



East Tennessee Chapter  
April 2009 Board Meeting  
Scientific Sales  
April 15, 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**

Faye Orick

**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

Finance Report

**Committee Reports**

Education

- Upcoming Audio Seminars
- NCMA Certification Program Study Group

NES

- *2008-2009* – (See Revenue/Expense Spreadsheet)

Scholarships & Community Relations

Programs

- Upcoming Program Speakers

Membership

Newsletter

- Submission Deadline for December Newsletter  
(April 17, 2009)

Social

Honors & Awards

50<sup>th</sup> Anniversary Reception Committee

- Location: Pollard Technology Center Lobby (ORAU)
- Date: June 11, 2009
- Time: 4:30 PM – 7:00 PM

11:35 AM  
 04/14/09  
 Cash Basis

**National Contract Management Association**  
**Balance Sheet**  
 As of March 31, 2009

Mar 31, 09

**ASSETS**

Current Assets

Checking/Savings

1000 · Cash

1000.1 · Cash-Checking 7,105.12

1000.2 · Cash - Money Market 11,787.38

1000.5 · Cash on Hand 150.00

Total 1000 · Cash 19,042.50

Total Checking/Savings 19,042.50

Total Current Assets 19,042.50

**TOTAL ASSETS 19,042.50**

**LIABILITIES & EQUITY**

Equity

30000 · Opening Bal Equity 24,405.02

32000 · Unrestricted Net Assets -2,953.87

Net Income -2,408.65

Total Equity 19,042.50

**TOTAL LIABILITIES & EQUITY 19,042.50**

Jul '08 - Mar 09

Ordinary Income/Expense

Income

4000 · Income

4000.1 · Chapter Meetings 6,378.50

4000.2 · NES 1,500.00

4000.6 · Rebates 1,000.00

Total 4000 · Income 8,878.50

Total Income 8,878.50

Expense

7000 · Expenses

7010 · Chapter Meeting Expenses 7,390.29

7015 · Awards/Gifts 223.88

7020 · Supplies 6.00

7040 · Internet Expense 179.55

7050 · Scholarships 3,500.00

Total 7000 · Expenses 11,299.72

Total Expense 11,299.72

Net Ordinary Income -2,421.22

Other Income/Expense

Other Income

9005 · Interest Income 12.57

Total Other Income 12.57

Net Other Income 12.57

**Net Income -2,408.65**

## Prime Contractor-Subcontractor Issues

Program Code: 14288  
Seminar Date: Thursday, April 23, 2009  
Start Time: 12:00 PM EST

The only thing tougher than being a government contractor is being a government subcontractor, *and vice versa*. This program will address many of the key issues in the prime/sub relationship, from both perspectives.

### Participants will learn about:

- The interplay between teaming agreements and subcontracts;
- Major friction points in the subcontract, including the Changes and Termination clauses and Sponsorship Agreements;
- Privity of contract - what it means for subcontractor contact with the Government;
- Compliance issues, or how to avoid problems caused by the other party's conduct; and
- Subcontractor OCI issues.

This fast paced seminar will address the above issues and more while giving you plenty of opportunity to ask our experts for advice about your unique concerns.

NCMA - East Tennessee Chapter  
NES April 2009

Number of Attendees: 80

### NES - April 2009

Revenue	\$ 21,885.00
Books	\$ 8,029.00 (after returns)
Double-Tree	\$ 2,665.87
Speaker Dinner/Gift	\$ 132.19
Total Expenses	<u>\$ 10,827.06</u>
Net	<u><u>\$ 11,057.94</u></u>

## **Scholarship and Community Relations Committee Report**

Members: Cassie Heyward, McArthur Moore, Judy Wilson, Tim Melton, Justin Keck  
and Rose Weaver

**Scholarships** ---The mail has been slow sending in the scholarship submissions. I have had calls from several instructors/students at Roane State who submitted information, so hopefully the information will come in today. To date there have been 14 submissions, (5 high school seniors and 8 undergraduates). I estimate by the end of the day there will be at least 4 more submissions. The committee will meet the first week in May to select the 2009 scholarship recipients.

**Past Scholarship Recipients**--Monthly e-mails, NCMA monthly electronic newsletter and telephone calls to stay in contact with past scholarship recipients. The committee has submitted 4 articles to the newsletter on some of the students. Some of the students plan to attend the May and June business luncheon.

**Speakers Bureau**--During the month of March and April, presentations were made to Roane States Accelerated Business Class and juniors and seniors in the Business Management Class. Presentations were also made to the Oak Ridge High School Science and Math Students, Clinton High School, and Robertsville Middle Science and Math Students. The Roane State Community College Students are interested in establishing a mentoring relationship with our organization to assist in providing resources on contracting and procurement, internships, job opportunities and one on one discussions on preparing for a career in procurement and contracting

**Establishing Relationship With Educational Institutions**--Several telephone conversations with Strayer University Dean of Business, Dr. Nicole Cabrer. Two of her students have called and are interested in attending the May luncheon.

**Joint NCMA and Roane State Course**--Dr. Puckett, Dean of Roane State Business Management would like to work with a joint venture with the East Tennessee National Contract Management Association to develop an introductory class on contracting and procurement for the 2009 Fall semester. It would serve as elective. This would provide the business management students with the background to understand the procurement and contracting career options. The terms are so primitive to most business management majors.

**Other Questions from Roane State Students**--Internship opportunities –

Full Time Employment –

Job Shadowing –

Company sponsoring students at an annual Business Seminar

Concern from Scholarship Committee – Sponsoring students at ET NCMA Business Luncheons.