The balance is \$1,063.93.

Old Business:

a. Adopt A Highway

Chris Harris is currently collecting the forms from all volunteers. All volunteers are asked to watch the safety video and get their waiver completed and turned into Chris Harris. Mr. Harris will order vests based upon the number of forms that are returned. A date will be set for late September or early October. To contact Chris Harris, email him at Chris.Harris@TN.GOV. Send your forms to:

Chris Harris
505 Deaderick Street, Suite 400
Nashville, TN 37243
Forms may be scanned and emailed.

Committee Reports:

a. Charter Committee – Chair Mike Travis

No report at this time.

b. Communications Committee – Chair Marilou Cook

The new LinkedIn set up by Marilou Cook has approximately 45 members. If you are not a member of LinkedIn, it is very simple. Pull up LinkIn (<http://www.linkedin.com>) and create an account by providing your email address and a password. That's it. This communication method will be used to notify the TGMI alumni about up coming events, such as the Adopt A Highway Clean Up, Fall Conference, Luncheon Seminars, Speakers Bureau and many other exciting events. If you have trouble, you may contact Marilou Cook at Marilou.Cook@TN.GOV.

Speakers Bureau

Marilou Cook is already getting request from schools for speakers. The first one is in Germantown in Memphis, Tennessee. The teacher wants speakers on either Tuesday or Thursday. Ross White and Marilou Cook stated if they could coordinate with about 2-3 other volunteers, then she would call the teacher back. If an alumnus wants to volunteer for the Memphis Germantown event or for future events, they should contact Marilou Cook.

c. Community Service Committee – Chair Jon Zirkle

Adopt A Highway – Jon Zirkle spoke about getting the waiver forms turned into Chris Harris, so Chris Harris could order enough reflective vests for the first pick up in the fall. The first pick up will be late September or early October.

Hands on Nashville – September 24

September 24 is the Metro School clean up day through Hands on Nashville. There are two ways TGMI alumni can register. One way is to register as a group. Jon Zirkle volunteered to be the team leader. When he registers the group, he would choose a school for the group. The second method is to let each alumni register individually and pick the school where they wanted to volunteer and just let Jon Zirkle know that is what they have done so TGMI can get the credit. There will be about 50 schools available in all parts of Davidson County. A vote was taken and it was decided to allow the alumni to decide which way they wanted to register. Jon Zirkle will send out a blast to see how many volunteers from the alumni association are interested. The work day is for ½ day. The duties for this day include: some light landscaping, cleaning, some painting and other duties to make the grounds and buildings to appear neat and clean. There is a fee of \$25.00 per volunteer. Each volunteer gets a T-shirt and there will be a concert from 12-2 at Riverfront. There is a fee of \$25.00 per person that serves a donation to HON (Hands on Nashville.)

Hands On Nashville also has an opportunity for volunteers for the August 27-28, 2011, annual BBQ Festival. All volunteers will get a free admission ticket to the festival. The volunteers are needed to break down equipment after the festival ends on August 28, 2011. All alumni who are interested should register on-line

with Hand On Nashville directly. With his short notice, TGMI will not be coordinating volunteers for this event.

Harpeth River clean up will be in September or October.

d. Events Committee

Phyllis Hodges talked about the August 30, luncheon seminar. This will be a half day seminar for all alumni. The meeting will begin at 12:00 with each alumni bringing their lunch and enjoying fellowship until 12:30. Laurie Lee - Executive Director, Division of Benefits Administration will speak from 12:30 to 1:30. Stephen M. McComas -Account Executive, Great-West Retirement Services will speak from 1:30 to 2:30. Ted Daniels – TN Consolidated Retirement System (TCRS) will speak from 2:30 to 3:30. Currently there are about 35 alumni registered and seating is still available.

A future seminar will be a mentor program for the alumni to become connected to the new classes. Trish Pully with DoHR has developed a program. The training will be October 5 and 12. It will be ½ day. Dr. Tom Kohntopp is going to incorporate mentoring into the TGMI program for new classes. The 2010 class under direction of Victor Barnes agreed to mentor to the 2011 TGMI class and then the 2011 class will move forward the mentoring to the 2012 class. Registration for this training is forthcoming. Trish Pulley is going to submit this for Continuing Education Unit Credit (CEU). She will let the group know if this training qualifies.

Holiday breakfast is December 2. Certificates of recognition were discussed as well as the election of new officers. This will be revisited in the next few months.

e. Education and Leadership Development Committee

The Tennessee Centers of Performance Excellence (TNCPE) representative is currently working with Mehran Mostajir (Tricor) and Dr. Tom Kohntopp (UT) to schedule 3 seminars across the state. One seminar will be held in each of the three major regions, East, Middle and West Tennessee. Tentatively the cities being considered for the seminars are Knoxville, Nashville and Jackson. There are some dates being considered but until the location is locked, the dates cannot be confirmed. There will be more to come on dates and locations.

These training seminars should happen before the end of the year. These seminars will be available to all state employees, as well as County and City employees. It is a great learning and growing opportunity. Tricor and Adult Education has already implemented some of the tools taught by this group and experienced the benefits. Marilou Cook has offered to Stream the training so it can be posted to a website for those who cannot attend the live sessions. TNCPE team is currently working with Mehran Mostajir and Dr. Tom Kohntopp to

narrow what is normally several days of training to a one day blast of key topics and ways to implement them.

Fall Conference – Nov 2

The date is November 2 at the TN room in the Tennessee Tower. The Fall Conference Committee members are looking to have some dynamic speakers and/or authors.

Graduation of 2011 class

Graduation is set for November 9, 2011, at the War Memorial auditorium. Dr. Kohntopp will need volunteers to help that day.

New Business:

Alumni Directory – Currently Vojin Janjic is the administrator over the alumni directory, which he built. This has been a wonderful tool and great asset. It was used last year for the Holiday Breakfast. It is currently being used to contact the alumni about the Fall Conference.

Mike Travis helps with updates as far as email address and name changes or alumni status (retired, private industry.) Vojin Janjic works for Environment and Conservation; therefore, the program is on the Environment and Conservation server. There was discussion about having a back up to Vojin Janjic that could make not only updates for alumni names and addresses, but could also add events and the alumni registration interaction for those events. Currently, Vojin Janjic is the only one that can add events and set up the registration for those events. All agreed that the logical one to be a back up is Mike Travis. Georganne Martin had spoken to Mike Travis and she felt like Mike Travis would be agreeable to learning and backing up Vojin Janjic as needed on adding events, announcements, and registration for events.

There was also some talk of having the database moved to DOHR since DOHR is responsible for the Alumni Association. Vojin Janjic would remain as the primary administrator and Mike Travis would be the back up. Chris Harris and Mehran Mostajir have volunteered in the past to help keep the database current and active as needed. They just need some training. If DOHR for some reason could not house the database, Marilou Cook will talk with OIR about housing the database. By the database being housed at DOHR or OIR, the database could be placed on a server that is backed up regularly, and would allow for multiple users such as Mike Travis, Chris Harris and Mehran Mostajir to cross over servers to update the database.

There was a lot of concern of what would happen to this wonderful tool (database) if Environment and Conservation went to a new server, the Department was downsized, merged or reorganized somehow in the future, or if Vojin Janjic changed jobs, or any number of other scenarios. The purpose of this move would be to protect this data base and keep it going for future classes. As long as Vojin Janjic and Mike Travis are willing and still with the state, all agreed that this was their talent.

MARK YOUR CALENDARS – Dates to remember:

August 30 – Luncheon Seminar at 44 Vantage Way, 5th floor.

September 24 – Hands on Nashville Day – Contact Jon Zirkle if you don't get the information on how to register for this event contact Jon.Zirkle@TN.GOV

Adopt a Highway Cleanup – Date TBA. Late Sept or Early October is the plan. Alumni need to get their waiver forms to Chris Harris now.

Sept / Oct – Training Seminars by Tennessee Centers of Performance Excellence – Date TBA

Sept / Oct - Harpeth River Clean Up - Date TBA

October 5 – Mentoring Training ½ day

October 12 – Mentoring Training ½ day

November 2 - Fall Conference

Nov 9 – Graduation for 2011 class

December 2 – TGMI Holiday Breakfast –Ellington Agricultural Center

Reading Recommendations:

Current month's recommended reading is:

Heath, R. (2009). Celebrating failure: The power of taking risks, making mistakes, and thinking big. Franklin Lakes, NJ: Career Press. ISBN 978-1-60163-064-3.

Eat That Frog!_by Brian Tracy

Previous recommended readings are:

Extreme Government Makeover by Ben Miller (ISBN: 978-P9833733-0-8)

The Five Temptations of a CEO by Patrick Lencioni.

Heath, R. (2009). Celebrating failure: The power of taking risks, making mistakes, and thinking big. Franklin Lakes, NJ: Career Press. ISBN: 978-1-60163-064-3.

Hesselbein, F., Goldsmith, M., & Sommerville, I. (Eds.). (1999). Leading beyond the walls. San Francisco: Jossey-Bass. ISBN: 0-7879-4593-5.

Gladwell, M. (2002). The tipping point: How little things can make a big difference. New York: Little, Brown, & Company. ISBN 0-316-34662-4.

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

The Feiner Points of Leadership by Michael Feiner

The Oz Principle: Getting Results through Individual and Organizational Accountability

Roger Connors, 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 3:10.

Regards,

Georganne Martin