

# **TGMI Steering Committee Meeting**

**November 10, 2015**

**2:30 p.m. – 4:00 p.m.**

**Department of Intellectual and Developmental Disabilities  
275 Stewarts Ferry Pike  
Nashville, TN 37214**

Quorum: No

## **Opening**

The regular meeting of the TGMI Steering Committee was called to order at 2:34 PM on November 10, 2015, in Nashville, Tennessee by Michelle Smith.

## **Attendance**

Vicky Hutchings, Chair – Absent

Michelle M. Smith, Vice Chair – Present

April Romero, Past Chair – Present (phone)

Tresa Jones, Member at Large (Year 2) – Absent

Julie Nichols, Secretary, Past Class Steering Committee Member – Present (Phone)

Bruce Balcom, Past Class President – Absent

Susan Burdette, Member at Large (Year 2) – Present (Phone)

Lori Hedge, Present Class Steering Committee Member – Absent

Doug Willis, Present Class President – Absent

Cynthia Stewart, Member at Large (Year 1) – Absent

Nneka Norman-Gordon, Member at Large (Year 1) – Present (Phone)

Trish Holliday, DOHR Ex-Officio– Absent

## **Approval of Minutes**

The October Minutes will be sent out for final approval since there was not a quorum at this meeting to vote.

## **Treasurer's Report**

Deposits/Pending: \$0.00

Credits: \$0.00

Balance: \$916.69

## **Elections**

- 60 people have voted thus far. They have until Friday to vote.
- Count the votes on Monday @ 8, announced at Holiday Breakfast Meeting on December 2<sup>nd</sup>

## **Annual Meeting/Holiday Breakfast**

- Michelle negotiating w/ Montgomery Bell (Donna Lewis) regarding cost
- Similar menu as last year
- Ideas from planning committee for next year
- Susan Burdette will set up Eventbrite account for registration.
- Julie Nichols will be creating flier.
- RSVP by Tuesday, November 24<sup>th</sup>.
- Will reuse existing nametags and print off new if necessary
- Susan will work with Tresa on nametags

- Set-up at 6:30 am on December 2<sup>nd</sup>
- Door prizes
- Linda Cone will supply the decorations
- Send out invitations to UT and DOHR guests
- Gift for Chair (Plaque w/wooden gavel)
- Slide show - Susan will locate
- Registration Table - Susan; Name tags - Tresa
- Michelle will contact Melvin to speak
- Michelle will ask Cynthia Stewart to count the number of cans for 2<sup>nd</sup> Harvest.
- Vicky Hutchings will be creating the agenda. (will send out to steering committee prior to December 2<sup>nd</sup>)
- Official Business to discuss: bylaws (if changes); announce official Steering Committee for 2016, “Does anyone have any business to discuss?”, Passing of the gavel; Chair Person’s speech; Cynthia will report: 2<sup>nd</sup> Harvest totals, announce winner “Best Class Ever”; Passing of the gavel; New Chair Person will close the meeting.

## **Sub-Committees Reports**

### Education Development Update (Susan Burdette)

#### Williamson County Exploration Day

- Volunteers work in shifts
- Giveaways
- Provide a list of volunteers
- Julie will contact SLS for banner with new state logo
- Tresa will take pictures and write article for newsletter

### Social Events Update (Nneka Norman-Gordon)

- No report

### Communications Update (Michelle Smith)

- Newsletter: Deadline for submissions: December 4th

### Community Service Update (Cynthia Stewart)

- 2nd Harvest event January 14, 2016

## **New Business**

Reached 29% (\$1,470) of \$5,000 goal for Make-a-Wish

Discussed potentially moving December meeting to a different date

## **Agenda for Next Meeting**

## **Adjournment**

Meeting was adjourned at 3:35 PM by Michelle Smith. The next general meeting\* will be at 2:30 PM on Tuesday, December 8, 2015, in Nashville, TN. *\*Meeting was rescheduled for Tuesday, December 1 at 3:30 PM.*

Minutes submitted by: Julie Nichols