



**National Contract Management Association
East Tennessee Chapter
September 19, 2002**

Joel Pearman called the meeting to order at 11:30 a.m.

The Officer and Committee update/status reports were as follows:

President: Joel Pearman opened the meeting with a discussion regarding door prizes. The board approved a \$450 budget for purchasing a variety of door prizes. Joel stated that we needed to make a call for 2 volunteers for the membership chair and co-chair positions. An article will be placed in the newsletter and several of the members volunteered to assist in the search.

Joel stated that we have not been participating in the NCMA National meetings. He proposed setting aside travel \$ for the participation in at least 2 meetings per year.

Vice President: No update.

National Director: No update.

Secretary: Katherine Bumgardner discussed the need to cross reference the National Membership database with the current chapter distribution list.

Treasurer: Laura Davis submitted the financial report for the previous period ending August 31, 2002. Reported total accounts balance of \$13,651.78.

Education: Mary Berry has approached Bob Waters about doing a marketing workshop. Mary also reported that she has contacted Federal Publications to do a course. The course can be tailored to fit into one day. The cost is \$6,000 for the first 30 participants and \$100 for any participants there after. The possible topics are "Changes and Equitable Adjustments in Government Contracts", "How to Maximize Contract Revenue", and "How to Get a GSA Contract". We would like to do 2 workshops possibly one in March and one in November. A possible location was discussed. Jacobs Engineering is limited to 50 participants. Vicki Dyer will check with the Garden Plaza.

Scholarship: Mea Reaves reported that she would like to re-establish our community contacts. Some possibilities mentioned were ETEBA, Oak Ridge Sportsman's Club, etc. The scholarship should be announced in January.

Newsletter: Deadline for submissions is September 25th.

Employment: No update.

Membership: Volunteers needed for membership.

Graalman: Debra Hickman reported that the Graalman package has been submitted.

Program: Barbara Turner was available via conference call. Barbara reported that we had Bob Dikes scheduled for October, Richard Hopf confirmed for November and Charles Crowe scheduled for December. Steve Buckley is tentative for January. Barbara reported that she had speakers scheduled for all but 2 of the remaining months of the program year. She also reported that Judy Franklin has agreed to head up NES.

NES: Judy Franklin has volunteered to head up NES.

Social: Vicki Dyer reported that reservations were secure at the Garden Plaza for the upcoming meetings. Vicki will check on the availability of the Garden Plaza for upcoming workshops.

Publicity/Webmaster: Faye Orick reported the new contract for website postings must be signed by all of the officers. Katherine Bumgardner will check to see if SCG can provide this service.

Bylaws: No update.

Joel Pearman adjourned the meeting at 12:45 p.m.