

## EAST TENNESSEE CHAPTER NCMA – BOARD MEETING NOTES

**January 21, 2004**

**PROGRAMS** – Luncheon speakers and topics for the next two months are:

February 4, 2004	Steve Buckley, BJC	Teaming Arrangements
March 3, 2004	Calvin Stevens, GSA	GSA Schedule Contracting

**WORKSHOPS** – Judy Franklin, with CH2M Hill, is the next instructor for the CFCM Certification Study Group on February 4th. Section 4 of the Federal Knowledge Study Guide and Chapter 4 of the General Business Knowledge Study Guide will be covered.

**PHOTOGRAPHER** – The Board would like to thank both Vicki Dyer and Robert Ward. Vicki has been our Chapter photographer since September and Robert Ward has volunteered to take over this job beginning in February. Vicki has agreed to serve as a backup, when needed. Thanks to both!

**FACILITY/MEALS** – The Board discussed the fact that the cost of the meals is \$13 dollars; however, the members only pay \$12. It was discussed whether the Chapter should continue to subsidize the \$1 difference or increase the price to the members. Conducting a survey to ascertain whether the members are happy with the service and the food was also discussed. The Board decided to continue subsidizing the meals until the next Program year and to forgo a survey at this time.

**MEMBERSHIP** – Becky provided a current list of the members. The total as of January 2004 is 159. The Board also decided that each month Becky would send an email to those members, whose names are on the membership renewal, called the “Due” list, reminding them that their memberships will expire that month. She will also inform the Board of those members that actual drop off the membership list. At that point a Board member will contact these individuals and encourage them to rejoin the Chapter.

**NES** – The Board discussed a topic for our April NES. Bob also informed us that Judy Franklin has volunteered to organize the seminar this year. Penne Howard has volunteered to serve as the registrar again. Thanks, Judy and Penne!!

**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. (Katherine would you please send her all the minutes starting with September 2003?)