

NCMA Team Building Board Meeting Meeting Minutes

August 10, 2006 @ 5:30 P.M.

Members Present:

Freda H. Hopper, Vicki Dyer, Katherine Bumgardner, Barbara Jackson, Mea Reeves, Laura Davis, McArthur Moore, Penne Howard and Beth Holt

Welcome

President Freda Hopper welcomed attendees and expressed her appreciation for all of the members who have volunteered to serve as officers and on the chapter committees for the upcoming chapter year.

Long Range Plan

Freda has prepared a draft of the updated Long Range Plan for the chapter for 2006 through 2009. She will e-mail the plan to all members of the board for review and comment. She also asked that if anyone saw information in the plan that needed corrected, to let her know and she would take care of it.

Membership Retention Plan

Freda passed out copies of the proposed Membership Retention Plan to all attendees. We discussed the points addressed in the plan and ways to increase the chapter's outreach efforts for the upcoming chapter year. Since there are only two chapters of NCMA in Tennessee, and ours is the only one in East Tennessee, we need to make sure our existence is more widely publicized so that interested potential members who may not live or work in the local area will know about our activities.

Katherine Baumgardner suggested we go back to using the monthly reports as a tool for the board to use in contacting new members, as well as those whose membership is due or has lapsed, to encourage their attendance and participation in chapter activities. Beth Holt stated that we have only recently begun getting these reports from NCMA National again and that last year they were sporadic and difficult to obtain. We all agreed that this is an excellent way to stay in touch with members who may need extra encouragement to remain active in the chapter. Beth also noted that there are sample welcome and other letters available for our use via download from the NCMA National web site.

We discussed door prizes, attendance recognition, and other means of recognizing members at the meeting as well as making sure that all members receive the electronic newsletter as a way to stay informed about activities.

Operating Plan

Freda has updated the chapter Operating Plan for the 2006-2007 chapter year and gave a copy to each attendee for review and comment. She stated that she has personally spoken to each officer and committee member and gotten their agreement to serve. We are looking forward to an exciting year of activity for the chapter and each officer and committee member is fully committed to serving in whatever way they can.

Committees

- **Education** - Freda mentioned that she wants to talk to the chapter to determine if there is enough interest in setting up CACM or CPCM sessions. We discussed when we would schedule a one-day workshop during the year and all agreed that we may have had it too close to the NES last year. We will try to schedule it either in the late fall or

earlier in the spring than last year. We did all agree that we had an excellent turnout for last year's workshop. We will want to coordinate whatever activities we plan with the schedule of ETEBA, since many people participate in both.

- **NES** – Penne Howard passed out a memo outlining a review of the NES topics used for the last five years and containing a description of topics we have not yet covered. She asked if we want to start thinking now about a date for this year's NES. We all agreed that about the first week of April would be a good time to have it. We don't need to decide on this immediately, but will work on at least getting some tentative information in for the chapter's proposed calendar for the year.
- **Scholarship** – Laura Davis stated that she has written two checks for the scholarships awarded at the last meeting and asked Mac Moore if there should not be one more. He agreed that there is and will provide her the information she needs to complete that task. We also discussed the idea of a fundraiser for the scholarship fund and Laura explained that the chapter had looked at the idea a year or so ago when it was felt that a fundraiser would be needed in order for the chapter to be able to award meaningful scholarship amounts. The idea was abandoned when we earned sufficient finding from the NES and one-day seminar to fund the scholarships. What they discovered was that it was not as simple as some people thought to have a fundraiser when you take into account all the issues involved in making sure whatever activity was selected would be acceptable to all members.
- **Programs** – Barbara Jackson stated that the Program Committee is planning to have a meeting on August 24 to talk about programs for the year. They have a list of possibilities from Katherine and would like for anyone with any suggestions to let them know so that they can consider other ideas as well.
- **Membership** – Previously discussed in the section on Membership Retention Plan
- **Newsletter** – Vicki Dyer expressed a need for us to make sure the newsletter is published at least a week in advance of each regular chapter meeting so that members had sufficient time to call in their reservations for the meeting. If we don't get the newsletter out more timely we at least need to get a notice out to members earlier to let them know about the meeting. Beth will get Lori McKamey to provide her the distribution list for the newsletter so that it can be verified against the list of current members to ensure that everyone is getting the newsletter at the correct e-mail address.
- **Publicity and Web Page** - Freda has information that she will share with Stephanie Davis (Publicity) to contact local newspapers and publications to see about getting announcements of meetings and other information about the chapter out to the public. It was mentioned that the local chapter web page is in need of updating. Freda will contact Stephanie and give her information to use for the update.
- **Employment** -
- **Social** - Vicki requested that the Programs and Education committees keep her informed of what is needed for our speakers at our meetings and seminars. She also said that we need to have a better ability to let the Double Tree know how many attendees we expect at our meetings in a timely manner since they are under new management and need more time than in the past to make arrangements to have enough tables/space and food available for our meetings. As previously discussed in the Newsletter section, we will make a concerted effort to do this.
- **Graalman** –

General Discussion –

- Vicki has graciously agreed to have the board meeting continue at Scientific Sales this year. The board meetings are planned for every third Wednesday as in the past.
- The first regular meeting of the chapter will be September 6. We will kick off the chapter year with Judith Wilson, Director, DOE Procurement and Contracts Division, as our speaker.

Closing –

Freda closed the meeting at 7:30 by thanking everyone again for coming and expressing her enthusiasm for the upcoming chapter year.