

**EAST TENNESSEE CHAPTER BOARD MEETING MINUTES
SEPTEMBER 24, 2003**

Attendees:

Bob Lynch
Vicki Dyer
Tracie Edwards
Barbara Jackson
Seaira Stephenson
Faye Orick
Mary Berry

Discussion:

Newsletter – Bob requested that all articles for the October’s newsletter must be sent to Katherine no later COB Thursday, Sept. 25th. Further, Bob stated that Katherine has requested that someone should review the newsletter for errors and omissions prior to issuance.

Programs/Education – Mary Berry discussed the Program for the October Membership lunch meeting. Mr. Joseph A. Hidalgo will speak on the new NCMA certifications and the process for obtaining certification. Mr. Hidalgo will be traveling from Huntsville, AL. The Chapter has agreed to reimburse him one night’s lodging expenses. She also discussed the plan to turn the monthly workshops into a study group forum for the purpose of preparing members to take the CFCM exam and obtain a CFCM certification. More information on this education initiative is attached. Permission to reimburse her for the cost of a lunch for those members volunteering to lead these study sessions was requested and agreed to.

Vicki Dyer graciously agreed to make SSI the location for all the Board meetings. The following schedule was agreed to:

Membership Lunch Meetings
October 1, 2003
November 12, 2003
December 3, 2003

Board Meetings
October 22, 2003
November 19, 2003
December 17, 2003

Publicity/Advertising – The new Board Members Listing will be input to the Chapter Website. It was also requested by Faye Orick that a copy of Mr. Charles Crowe’s presentation at the September Membership meeting be obtained and put on the Chapter website. Barbara Jackson agreed to take this action.

Bob Lynch mentioned that he would be seeking a volunteer photographer to take photos at the Membership Lunch meetings. These photos will also be used for our Graalman application.

NES – Judy Franklin has agreed to organize the April 2004 NES.

Graalman – Seira Stephenson said that the Graalman Award application for the last program year is due at NCMA Headquarters by October 3, 2003. She will be contacting Barbara Turner and Joel Pearman to determine what regional/national director meetings they may have attended so the Chapter can include this in the Graalman package.