



EAST TENNESSEE CHAPTER NCMA – BOARD MEETING MINUTES

February 18, 2004

PRESIDENT – Mr. Bob Lynch called the meeting to order at 11:35 a.m. He discussed the process for nominations for National Board of Directors and Nationally Elected Officers. Bob will also work with Faye Orick on publicity for “Contract Management Week”.

TREASURER – Laura Davis distributed the monthly report.

PROGRAMS – Calvin Stevens of GSA is the speaker for the March membership meeting. He will discuss GSA Schedules.

MEMBERSHIP – Becky Wagner will order 50 blank badges for new members. The board discussed methods to add value when new members join and to ensure renewals.

NES – NES for 2004 will be on April 7. Judy Franklin and Penne Howard will help with registrations. Bob Lynch will start an email distribution group that will keep everyone updated on the progress. The committee will consist of Judy Franklin, Vicki Dyer, Mary Berry, Bob Lynch and Faye Orick. The committee will have a lunch planning meeting at the end of the week of February 23rd. The NES topic this year is “Best Contracting Practices for Business”.

WEBSITE – Faye requested that electronic copies of all the Board meeting minutes be sent to her so she can have them loaded onto the website.