



East Tennessee Chapter
 February 2009 Board Meeting
 Scientific Sales
 February 18, 2009; 11:30 a.m. – 12:30 p.m.
Agenda

- President**
Rebecca Crowe
- President-Elect**
Faye Orick
- Secretary**
Kathy McMillan
- Treasurer**
Laura Davis
- Chapter Advisor**
Sonny Rogers
- Education Chair**
Markesha McCants
- NES Chair**
Penne Howard
- Scholarships & Community Relations**
Rose Weaver & Tim Melton
- Programs Chair**
Barbara Jackson
- Membership Chair**
Jud Kingman
- Newsletter Chair**
Tracie Rucker
- Public Relations & Webmaster**
Stephanie Davis
- Employment Chair**
Al Guidry
- Social Chair**
Vicki Dyer
- Nominations & Elections Chair**
Freda Hopper
- Volunteer Recruiter**
Katherine Bumgardner
- Honors & Awards Chair**
Donna Thompson

- Presidents Report
 - o Contract Management Week (Proclamation to be presented at City Council Meeting March 9, 2009)
 - o Chapter Bylaws
- Finance Report
 - o *Report Attached*
- Committee Reports**
 - Education
 - o *Report Attached*
 - NES
 - o NCMA Cost & Pricing Seminar (Refund Policy)
 - Scholarships & Community Relations
 - Programs
 - o Upcoming Program Speakers
 - Membership
 - Newsletter
 - o Submission Deadline for December Newsletter (February 12, 2009)
 - Social
 - Honors & Awards
 - o Distribution of Membership Pins

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Finance Report

Balance Sheet As of January 31, 2009

	Jan 31, 09
ASSETS	
Current Assets	
Checking/Savings	
1000 · Cash	
1000.1 · Cash-Checking	7,776.62
1000.2 · Cash - Money Market	11,783.69
1000.5 · Cash on Hand	150.00
Total 1000 · Cash	19,710.31
Total Checking/Savings	19,710.31
Total Current Assets	19,710.31
TOTAL ASSETS	19,710.31
LIABILITIES & EQUITY	
Equity	
30000 · Opening Bal Equity	24,405.02
32000 · Unrestricted Net Assets	-2,953.87
Net Income	-1,740.84
Total Equity	19,710.31
TOTAL LIABILITIES & EQUITY	19,710.31

Profit & Loss July 2008 through January 2009

	Jul '08 - Jan 09
Ordinary Income/Expense	
Income	
4000 · Income	
4000.1 · Chapter Meetings	4,035.50
4000.2 · NES	1,750.00
4000.6 · Rebates	1,000.00
Total 4000 · Income	6,785.50
Total Income	6,785.50
Expense	
7000 · Expenses	
7010 · Chapter Meeting Expenses	4,785.69
7015 · Awards/Gifts	103.88
7020 · Supplies	6.00
7040 · Internet Expense	139.65
7050 · Scholarships	3,500.00
Total 7000 · Expenses	8,535.22
Total Expense	8,535.22
Net Ordinary Income	-1,749.72
Other Income/Expense	
Other Income	
9005 · Interest Income	8.88
Total Other Income	8.88
Net Other Income	8.88
Net Income	-1,740.84

Education Committee Report

1. The Cost Estimating Fundamentals audio seminar was reschedule for Tuesday, February 17, 2009. Unfortunately the chapter did not receive enough advance notice to announce the new date to the membership and reserve a location. However, we have a copy of the presentation material and would like to make the materials available to the membership by posting it on the ET NCMA website under the presentation section. (Please refer to attachment) I looked through the material and it contains a lot of good information. I also plan to contact NCMA to find out whether individuals who registered for the audio seminars will receive a "courtesy" CD of the presentation – maybe we can use it for our future needs.
2. A friendly reminder, an upcoming audio seminar, "Prime Contractor - Subcontractor Issues", is scheduled for April 23, 2009. I need to talk to Sonny Rogers to found out if he is willing to reserve Commerce Park and setup the same arrangements he coordinated for the Cost Estimating Audio Seminar.
3. Faye nominated me to continue my role as Education Chair for the next program year. I'm very excited and honored. If you all know of anyone who would also like to join the committee please let us know. We typically had at least two people serving on this committee and if anyone else would like to be active – the education committee is a great committee to join (in my opinion).

We would really like to continue Second Cup Coffee for the next program year. If you all have any more book suggestions, please let us know. I hope to poll the membership and the current SCC members about the book choice before the program year ends.

Scholarship and Community Relations

Cassie Heyward, McArthur Moore, Tim Melton,

Judith Wilson and Rose Weaver

The Scholarship and Community Relations Committee continues to meet with area community colleges to provide information about the East Tennessee National Contract Management Association (ETNCMA) resources. During the month of January and February the committee met with William Puckett, Dean of the Accelerated Business Program, Pellissippi State Community College. Tim Melton will continue to contact representatives at Stalyer University.

During the week of February 20th, the committee will send e-mail notifications to area educational institutions of ETNCMA's 2009 Scholarship's. Fifteen scholarship recipients and scholarship submitters were contacted during the month of January and February. Some of the recipients provided information in the newsletter's Student Corner and hope to attend the April and or May business luncheon. Several student memberships were submitted to ETNCMA's membership chair. The highlight of the committee's expectations was that Justin Keck, one of our scholarship recipients, has been hired as an ORNL Subcontract Analyst. Justin is also one of the students that submitted information on him in the newsletter.