

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Monday, February 3, 2020

Pursuant to appropriate notice, and in accordance with organizational by-laws, the Executive Board of the Tennessee Emergency Number Association (TENA) met at the Embassy Suites Convention Center in Murfreesboro, TN on Monday, February 3, 2020 at 1:00 pm (CT).

0220.I Call to Order

President Brown called the meeting to order.

See Appendix 1 for Board of Directors & staff attendance. All others in attendance can be found on Attachment 2

For the record, this meeting was broadcast live via TENA Facebook page: (www.facebook.com/TENA911).

0220.II Presentation of November Minutes

As the November meetings were previously ratified in an email vote to satisfy necessary requirements for banking business, this vote is to ratify the vote taken. Kim White made the motion to ratify the minutes of the November meetings as previously sent to the Board. Justin Crowther made the second and the Board voted unanimous approval.

0220.III Ratify Email Votes Since Previous Board Meeting

1. Ratify email vote to provide \$1,200 incentive pay to the Executive Director in calendar year 2019. Motion made by Kim Augustine, second made by Rose White. Motion passed with unanimous approval by the Board.
2. Ratify email vote to suspend the bylaws to change the board meeting date Motion made by Justin Crowther, second made by Justin Whipple. Motion passed with unanimous approval by the Board.

0220.IV Financial Report

Rose White, Treasurer, presented the financial report as of 02/03/2020 (see Exhibit 1).

The balances are as follows:

First Tennessee checking account \$,61,691.52

Community Bank investment account \$ 56,009.30

Citizen's Bank CD account \$ 101,664.65.

PayPal account \$0.00.

Kim White made the motion to approve the financial report as presented and Patricia Ledford made the second. The Board voted, with Rose White abstaining unanimous approval of this motion.

Ms. White also advised the Board the Citizen's Bank CD account has been established as directed by the Board.

She explained she would need to amend the November Finance report. She said she forgot to change the two lines from the Community Bank Account from the September financial report. All other numbers are correct on my financial reports. The amended Financial report should read.

Community Bank account should be:

Interest accrued of \$99.59

Balance as of 11-13-2019 was \$ 55,911.15

Kim Augustine made the motion to approve the amended financial report from the November meeting and Justin Whipple made the second. With Rose White abstaining, the remainder of the Board voted unanimously, to accept.

0220.V Regional Reports

A. East Region –*Kim White*

Kim White reported East Region met via conference call and the discussion as about the Rate Restoration Initiative.

B. Middle Region – *Karen Moore & Leanna Choate-Peek*

Karen Moore advised have a meeting scheduled for February 25 at Rutherford Co. ECD Office.

C. West Region – *Patricia Ledford & Justin Whipple*

Patricia Ledford advised they met via conference call on Dec. 12 and there were 10 ECD's on-line. They discussed the Rate Restoration Initiative as well as the policy advisory committee. They also held a Town Hall meeting in conjunction with Middle Region at the Dickson Co. ECD office on Jan. 8. She said they had a very good turn-out and discussed the Rate Restoration.

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Monday, February 3, 2020

0220.VI Report from Legal Counsel – *Russell Freeman*

Mr. Freeman reported that the grievance issue against TENA is now closed. He has received the letter from NENA via John Kelly, Legal Counsel, approving our amended bylaws. He also advised he has been sent a copy of the NENA minutes approving the minutes, which will be entered into the TENA records. This has been a long and arduous process and he is pleased the outcome was favorable to all involved.

0220.VII 911 Partner Reports

- A. Tennessee Emergency Communications Board
Curtis Sutton was present and advised the TECB meeting was the next day and there was a light agenda.
- B. NENA
Jennifer White spoke and thanked everyone who had been involved with the grievance process which was successfully approved by NENA. She also reminded everyone that 9-1-1 Goes to Washington begins on February 11.
- C. TN-APCO
Steve Martini advised they had their quarterly meeting at the Winter Workshop in Gatlinburg on January, and they will be mailing the amendments to their bylaws to everyone. They will be adding a 2nd Vice President to their Board. He also stated they were still accepting RPL applications.

0220.VIII Committee Reports

- A. ENP Committee – *Karen Moore*
No report.
- B. Policy & Bylaws Committee – *David Alexander*
Mr. Alexander stated that Russell Freeman covered it by talking about the grievance closure.
- C. Education Committee – *Dana Swims*
In the absence of Dana Swims, President Brown reported that the March meeting Education Workshop would be a discussion of the Safe at Home program.
- D. Rate Restoration Committee – *Matthew Brown*
President Brown stated that SJR836 & HB1621 (Rudder) have now been filed however it is our understanding the bill will be withdrawn by House sponsor.
- E. Legislative Committee – *Eric Ritzman*
Mr. Ritzman stated it is too early to make recommendations. He feels it best to meet via Conference Call with the committee after 911 On the Hill. Patricia Ledford stated the Board needs to be included on the call. Mr. Ritzman agreed.
- F. Site Selection Committee – *Justin Crowther*
9 RFP's were sent to venue's across all 3 regions and 6 packets were reviewed. The committee is recommending the Embassy Suites, Murfreesboro for the 2022 conference and will need to wait on the UT-Knoxville 2023 game schedule to make the decision on that year. Kim White made the motion to approve Embassy Suites Murfreesboro for the TENA Conference location for 2022. The second was made by Rose White. There was unanimous approval from the Board.

0220.IX Old Business

No Old Business to discuss.

0220.X New Business

- A. Confirm Committee Appointment – *Matthew Brown*
President Brown advised that Roberta Ivory has resigned from the ENP Committee and he would like to appoint Kim Augustine to replace her. David Alexander made the motion to confirm this appointment and Justin Crowther made the second. The Board voted unanimously in favor of the motion.
- B. TECB Position Nomination Procedure – *Matthew Brown*
President Brown stated there was one (1) position on the TECB due to expire at the end of June and TENA typically recommends nominees. If this is the will of the Board, the nomination form will be posted tomorrow for consideration at the March meeting. The Board unanimously agreed.

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Monday, February 3, 2020

C. Sponsorship Levels – *Kim White*

Ms. White advised the Board she would like to see TENA make some changes to the Industry Partner registration and sponsorship levels; however, she continued, if we do that, we need to offer them more in return. She has done some research and has put her recommendations on a handout, (see Exhibit 3).

D. IP Event Venue – *Justin Crowther*

Mr. Crowther is recommending that we approve the IP Event Welcome Reception be held at The Grove at Williamson Place. The cost will be \$ 4,000.00 rental with a deposit to be made. Justin Whipple made the motion to secure The Grove at Williamson Place as the venue for the 2020 IP Event at a cost of \$4,000 with a \$1,000 deposit and Patricia Ledford made the second. The Board voted unanimously to approve.

E. Registration Software Contract – *Maureen Culberson*

Ms. Culberson advised the Board of the different software companies she has been in touch with (see Exhibit 4 for complete breakdown). After discussion, Rose White was asked with the options given, which of the applications would she prefer and she advised Cvent. She also stated it was a sizeable decrease in cost over the last few years. Justin Crowther made the motion to approve the three-year contract with Cvent, with the 1st year \$6,700.00; 2nd year \$6,900.81; 3rd year \$7,102.82. It is understood 7% sales tax will be added to these amounts. Kim White made the second and the Board approved unanimously.

F. Any Additional New Business

- 1) Maureen Culberson asked if the Board was still interested in providing TENA merchandise for the members. If so, she has found a site where we could do that, and the site sponsor would provide the manufacture, storage and shipping of the product. We pay the site sponsor cost for the product and set our prices for our members with the difference coming back to TENA as profit. She will get further information and provide to the Board at the next meeting.
- 2) Patricia Ledford stated she feels that Eric Ritzman did not give full information in his report to the members who did not attend the morning discussion and would like him to repeat what was said. Mr. Ritzman then addressed the members. He said there were some concerns about the Direct Dispatch bill, however there was a meeting scheduled with Rep. Russell tomorrow to discuss these concerns. The issue with the T-CPR bill is there is no national standard for T-CPR. With HB2132 regarding Public Records, how much additional work will this place on the ECD/PSAP director. The committee feels that further discussion and amendments are necessary before a stance can be made.
- 3) President Brown confirmed the schedule for 911 On the Hill.

0220.XI Comments/Reports

A. District / PSAP Representatives

No comments

B. Industry Partners

No comments

C. Other Delegates

No comments

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Monday, February 3, 2020

0220.XII Adjournment

The next meeting is scheduled on Monday, March 9, 2020 at Embassy Suites Convention Center, Murfreesboro, TN at 1:00 pm (CT).

With no further business, and without objection, a motion was made to adjourn by Justin Crowther and the second was received from Rose White. The meeting was adjourned.

These are the true, accurate and complete minutes of the Executive Board Meeting.

TENA Secretary

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Monday, February 3, 2020

APPENDIX 1 – TENA Board & Staff Attendance

		Present	Absent	Conf. Call
<i>President</i>	Matthew Brown	X		
<i>1st Vice President</i>	Justin Crowther	X		
<i>2nd Vice President</i>	David Alexander	X		
<i>Secretary</i>	Kim Augustine	X		
<i>Treasurer</i>	Rose White	X		
<i>East Region Rep</i>	James Long	X		
<i>East Region Rep</i>	Kim White	X		
<i>Middle Region Rep</i>	Leanna Choate-Peek		X	
<i>Middle Region Rep</i>	Karen Moore		X	
<i>West Region Rep</i>	Patricia Ledford	X		
<i>West Region Rep</i>	Justin Whipple	X		
<i>Past President</i>				
<i>Legal Counsel</i>	Russell Freeman	X		
<i>Executive Director</i>	Maureen Culberson	X		

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Monday, February 3, 2020

ATTACHMENT 1

TENNESSEE EMERGENCY NUMBER ASSOCIATION EXECUTIVE BOARD MEETING

Name	Organization	Email Address
Linda Nields	Cheatham Co. 911	linda.nields@cheathamcountytg.org
Kana Walker	Lauderdale Co 911	lauderdale.911@utaholc.com
John Skurmer	Hamilton County ECD	skurmerj@hc911.org
Eric Ritzman	Cumberland County ECD	eric.ritzman@cumberlandtn911.com
Sherrin Maxfield	Bradley County 911	smaxfield@clevelandtn911.com
Cynthia Gunter	Bradley County 911	cgunter@clevelandtn911.com
Amy Nave	Bradley County 911	anave@clevelandtn911.com
Joey Kilg	Marshall Co 911	911director@tswb.com
Benjamin McCurry (BS)	Fayetteville-Lincoln Co 911	bmccurry@fayettevilletn.com
Sherry Butler	Dyersburg 911	Shutter@dyersburgtn.gov
Gloria Spence	Dyersburg 911	gspence@dyersburgtn.gov
Mark Gaudet	Maury Co 911	mgaudet@Maury911.org
Jennifer White	Loudon Co 911	jwhite@loudoncounty911.org
KENNETH CALVERT	KINGSPORT 911	KCALVERT@AOL.COM
RICHIE HITE	KINGSPORT 911	RICHIEHITE@KINGSPORTTN.GOV
Adriana Sarge	Kingsport 911	AdrianaSarge@KingsportTN.gov
Todd HARRISON	Kingsport 911	ToddHARRISON@KingsportTN.GOV
Marlon McCormack	Gibson Co E 911	marlon.mccormack@gibsoncounty-tn.gov
Kirby Jacob	Gibson Co E-911	Kirby.jacob@gibsoncounty-tn.gov
Robert Howell	Crockett Co E-911	roberthowell@crockett911.com
Max Milan	Madison Co - 911	thp8899@gmail.com
Sherry Maxfield		

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Monday, February 3, 2020

EXHIBIT 1

Tennessee Emergency Number Association
Financial Report

Rose White, Treasurer
February 3, 2020

First Tennessee Checking Account – 11/13/2019	\$ 165,311.25
Deposits	\$ 5,684.93
Expenses	<u>-\$ 109,304.66</u>
First Tennessee Checking Balance – 01/27/2020	\$ 61,691.52

Community Bank Investment Checking Account – 11/13/2019	\$ 55,911.15
Deposits	\$ 0.00
Interest	<u>\$ 98.15</u>
Community Bank Checking Balance – 01/27/2020	\$ 56,009.30

PayPal Account – 11/13/2019	\$ 0.00
Deposits	\$ 0.00
Transfers to First TN Bank	-\$ 0.00
Transfers to Community Bank	\$ 0.00
Service Charge	<u>-\$ 0.00</u>
PayPal Balance – 01/27/2020	\$ 0.00

Citizen's Bank CD – 12/10/2019	\$101,664.65
Deposits	\$0.00
Expenses	\$0.00
Interest	<u>\$ 0.00</u>
Citizen's Bank CD – 01/27/2020	\$101,664.65

For complete Finance Report, see attached file

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Monday, February 3, 2020

EXHIBIT 2 Current Budget

Rev. 01/27/2020

page 1

OPERATING REVENUE	2019 ACTUALS	2020 PROPOSED BUDGET	2020 BUDGET AMENDMENTS	2020 ACTUALS	Comments
Membership Dues	\$ 29,626.00	\$ 30,000.00			
Associate Membership Dues	\$ 1,400.03	\$ 1,300.00			
NENA Dues	\$ 5,029.00	\$ 4,000.00			
Newsletter Banner Ads		\$ 500.00			
ENP Scholarships		\$ 1,000.00			
Interest - Community Bank	\$ 771.50	\$ 500.00			
Interest - CD	\$ 1,664.65				
TOTAL OPERATING REVENUE	\$ 38,491.18	\$ 37,300.00			
CONFERENCE REVENUE	2019 FINAL BUDGET	2020 PROPOSED BUDGET	2020 BUDGET AMENDMENTS	2020 ACTUALS	Comments
Attendee Conference Registration	\$ 86,225.00	\$ 87,000.00			
Day Pass	\$ 4,000.00	\$ 3,750.00			
Banquet Tickets	\$ 1,750.00	\$ 1,750.00			
Pre-Conference Course Registration	\$ 6,450.00	\$ 3,000.00			
Golf Tournament Registration	\$ 2,700.00	\$ 2,700.00			
Guest Passes	\$ 1,000.00	\$ 1,000.00			
Super Session Registration	\$ 50.00	\$ 100.00			
Industry Partner Registration	\$ 36,850.00	\$ 39,500.00			
Additional Exhibit Booth	\$ 1,700.00	\$ 1,700.00			
TN-APCO	\$ 2,500.00	\$ 2,500.00			
Sponsorships - Conference	\$ 32,150.00	\$ 32,000.00			In-Kind and Monetary
Sponsorships - Golf Tournament	\$ 3,951.84	\$ 3,000.00			In-Kind and Monetary
Sponsorships - IP Event	\$ -	\$ 4,000.00			In-Kind and Monetary
CONFERENCE REVENUE	\$ 179,326.84	\$ 182,000.00		\$ -	
TOTAL REVENUE	\$ 217,818.02	\$ 219,300.00		\$ -	

OPERATING EXPENSES	2019 OPERATING BUDGET	2020 PROPOSED BUDGET	2020 BUDGET AMENDMENTS	2020 ACTUALS	Comments
Legal Counsel Fees	\$ 19,999.92	\$ 19,999.92			
Executive Director Contract	\$ 20,697.36	\$ 20,697.36		\$ 1,724.78	
Incentive Pay	\$ 1,200.00	\$ 1,200.00	\$ -		Budget Amendment Approved 11-20-19
Operating Expenses	\$ 1,152.96	\$ 1,300.00			
Certificates & Ballots	\$ 269.67	\$ 300.00			
Website / Domain Expenses	\$ 257.34	\$ 375.00			
Travel Expenses	\$ 1,953.41	\$ 200.00			
ENP Scholarship's	\$ 2,150.00	\$ 5,000.00			
Survey Services	\$ 384.00	\$ 400.00			
Audit Expenses	\$ 4,000.00	\$ 4,000.00			
Insurance	\$ 2,304.00	\$ 2,325.00			
Service Charge	\$ 2,587.54	\$ 2,500.00		\$ 84.80	
Surety Bond Expense	\$ 359.00	\$ 400.00			
Event Expenses	\$ 2,306.21	\$ 1,500.00			
TERT Expenses	\$ 66.34	\$ 150.00			
TOTAL OPERATING EXPENSES	\$ 59,687.75	\$ 60,347.28		\$ 1,809.58	

CONFERENCE EXPENSES	2019 FINAL BUDGET	2020 PROPOSED BUDGET	2020 BUDGET AMENDMENTS	2020 ACTUALS	Comments
PROGRAM/AGENDA					
Pre-Conference Course Session	\$ 4,150.00	\$ 4,000.00			
Keynote Speaker Session	\$ 2,000.00	\$ 2,500.00			
Conference Instructors	\$ 11,000.00	\$ 15,000.00			
Speaker Expenses	\$ 1,631.29	\$ 1,000.00			
CEU's	\$ 1,975.00	\$ 2,000.00			

CONFERENCE FOOD & BEVERAGE					
Sunday food and beverage (Embassy Contract)	\$ 14,901.85	\$ 1,000.00			
Monday food and beverage	\$ 16,993.56	\$ 9,000.00			
ENP/RPL Breakfast	\$ -				
Tuesday food and beverage	\$ 36,295.21	\$ 35,000.00			
Wednesday food and beverage	\$ 1,257.47	\$ 1,500.00			

CONFERENCE ENTERTAINMENT					
Conference Entertainment	\$ 3,900.00	\$ -			

OFF-SITE IP EVENT					
Venue Rental	\$ -	\$ 4,000.00			
Sunday IP Event Food and Beverage	\$ -	\$ 15,000.00			
Entertainment	\$ -	\$ 3,000.00			
Transportation	\$ -	\$ 700.00			

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Monday, February 3, 2020

EXHIBIT 2 cont.

page 2

CONFERENCE SITE FEES

Hotel Rooms	\$ 4,332.69	\$ 5,000.00			
Meeting Rooms	\$ 909.10	\$ 1,000.00			
Comp industry partner registration		\$ -			
Decorator Fees / Booth Setup Fees / Electric	\$ 10,376.86	\$ 11,000.00			
AV Fees	\$ 15,315.91	\$ 17,000.00			

PUBLICITY & PRINTING

Handouts	\$ 1,189.31	\$ 500.00			
Conference Guide	\$ 2,399.06	\$ 2,700.00			
Signs	\$ 854.66	\$ 1,000.00			

REGISTRATION

Conference Refunds	\$ 1,675.00	\$ 2,000.00			
Comp Registrations - Attendee		\$ -			
Registration Software	\$ 9,236.23	\$ 9,300.00			
Registration Supplies	\$ 469.86	\$ 700.00			

TECHNICAL

Technology Supplies	\$ -	\$ 500.00			
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PRIZES

Awards	\$ 372.01	\$ 500.00			
Door Prizes	\$ 956.46	\$ 1,000.00			

GOLF TOURNAMENT

Golf Course Fees	\$ 1,360.00	\$ 1,400.00			
Miscellaneous expense	\$ 1,147.93	\$ 1,200.00			
In-Kind Sponsorships	\$ 801.84	\$ 800.00			

MISCELLANEOUS

Conference Bags	\$ 5,000.00	\$ 5,000.00			
Lanyards/Name Badge Holders	\$ 1,233.03	\$ 1,300.00			
Conference Shirts	\$ 276.31	\$ 500.00			
Miscellaneous expense	\$ -	\$ 100.00			
Notification System	\$ 499.97	\$ 500.00			

TOTAL CONFERENCE EXPENSES	\$ 152,510.61	\$ 156,700.00		\$ -	
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TOTAL EXPENSES	\$ 212,198.36	\$ 217,047.28		\$ 1,809.58	
TOTAL REVENUE	\$ 217,818.02	\$ 219,300.00		\$ -	
TOTAL PROFIT/(LOSS)	\$ 5,619.66	\$2,252.72		\$ (1,809.58)	

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Monday, February 3, 2020

EXHIBIT 3

page 1

	current
Gold - \$5000	Registration is waived
	one (1) additional booth
	Full page logo in guidebook & level recognition in guidebook & sponsored event
	Prominent logo on signage
Silver - \$2500	\$850 registration fee waived
	1/2 page logo in guidebook & level recognition in guidebook & sponsored event
	Logo on signage
Bronze - \$1000	Registration is NOT waived
	Logo only in the guidebook & level recognition in guidebook & sponsored event
	logo on signage
Sponsor - up to \$999	Registration fee is NOT waived
	Logo only in the guidebook & level recognition in guidebook & sponsored event
	logo on signage
\$850 - booth	standard booth price

	Proposed
Diamond - \$10,000	Double Booth
	Booth Selection (premium area selection or 1st priority in any area)
	Free electricity
	free wifi
	up to 8 free registrations
???	Logo & biography in conference app, website and social media
	Diamond Level signage for event
	Diamond Level sponsorship event(s) and item(s) and levels below
	Exclusive Exhibitor Hall hours with decision makers and directors
???	Ability to setup banner outside of Exhibitor Hall throughout the conference area
	sponsorship of a classroom

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Monday, February 3, 2020

EXHIBIT 3 cont.

page 2

	logo displayed before opening session and closing banquet
	full list of attendees provided
Platinum - \$7500	Oversize Booth ??
	Booth Selection (premium area selection or 1st priority in any area)
	Free electricity
	free wifi
	up to 5 free registrations
	Logo & biography in conference app, website and social media
	Platinum Level signage for event
	Platinum Level sponsorship event(s) and item(s) and levels below
	Exclusive Exhibitor Hall hours with decision makers and directors
	sponsorship of a classroom
	logo displayed before opening session and closing banquet
	full list of attendees provided
Gold - \$5000	Standard Booth
	Booth Selection (premium area selection or 1st priority in any area)
	Free electricity
	free wifi
	up to 3 free registrations
	Logo & biography in conference app, website and social media
	Gold Level signage for event
	Gold Level sponsorship event(s) and item(s) and levels below
	Exclusive Exhibitor Hall hours with decision makers and directors
	sponsorship of a classroom
	logo displayed before opening session and closing banquet
	full list of attendees provided
Silver - \$2500	Standard Booth
	Booth assigned or picked after other sponsors have been placed
	Discounted electrical (50% off)
	up to 2 registrations
	Logo in conference app, website and social media
	Logo displayed before opening session and closing banquet
	Full list of attendees provided
\$1250 - standard booth	Standard Booth
	Booth assigned after other sponsors have been placed

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Monday, February 3, 2020

EXHIBIT 4

Page 1

TEAM911

Costs for one-year contract is \$4,800.00

This is a one-year cost. May fluctuate year-to-year depending on the number of licenses (states participating) they have to purchase.

Registration

- We will need to set-up registration kiosks, where the attendees will check themselves in and print their own name badges.
- Badges will have to be a tyvek-foldable material & we will need to purchase double-ended lanyards to accommodate.

Payment Portal

- We need to set up an account with their c/card provider, AffiniPay. All c/cards will go thru them at a 3.5% fee.
- Those paying with checks will be directed to remit to Rose as is currently being done.
- Monies will be transferred into TENA's account at a regularly-scheduled timeline.

Reports

- All reports will be handled by TEAM911. We will not have access to any back-side reports.
- We can set-up timeline for them to deliver those reports; 3-days; 1-week, etc.
- We will need to set-up our own invoices for those requesting them, but will need to request a specific report from TEAM 911, then wait for their response.

REGFOX

Costs for one-year contract is \$2,800.00 - 3,000.00

Registration

- They said they can do our 10 different registration paths. They weren't sure about being able to work with the Sponsorship levels and auto-deducting certain costs.
- They said we can print badges as we currently do.

Payment Portal

- We need to set up an account with their internal payment provider. All c/cards will go thru them with a 2.99% fee, then they will ACH into our bank acct.
- Those paying with checks will be directed to remit to Rose as is currently being done.

Reports

- We will have access to some reports, however they advised there weren't as many reports as with Cvent.
- There is no capability for us to create and send invoices, or some other forms that we currently auto-populate in Cvent; Cert of Attendance, Name Badges, Invoices, Envelope Labels, Door Prize numbers on the name badges.
- We would not be able to scan attendees into sessions unless they are pre-registered for that class..

WHOVA

After multiple lengthy discussions, they advised that their application would not fit our needs.

REG-ONLINE

State EMS Association said they use this software for their Conference registration, but when I checked online the company has since been bought out by Cvent.

CVENT

Costs for a 3-yr contract - This is for 650 registrants

- Year 1 02/21/2020-02/21/2021 = \$6,700.00 + sales tax
- Year 2 02/21/2021-02/21/2022 = \$6,900.81 + sales tax
- Year 3 02/21/2022-02/21/2023 = \$7,102.82 + sales tax

Last year's cost was \$9,236.23 with sales tax

\$6,486.23 + \$500.00 (2 addition. Log-ins) + \$2,250.00 (OnArrival)

Total savings over 3 yrs of \$7,593.87

Everything stays the absolute same as in the past; no loss of functionality of any part; no loss of the past 6 yrs. reports

Tennessee Emergency Number Association Financial Report

Rose White, Treasurer
February 3, 2020

First Tennessee Checking Account – 11/13/2019	\$ 165,311.25
Deposits	\$ 5,684.93
Expenses	<u>-\$ 109,304.66</u>
First Tennessee Checking Balance – 01/27/2020	\$ 61,691.52

Community Bank Investment Checking Account – 11/13/2019	\$ 55,911.15
Deposits	\$ 0.00
Interest	<u>\$ 98.15</u>
Community Bank Checking Balance – 01/27/2020	\$ 56,009.30

PayPal Account – 11/13/2019	\$ 0.00
Deposits	\$ 0.00
Transfers to First TN Bank	-\$ 0.00
Transfers to Community Bank	\$ 0.00
Service Charge	<u>-\$ 0.00</u>
PayPal Balance – 01/27/2020	\$ 0.00

Citizen's Bank CD – 12/10/2019	\$101,664.65
Deposits	\$0.00
Expenses	\$0.00
Interest	<u>\$ 0.00</u>
Citizen's Bank CD – 01/27/2020	\$101,664.65

TENA - First Tennessee Checking Account

Type	Date	Name	Memo	Budget Line Item	Amount
Check 402	12/5/2019	Maureen Culberson	ED Contract	OE - ED Contract	-\$1,724.78
Check 403	12/5/2019	Embassy Suites	November Board Meeting	OE - Event Expenses	-\$204.14
Check 404	12/5/2019	Freeman & Bracey	Legal Contract	OE - Legal Counsel Contract	-\$1,666.66
Check 405	12/10/2019	Citizens Bank	Opening CD Account	Split	-\$101,664.65
Check 406	12/20/2019	Maureen Culberson	ED Incentive Pay	OE - Incentive Pay	-\$1,200.00
Check 407	1/12/2020	Maureen Culberson	ED Contract	OE - ED Contract	-\$1,724.78
Journal	12/3/2019	First Data	Credit Card System Fee	OE - Service Charge	-\$64.85
Debit Card	12/13/2019	NENA	Flynn ENP Scholarship	OE - ENP Scholarship	-\$550.00
Debit Card	12/13/2019	NENA	Biggs ENP Scholarship	OE - ENP Scholarship	-\$420.00
Journal	1/3/2020	First Data	Credit Card System Fee	OE - Service Charge	-\$84.80
Deposit	11/21/2019	First TN Checking	TN-APCO	CE - AV	\$347.02
Deposit	11/21/2019	First TN Checking	TN-APCO	CE - Meeting Rooms	\$27.22
Deposit	12/10/2019	First TN Checking	NENA	OR - NENA Dues	\$5,029.00
Deposit	12/17/2019	First TN Checking	Equature	OR - Associate Membership	\$116.69
Deposit	12/17/2019	First TN Checking	Mike Mahn	OR - Membership Dues	\$35.00
Deposit	12/31/2019	First TN Checking	Bradley County	OE - ENP Scholarship	\$130.00

OR - Operating Revenue

OE - Operating Expenses

CR - Conference Revenue

TENA - Community Bank Investment Checking Account

Type	Date	Name	Memo	Budget Line Item	Amount
Journal	11/29/2019	Community Bank	November Interest	OR - Community Bank - Interest	\$46.64
Journal	12/31/2019	Community Bank	December Interest	OR - Community Bank - Interest	\$51.51

TENA - Citizen's Bank CD

Type	Date	Name	Memo	Budget Line Item	Amount
Deposit	12/10/2019	Citizens Bank CD	Opening Account Deposit		\$101,664.65

TENA - PayPal Account

Type	Date	Name	Memo	Budget Line Item	Amount
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OPERATING REVENUE	2019 ACTUALS	2020 PROPOSED BUDGET	2020 BUDGET AMENDMENTS	2020 ACTUALS	Comments
Membership Dues	\$ 29,626.00	\$ 30,000.00			
Associate Membership Dues	\$ 1,400.03	\$ 1,300.00			
NENA Dues	\$ 5,029.00	\$ 4,000.00			
Newsletter Banner Ads		\$ 500.00			
ENP Scholarships		\$ 1,000.00			
Interest - Community Bank	\$ 771.50	\$ 500.00			
Interest - CD	\$ 1,664.65				
TOTAL OPERATING REVENUE	\$ 38,491.18	\$ 37,300.00			
CONFERENCE REVENUE	2019 FINAL BUDGET	2020 PROPOSED BUDGET	2020 BUDGET AMENDMENTS	2020 ACTUALS	Comments
Attendee Conference Registration	\$ 86,225.00	\$ 87,000.00			
Day Pass	\$ 4,000.00	\$ 3,750.00			
Banquet Tickets	\$ 1,750.00	\$ 1,750.00			
Pre-Conference Course Registration	\$ 6,450.00	\$ 3,000.00			
Golf Tournament Registration	\$ 2,700.00	\$ 2,700.00			
Guest Passes	\$ 1,000.00	\$ 1,000.00			
Super Session Registration	\$ 50.00	\$ 100.00			
Industry Partner Registration	\$ 36,850.00	\$ 39,500.00			
Additional Exhibit Booth	\$ 1,700.00	\$ 1,700.00			
TN-APCO	\$ 2,500.00	\$ 2,500.00			
Sponsorships - Conference	\$ 32,150.00	\$ 32,000.00			In-Kind and Monetary
Sponsorships - Golf Tournament	\$ 3,951.84	\$ 3,000.00			In-Kind and Monetary
Sponsorships - IP Event	\$ -	\$ 4,000.00			In-Kind and Monetary
CONFERENCE REVENUE	\$ 179,326.84	\$ 182,000.00		\$ -	
TOTAL REVENUE	\$ 217,818.02	\$ 219,300.00		\$ -	

OPERATING EXPENSES	2019 OPERATING BUDGET	2020 PROPOSED BUDGET	2020 BUDGET AMENDMENTS	2020 ACTUALS	Comments
Legal Counsel Fees	\$ 19,999.92	\$ 19,999.92			
Executive Director Contract	\$ 20,697.36	\$ 20,697.36		\$ 1,724.78	
Incentive Pay	\$ 1,200.00	\$ 1,200.00	\$ -		Budget Amendment Approved 11-20-19
Operating Expenses	\$ 1,152.96	\$ 1,300.00			
Certificates & Ballots	\$ 269.67	\$ 300.00			
Website / Domain Expenses	\$ 257.34	\$ 375.00			
Travel Expenses	\$ 1,953.41	\$ 200.00			
ENP Scholarship's	\$ 2,150.00	\$ 5,000.00			
Survey Services	\$ 384.00	\$ 400.00			
Audit Expenses	\$ 4,000.00	\$ 4,000.00			
Insurance	\$ 2,304.00	\$ 2,325.00			
Service Charge	\$ 2,587.54	\$ 2,500.00		\$ 84.80	
Surety Bond Expense	\$ 359.00	\$ 400.00			
Event Expenses	\$ 2,306.21	\$ 1,500.00			
TERT Expenses	\$ 66.34	\$ 150.00			
TOTAL OPERATING EXPENSES	\$ 59,687.75	\$ 60,347.28		\$ 1,809.58	

CONFERENCE EXPENSES	2019 FINAL BUDGET	2020 PROPOSED BUDGET	2020 BUDGET AMENDMENTS	2020 ACTUALS	Comments
PROGRAM/AGENDA					
Pre-Conference Course Session	\$ 4,150.00	\$ 4,000.00			
Keynote Speaker Session	\$ 2,000.00	\$ 2,500.00			
Conference Instructors	\$ 11,000.00	\$ 15,000.00			
Speaker Expenses	\$ 1,631.29	\$ 1,000.00			
CEU's	\$ 1,975.00	\$ 2,000.00			

CONFERENCE FOOD & BEVERAGE

Sunday food and beverage (Embassy Contract)	\$ 14,901.85	\$ 1,000.00			
Monday food and beverage	\$ 16,993.56	\$ 9,000.00			
ENP/RPL Breakfast	\$ -				
Tuesday food and beverage	\$ 36,295.21	\$ 35,000.00			
Wednesday food and beverage	\$ 1,257.47	\$ 1,500.00			

CONFERENCE ENTERTAINMENT

Conference Entertainment	\$ 3,900.00	\$ -			
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OFF-SITE IP EVENT

Venue Rental	\$ -	\$ 4,000.00			
Sunday IP Event Food and Beverage	\$ -	\$ 15,000.00			
Entertainment	\$ -	\$ 3,000.00			
Transportation	\$ -	\$ 700.00			

CONFERENCE SITE FEES

Hotel Rooms	\$ 4,332.69	\$ 5,000.00			
Meeting Rooms	\$ 909.10	\$ 1,000.00			
Comp industry partner registration		\$ -			
Decorator Fees / Booth Setup Fees / Electric	\$ 10,376.86	\$ 11,000.00			
AV Fees	\$ 15,315.91	\$ 17,000.00			

PUBLICITY & PRINTING

Handouts	\$ 1,189.31	\$ 500.00			
Conference Guide	\$ 2,399.06	\$ 2,700.00			
Signs	\$ 854.66	\$ 1,000.00			

REGISTRATION

Conference Refunds	\$ 1,675.00	\$ 2,000.00			
Comp Registrations - Attendee		\$ -			
Registration Software	\$ 9,236.23	\$ 9,300.00			
Registration Supplies	\$ 469.86	\$ 700.00			

TECHNICAL

Technology Supplies	\$ -	\$ 500.00			
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PRIZES

Awards	\$ 372.01	\$ 500.00			
Door Prizes	\$ 956.46	\$ 1,000.00			

GOLF TOURNAMENT

Golf Course Fees	\$ 1,360.00	\$ 1,400.00			
Miscellaneous expense	\$ 1,147.93	\$ 1,200.00			
In-Kind Sponsorships	\$ 801.84	\$ 800.00			

MISCELLANEOUS

Conference Bags	\$ 5,000.00	\$ 5,000.00			
Lanyards/Name Badge Holders	\$ 1,233.03	\$ 1,300.00			
Conference Shirts	\$ 276.31	\$ 500.00			
Miscellaneous expense	\$ -	\$ 100.00			
Notification System	\$ 499.97	\$ 500.00			

TOTAL CONFERENCE EXPENSES	\$ 152,510.61	\$ 156,700.00		\$ -	
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TOTAL EXPENSES	\$ 212,198.36	\$ 217,047.28		\$ 1,809.58	
TOTAL REVENUE	\$ 217,818.02	\$ 219,300.00		\$ -	
TOTAL PROFIT/(LOSS)	\$ 5,619.66	\$2,252.72		\$ (1,809.58)	

OPERATING REVENUE	July 1-Dec 31, 2018 OPERATING BUDGET	2019 PROPOSED BUDGET	2019 BUDGET AMENDMENTS	2019 ACTUALS	Comments
Membership Dues	\$ 8,883.00	\$ 29,724.00		\$ 29,626.00	
Associate Membership Dues	\$ 1,233.34	\$ 2,000.00		\$ 1,400.03	
INENA Dues	\$ 4,629.00	\$ 3,500.00		\$ 5,029.00	
Newsletter Banner Ads	\$ 1,000.00	\$ 3,000.00			
ENP Scholarships		\$ 2,500.00			5 at \$500 each from Industry partners
Interest - Community Bank	\$ 823.59	\$ 1,500.00		\$ 771.50	
Interest - CD				\$ 1,664.65	
TOTAL OPERATING REVENUE	\$ 16,568.93	\$ 42,224.00		\$ 38,491.18	
CONFERENCE REVENUE	2018 FINAL CONFERENCE BUDGET	2019 PROPOSED CONFERENCE BUDGET	2019 BUDGET AMENDMENTS	2019 ACTUALS	Comments
Attendee Conference Registration	\$ 89,175.00	\$ 88,000.00		\$ 86,225.00	
Day Pass	\$ 3,750.00	\$ 3,500.00		\$ 4,000.00	
Banquet Tickets	\$ 2,225.00	\$ 2,000.00		\$ 1,750.00	
Pre-Conference Course Registration	\$ 3,450.00	\$ 2,500.00		\$ 6,450.00	
Golf Tournament Registration	\$ 2,850.00	\$ 2,000.00		\$ 2,700.00	
Guest Passes	\$ 500.00	\$ 500.00		\$ 1,000.00	
Super Session Registration	\$ 450.00	\$ 250.00		\$ 50.00	
Industry Partner Registration	\$ 35,400.00	\$ 35,000.00		\$ 36,850.00	
Additional Exhibit Booth	\$ 1,700.00	\$ 1,700.00		\$ 1,700.00	
TN-APCO	\$ 2,500.00	\$ 2,500.00		\$ 2,500.00	
Sponsorships - Conference	\$ 37,789.48	\$ 27,650.00		\$ 32,150.00	In-Kind and Monetary
Sponsorships - Golf Tournament	\$ -	\$ 5,539.48		\$ 3,951.84	In-Kind and Monetary
Sponsorships - IP Event	\$ -	\$ 6,750.00			In-Kind and Monetary
CONFERENCE REVENUE	\$ 179,789.48	\$ 177,889.48		\$ 179,326.84	
TOTAL REVENUE	\$ 196,358.41	\$ 220,113.48		\$ 217,818.02	

OPERATING EXPENSES	July 1-Dec 31, 2018 OPERATING BUDGET	2019 PROPOSED BUDGET	2019 BUDGET AMENDMENTS	2019 ACTUALS	Comments
Legal Counsel Fees	\$ 9,999.96	\$ 20,005.00		\$ 19,999.92	
Executive Director Contract	\$ 10,313.20	\$ 20,700.00		\$ 20,697.36	
Incentive Pay	\$ 1,200.00	\$ 1,200.00		\$ 1,200.00	
Operating Expenses	\$ 1,994.62	\$ 1,300.00	\$ 1,113.00	\$ 1,152.96	Budget Amendment approved 11-20-19
Certificates & Ballots	\$ 179.78	\$ 400.00	\$ 270.00	\$ 269.67	Budget Amendment approved 11-20-19
Website / Domain Expenses		\$ 200.00	\$ 258.00	\$ 257.34	Budget Amendment to \$250.00 Approved 01-16-19
Travel Expenses		\$ 2,000.00	\$ 1,954.00	\$ 1,953.41	Budget Amendment approved 11-20-19
ENP Scholarship's	\$ 1,880.00	\$ 5,000.00	\$ 3,725.00	\$ 2,150.00	Budget Amendment approved 11-20-19
Survey Services	\$ 421.00	\$ 400.00	\$ 384.00	\$ 384.00	Budget Amendment approved 11-20-19
Audit Expenses		\$ 8,000.00		\$ 4,000.00	FYE 06-30-18 and 6 month budget cycle
Insurance	\$ 2,304.00	\$ 2,325.00	\$ 2,304.00	\$ 2,304.00	Budget Amendment approved 11-20-19
Service Charge	\$ 1,978.15	\$ 1,000.00	\$ 2,700.00	\$ 2,587.54	Budget Amendment approved 11-20-19
Surety Bond Expense	\$ 359.00	\$ 400.00	\$ 359.00	\$ 359.00	Budget Amendment approved 11-20-19
Event Expenses	\$ 978.96	\$ 3,600.00	\$ 2,600.00	\$ 2,306.21	Budget Amendment approved 11-20-19
TERT Expenses	\$ 34.17	\$ 250.00	\$ 67.00	\$ 66.34	Budget Amendment approved 11-20-19
TOTAL OPERATING EXPENSES	\$ 31,642.84	\$ 66,780.00		\$ 59,687.75	

CONFERENCE EXPENSES	2018 FINAL BUDGET	2019 PROPOSED BUDGET	2019 BUDGET AMENDMENTS	2019 ACTUALS	Comments
PROGRAM/AGENDA					
Pre-Conference Course Session	\$ 1,500.00	\$ 2,500.00	\$ 4,150.00	\$ 4,150.00	Budget Amendment approved 11-20-19
Keynote Speaker Session	\$ 800.00	\$ 2,500.00	\$ 2,000.00	\$ 2,000.00	Budget Amendment approved 11-20-19
Conference Instructors	\$ 22,000.00	\$ 15,000.00	\$ 11,000.00	\$ 11,000.00	Budget Amendment approved 11-20-19
Speaker Expenses	\$ 245.78	\$ 250.00	\$ 1,632.00	\$ 1,631.29	Budget Amendment approved 11-20-19
CEU's	\$ 2,500.00	\$ 2,500.00	\$ 1,975.00	\$ 1,975.00	Budget Amendment approved 11-20-19

CONFERENCE FOOD & BEVERAGE					
Sunday food and beverage (Embassy Contract)	\$ 517.14	\$ 517.14	\$ 14,902.00	\$ 14,901.85	Budget Amendment approved 11-20-19
Monday food and beverage	\$ 5,541.59	\$ 5,541.59	\$ 16,994.00	\$ 16,993.56	Budget Amendment approved 11-20-19
ENP/RPL Breakfast	\$ 1,769.17	\$ 1,769.17	\$ -		
Tuesday food and beverage	\$ 32,879.34	\$ 32,879.34	\$ 36,296.00	\$ 36,295.21	Budget Amendment approved 11-20-19
Wednesday food and beverage	\$ 6,212.51	\$ 2,500.00	\$ 1,258.00	\$ 1,257.47	Budget Amendment approved 11-20-19

CONFERENCE ENTERTAINMENT					
Conference Entertainment	\$ 2,799.00	\$ 2,500.00	\$ 3,900.00	\$ 3,900.00	Budget Amendment approved 11-20-19

OFF-SITE IP EVENT

Venue Rental	\$ 4,000.00	\$ -			
Sunday IP Event Food and Beverage	\$ 15,909.43	\$ 15,909.43	\$ -		Budget Amendment approved 11-20-19
Entertainment	\$ 3,000.00	\$ 1,500.00	\$ -		Budget Amendment approved 11-20-19
Transportation	\$ 700.00	\$ -			

CONFERENCE SITE FEES

Hotel Rooms	\$ 3,686.40	\$ 5,500.00	\$ 4,333.00	\$ 4,332.69	Budget Amendment approved 11-20-19
Meeting Rooms	\$ 919.87	\$ 1,000.00	\$ 937.00	\$ 909.10	Budget Amendment approved 11-20-19
Comp industry partner registration		\$ -	\$ -		
Decorator Fees / Booth Setup Fees / Electric	\$ 9,920.96	\$ 10,000.00	\$ 10,377.00	\$ 10,376.86	Budget Amendment approved 11-20-19
AV Fees	\$ 15,127.13	\$ 17,000.00	\$ 15,663.00	\$ 15,315.91	Budget Amendment approved 11-20-19

PUBLICITY & PRINTING

Handouts	\$ 1,980.54	\$ 350.00	\$ 1,190.00	\$ 1,189.31	Budget Amendment approved 11-20-19
Conference Guide	\$ 2,743.75	\$ 3,000.00	\$ 2,400.00	\$ 2,399.06	Budget Amendment approved 11-20-19
Signs	\$ 2,014.57	\$ 1,000.00	\$ 855.00	\$ 854.66	Budget Amendment approved 11-20-19

REGISTRATION

Conference Refunds	\$ 2,500.00	\$ 2,500.00	\$ 1,675.00	\$ 1,675.00	Budget Amendment approved 11-20-19
Comp Registrations - Attendee		\$ -	\$ -		
Registration Software	\$ 9,474.82	\$ 9,500.00	\$ 9,237.00	\$ 9,236.23	Budget Amendment approved 11-20-19
Registration Supplies	\$ 712.90	\$ 800.00	\$ 470.00	\$ 469.86	Budget Amendment approved 11-20-19

TECHNICAL

Technology Supplies	\$ 1,391.41	\$ 500.00	\$ -		Budget Amendment approved 11-20-19
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PRIZES

Awards	\$ 669.15	\$ 700.00	\$ 373.00	\$ 372.01	Budget Amendment approved 11-20-19
Door Prizes	\$ 981.45	\$ 1,000.00	\$ 957.00	\$ 956.46	Budget Amendment approved 11-20-19

GOLF TOURNAMENT

Golf Course Fees	\$ 1,280.00	\$ 1,000.00	\$ 1,360.00	\$ 1,360.00	Budget Amendment approved 11-20-19
Miscellaneous expense	\$ 1,422.90	\$ 2,500.00	\$ 1,148.00	\$ 1,147.93	Budget Amendment approved 11-20-19
In-Kind Sponsorships	\$ 2,489.48	\$ 1,500.00	\$ 802.00	\$ 801.84	Budget Amendment approved 11-20-19

MISCELLANEOUS

Conference Bags	\$ 5,200.00	\$ 5,200.00	\$ 5,000.00	\$ 5,000.00	Budget Amendment approved 11-20-19
Lanyards/Name Badge Holders	\$ 1,262.07	\$ 1,500.00	\$ 1,234.00	\$ 1,233.03	Budget Amendment approved 11-20-19
Conference Shirts	\$ 108.68	\$ 700.00	\$ 277.00	\$ 276.31	Budget Amendment approved 11-20-19
Miscellaneous expense	\$ 408.49	\$ 100.00	\$ -		Budget Amendment approved 11-20-19
Notification System	\$ 149.99	\$ 500.00	\$ 500.00	\$ 499.97	Budget Amendment approved 11-20-19

TOTAL CONFERENCE EXPENSES	\$ 164,818.52	\$ 151,716.67		\$ 152,510.61	
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TOTAL EXPENSES	\$ 196,461.36	\$ 218,496.67		\$ 212,198.36	
TOTAL REVENUE	\$ 196,358.41	\$ 220,113.48		\$ 217,818.02	
TOTAL PROFIT/(LOSS)	\$ (102.95)	\$1,616.81		\$ 5,619.66	

Tennessee Emergency Number Association Financial Report

Rose White, Treasurer
November 13, 2019

First Tennessee Checking Account – 09/03/2019	\$ 153,772.22
Deposits	\$ 154,939.19
Expenses	<u>-\$ 143,400.16</u>
First Tennessee Checking Balance – 11/13/2019	\$ 165,311.25

Community Bank Investment Checking Account – 09/03/2019	\$ 55,811.56
Deposits	\$ 0.00
Interest	<u>\$ 99.59</u>
Community Bank Checking Balance – 11/13/2019	\$ 55,911.15

*Correction

PayPal Account – 09/03/2019	\$ 7,050.00
Deposits	\$ 1,125.00
Transfers to First TN Bank	-\$ 7,931.54
Transfers to Community Bank	\$ 0.00
Service Charge	<u>-\$ 243.46</u>
PayPal Balance – 11/13/2019	\$ 0.00

First Tennessee CD – 09/03/2019	\$100,000.00
Deposits	\$0.00
Expenses	\$0.00
Interest	\$ 1,664.65
Transfer to First TN Checking	<u>-\$101,664.65</u>
First Tennessee CD – 11/13/2019	\$0.00

LEGISLATIVE COMMITTEE CONFERENCE CALL

FRIDAY FEBRUARY 07, 2020

	PRESENT	Motion #1	Motion #2	Motion #3	Motion #4
Eric Ritzman, Chair	X				
James Long	X				
Karen Moore	X				
Gay Murrell	X				
Pamelia Tolley	X				
Justin Whipple	X				
Russell Freeman	X				
Maureen Culberson	X				
David Alexander	X				
Kim Augustine	X				
Matthew Brown	X				
Leanna Choate-Peek	X				
Justin Crowther	X				
Patricia Ledford	X				
Kim White	X				
Rose White	X				

Eric Ritzman, Chairman advised that the Board members remain silent to allow the committee to discuss. Board will be given the opportunity to speak after the committee.

HB1673 – Discussion

Karen Moore will be meeting with her reps next week. Will advise the committee of the results

HB1933 – Discussion:

Have found out that APCO is already working on training criteria. Russell Freeman states Metro Nashville is also putting together guidelines. Karen Moore stated that PowerPhone already has T-CPR training.

SJR836 – Discussion

Justin Whipple stated the committee needs to recommend Support as written. **Committee agrees to recommend same to the Board**

HB2132 – Discussion

If this passes will add significant amount of work.

HB2508 – Discussion

This bill will re-allocate funds solely on population. If Fiscal Impact, there will need to be a study done. TECB is looking at this; don't think we can support until Fiscal Impact is done.

Justin Whipple asked if there is a relationship to the Rate Restoration resolution? Mr. Ritzman stated we might want to talk to Eric Carpenter and see if he has any input and to possibly reach out to Jerry Bird at Greene Co. Gay Murrell can reach out to him today.

HB2304 –Discussion

Mr. Ritzman thinks a survey should go out to members for their responses. **Committee agrees to recommend to the Board to have a survey go out.**

Jimmy Long it would be good for dispatchers; Pam Tolley stated we have been pushing this for a couple of years and we need to support.

Eric Ritzman asked if committee should wait until survey comes back. Justin Whipple said he feels it would be irresponsible for us not to support it because we have been talking about this for so long. Gay Murrell is in support of it now. **Committee recommends to support**

HB2331 – Discussion

Eric Ritzman doesn't think this applies to most of us, possibly one or two districts. Justin Whipple doesn't think it's a big deal. **Committee recommends remaining neutral**

HB2520 – Discussion

Mr. Ritzman stated doesn't seem to make a difference; what difference does 15 days makes? Russell Freeman stated if there are few negative comments the District could possibly make corrections before final filing without negative comments. Committee agrees to wait on survey results

HB2577 – Discussion

Eric Ritzman stated this is something we've been asking for quite a while. Justin Whipple asked if the other bill passes and reclassifies wouldn't they fall under this bill? Russell Freeman said this bill doesn't take into account the calltakers; employee is a defined term in the Workers Compensation Act; possibly reword dispatcher/calltaker to Public Safety Telecommunicator.

HB2701 – Discussion

Mr. Ritzman said he has not been able to find a full summary. Justin Whipple stated this seems like it is forcing employers to set up a Roth IRA for employees. Could be a major financial impact to smaller ECD's/PSAP's.

HB0191 – Discussion

From 2019; caption bill

HB0335 - Discussion

From 2019; these two bills may sit and go nowhere again this year.

ADD TO WATCH LIST

HB0626

Justin Whipple – filed last year with no action; placed on calendar has some action this year.

HB1918

Justin Crowther stated this bill would raise the minimum wage and could have a major impact on ECD/PSAP's

Board now invited to join in discussion

Mr. Ritzman advised the Board of the Committee recommendations as noted. He also stated that the Committee recommends a survey to be sent to TENA membership to find out their opinions on the legislation.

President Brown asked if the Board members agree with the Committee recommendations. There was unanimous agreement to the Committee's recommendations

Rose White said she's concerned that every time we need to make a decision, we send a survey out. She has had Directors tell her that they are tired of surveys. Kim White feels that Regional Reps should have a meeting and discuss the issues face-to-face. Rose White said that if Directors can't attend the regional meetings then they could get a survey. President Brown asked if these meetings should be in-

person or by conference call? Both Kim White and Patricia Ledford wants in-person meetings. Eric Ritzman would like the responses by the end of February. The Board agrees to Regional meetings.

Rose White also stated she thinks TENA needs to make scheduled visits to the Hill at least once a week. Justin Crowther advised we need to have an active role on the Hill and we need a listing of bills. Ms. Culberson advised the listing is on the Legislative Affairs tab of the website. Rose White said the schedule should be posted on website, also.

Kim Augustine apologized that she was unable to make 911 On the Hill Day but would like to know what was the outcome of the meeting with Rep. Russell? Mr. Ritzman said it was a very good meeting; he will be adding some additional language on attended transfers. Justin Whipple advised Rep. Russell was definitely willing to work on it. His intent is correct in that he wants the caller to get help without being transferred and Rep. Russell does understand the issue in West TN.

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Monday, March 9, 2020

Pursuant to appropriate notice, and in accordance with organizational by-laws, the Executive Board of the Tennessee Emergency Number Association (TENA) met at the Embassy Suites Convention Center in Murfreesboro, TN on Monday, March 9, 2020 at 1:00 pm (CT).

0320.I Call to Order

President Brown called the meeting to order.

President Brown advised the Board that in the absence of Secretary Augustine, would there be any objection to Maureen Culberson recording the votes. There were no objections voiced.

See Appendix 1 for Board of Directors & staff attendance. All others in attendance can be found on Attachment 2.

For the record, this meeting was broadcast live via TENA Facebook page: (www.facebook.com/TENA911).

0320.II Presentation of Minutes from Previous Meeting

Justin Crowther made the motion to approve the minutes of the February meeting as previously sent to the Board. Patricia Ledford made the second and the Board voted unanimous approval.

0320.III Ratify Email Votes Since Previous Board Meeting

1. Ratify the email vote to approve the Open Records Request from the TECB for Senator Gardenhire for what every District pays in TENA dues. Motion made by Justin Whipple, second made by Leanna Choate-Peek. Motion passed with unanimous approval by the Board.

0320.IV Financial Report

Rose White, Treasurer, presented the financial report as of 03/02/2020 (see Exhibit 1).

The balances are as follows:

First Tennessee checking account \$ 46,832.08
Community Bank investment account \$ 56,104.41
Citizen's Bank CD account \$ 101,664.65
PayPal account \$0.00.

Ms. White was asked if the CMCP course has been paid for yet and she advised no. She was also asked why there were two (2) checking accounts, to which was explained the Community Bank account is an interest-bearing account, whereas the First Tennessee account is not.

Justin Crowther made the motion to approve the financial report as presented and Kim White made the second. The Board voted, with Rose White abstaining unanimous approval of this motion.

0320.V Regional Reports

A. East Region –*Kim White & James Long*

Kim White reported that the East Region had two meetings, one in Washington Co. and one in Loudon Co. In total there were 17 ECD's represented by 26 members. There was a lengthy discussion about the legislation. Mrs. White also asked who decides what web pages are "members only". President Brown suggested that Board members should review the website and continue this discussion at the May meeting. Mrs. White also stated that not all employees are getting the TENA emails, only the ECD Directors.

B. Middle Region –*Karen Moore & Leanna Choate-Peek*

Karen Moore advised their meeting had 9 ECD's attending and the discussion was focused on the legislation. She also advised that Middle region strongly urges that Senator Bowling receive recognition at the Conference for all her assistance.

C. West Region –*Patricia Ledford & Justin Whipple*

Patricia Ledford advised at the West Region meeting the main discussion was on legislation. They are urging everyone to reach out to your legislators. Mrs. Ledford also stated that West Region would like someone from TENA to testify at the hearings.

NENA Board Candidates

The two candidates for the NENA President election asked to speak to the Board and membership.

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Monday, March 9, 2020

1. Charles Cullen, 2nd VP Candidate (California)
 - 1) reclassification; both federal & state level; 2) NG911; need federal funding; 3) education & Outreach with online training
2. Laurie Anderson, 2nd VP Candidate (Florida)
 - 1) reclassification critical; 2) Education is also critical; 3) chapter leadership; 4) improving health & wellness within our community.

0320.VI Report from Legal Counsel – *Russell Freeman*

Mr. Freeman said he researched the TN Public Records Act and ran it through Comptroller's Office. He has determined that TENA is not subject to the TN Open Records Act as we are not performing any governmental actions and we do not regulate or have direct impact on how Emergency Communication is conducted.

David Alexander interjected that he felt President Brown overstepped his bounds in not allowing the Board to make the decision and why he wanted Mr. Freeman's opinion. President Brown offered an apology to the Board for overstepping.

Mr. Freeman also reviewed and worked on some contracts.

0320.VII 911 Partner Reports

A. Tennessee Emergency Communications Board

Curtis Sutton stated it will be big day tomorrow in the legislature and the budget will also be heard.

He also thanked all who personally reached out to him after tornadoes.

He heard that West TN would like someone from TENA to testify; however, it is up to the sponsor to choose the people who testify.

Mr. Sutton was asked if the Governor has changed his opinion/stance of the Rate Restoration Resolution. He stated that the Governor's staff has been contacted. He is hearing conflicting stories. Supposedly the Governor is opposed because it is a tax increase; however, the legislation calls it a fee and not a tax.

B. NENA

No report

C. TN-APCO

No report

0320.VIII Committee Reports

A. ENP Committee – *Karen Moore*

She advised that she has sent out emails to the three remaining applicants, one for summer and two for fall, and she is still waiting to hear from them.

B. Policy & Bylaws Committee – *David Alexander*

No report.

C. Education Committee – *Dana Swims*

Ms. Swims states the CMCP course is full with 14 people on the waiting list. The committee is also working on the In-service for the next meeting.

D. Rate Restoration Committee – *Matthew Brown*

No report.

E. Legislative Committee – *Eric Ritzman*

Mr. Ritzman stated the rooms and time schedule was on the "watch list" and posted on the website. It is still too early to take a stance on some of the legislation because of possible amendments. He also heard West Region concerns about wanting someone from TENA to testify and he will check with the sponsor to see how that works.

F. Other Committee

President Brown stated he has heard from TERT Committee Coordinator, Brad Gass. There are two (2) teams on stand-by for deployment to assist with the tornado recovery if needed

0320.IX Old Business

No Old Business to discuss.

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Monday, March 9, 2020

0320.X New Business

A. TECB Position Nominations - *Matthew Brown*

President Brown stated there were three (3) nominees who submitted their forms, which each Board member should have received them for review. Typically, TENA submits 3 names for each open position. Kim White made the motion and Patricia Ledford made the second to submit the following names.

Sherri Hanna, Obion Co.

Karen Moore, Wilson Co.

Virginia Smelser, Sullivan Co.

The Board voiced unanimous approval.

B. Any Additional New Business

1) Rose White stated that Membership invoices will be sent out the first of April and to please have all the members make sure their ECD information is up to date.

2) Patricia Ledford questioned Maureen Culberson about why the Regional reps are not receiving email from TENA Admin. Mrs. Ledford went on to explain that the reps will receive an email, along with the rest of the Board, and in it, it states that the membership would be receiving the email at a later time. But the reps are not receiving the 2nd email when the rest of the membership does. Ms. Culberson stated she would check into this and make any necessary changes.

0320.XI Comments/Reports

A. District / PSAP Representatives

Steve Smith, Rutherford Co. came forward with a form that was sent out by TENA prior to the TACIR study. He wanted to know if anyone knew of the origin of the form.

B. Industry Partners

No comments

C. Other Delegates

No comments

0320.XII Adjournment

The next meeting is scheduled on Tuesday, May 5, 2020 at Embassy Suites Convention Center, Murfreesboro, TN at 1:00 pm (CT).

With no further business, and without objection, a motion was made to adjourn by Justin Crowther and the second was received from Rose White. The meeting was adjourned.

These are the true, accurate and complete minutes of the Executive Board Meeting.

TENA Secretary

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Monday, March 9, 2020

APPENDIX 1 – TENA Board & Staff Attendance

		Present	Absent	Conf. Call
<i>President</i>	Matthew Brown	X		
<i>1st Vice President</i>	Justin Crowther	X		
<i>2nd Vice President</i>	David Alexander	X		
<i>Secretary</i>	Kim Augustine		X	
<i>Treasurer</i>	Rose White	X		
<i>East Region Rep</i>	James Long	X		
<i>East Region Rep</i>	Kim White	X		
<i>Middle Region Rep</i>	Leanna Choate-Peek	X		
<i>Middle Region Rep</i>	Karen Moore	X		
<i>West Region Rep</i>	Patricia Ledford	X		
<i>West Region Rep</i>	Justin Whipple	X		
<i>Past President</i>				
<i>Legal Counsel</i>	Russell Freeman	X		
<i>Executive Director</i>	Maureen Culberson	X		

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Monday, March 9, 2020

ATTACHMENT 1

TENNESSEE EMERGENCY NUMBER ASSOCIATION EXECUTIVE BOARD MEETING

Name	Organization	Email Address
Paul McCallister	Dickson Co ECD	pmccallister@dicksoncountyttn.gov
Rosalind Sowell	" " "	rsowell@cityofdickson.com
Shauna Atchison	Dickson Co ECD	satchison@cityofdickson.com
Curtis Soren	TECB	Curtis.Soren@TN.GOV
Todd Harrison	Kingsport 911	ToddHARRISON@KingsportTN.GOV
Crystal Key	Bristol 911	ckey@bristoltn.org
Dana Swims	McNairy 911	mcnairyecd@yahoo.com
Sam Tolley	Henderson 911	ptolley@hender911.com
Sam King	Marshall 911	
Sherril Maxfield	Bradley County 911	smaxfield@bradleycountytn911.com
STEVE SMITH	Rutherford Co. ECD	ssmith@rcecd911.org

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Monday, March 9, 2020

EXHIBIT 1

Tennessee Emergency Number Association
Financial Report

Rose White, Treasurer
March 9, 2020

First Tennessee Checking Account – 01/27/2020	\$ 61,691.52
Deposits	\$0.00
Expenses	<u>-\$ 14,859.44</u>
First Tennessee Checking Balance – 03/02/2020	\$ 46,832.08

Community Bank Investment Checking Account – 01/27/2020	\$ 56,009.30
Deposits	\$ 0.00
Interest	<u>\$ 95.11</u>
Community Bank Checking Balance – 03/02/2020	\$ 56,104.41

PayPal Account – 01/27/2020	\$ 0.00
Deposits	\$ 0.00
Transfers to First TN Bank	-\$ 0.00
Transfers to Community Bank	\$ 0.00
Service Charge	<u>-\$ 0.00</u>
PayPal Balance – 03/02/2020	\$ 0.00

Citizen's Bank CD – 01/27/2020	\$101,664.65
Deposits	\$0.00
Expenses	\$0.00
Interest	<u>\$ 0.00</u>
Citizen's Bank CD – 03/02/2020	\$101,664.65

For complete Finance Report, see attached file

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Monday, March 9, 2020

EXHIBIT 2 Current Budget

page 1

Rev. 03/02/2020

OPERATING REVENUE	2019 ACTUALS	2020 PROPOSED BUDGET	2020 BUDGET AMENDMENTS	2020 ACTUALS	Comments
Membership Dues	\$ 29,626.00	\$ 30,000.00			
Associate Membership Dues	\$ 1,400.03	\$ 1,300.00			
NENA Dues	\$ 5,029.00	\$ 4,000.00			
Newsletter Banner Ads		\$ 500.00			
ENP Scholarships		\$ 1,000.00			
Interest - Community Bank	\$ 771.50	\$ 500.00		\$ 95.11	
Interest - CD	\$ 1,664.65				
TOTAL OPERATING REVENUE	\$ 38,491.18	\$ 37,300.00		\$ 95.11	
CONFERENCE REVENUE	2019 FINAL BUDGET	2020 PROPOSED BUDGET	2020 BUDGET AMENDMENTS	2020 ACTUALS	Comments
Attendee Conference Registration	\$ 86,225.00	\$ 87,000.00			
Day Pass	\$ 4,000.00	\$ 3,750.00			
Banquet Tickets	\$ 1,750.00	\$ 1,750.00			
Pre-Conference Course Registration	\$ 6,450.00	\$ 3,000.00			
Golf Tournament Registration	\$ 2,700.00	\$ 2,700.00			
Guest Passes	\$ 1,000.00	\$ 1,000.00			
Super Session Registration	\$ 50.00	\$ 100.00			
Industry Partner Registration	\$ 36,850.00	\$ 39,500.00			
Additional Exhibit Booth	\$ 1,700.00	\$ 1,700.00			
TN-APCO	\$ 2,500.00	\$ 2,500.00			
Sponsorships - Conference	\$ 32,150.00	\$ 32,000.00			In-Kind and Monetary
Sponsorships - Golf Tournament	\$ 3,951.84	\$ 3,000.00			In-Kind and Monetary
Sponsorships - IP Event	\$ -	\$ 4,000.00			In-Kind and Monetary
CONFERENCE REVENUE	\$ 179,326.84	\$ 182,000.00		\$ -	
TOTAL REVENUE	\$ 217,818.02	\$ 219,300.00		\$ 95.11	

OPERATING EXPENSES	2019 OPERATING BUDGET	2020 PROPOSED BUDGET	2020 BUDGET AMENDMENTS	2020 ACTUALS	Comments
Legal Counsel Fees	\$ 19,999.92	\$ 19,999.92		\$ 3,333.32	
Executive Director Contract	\$ 20,697.36	\$ 20,697.36		\$ 3,449.56	
Incentive Pay	\$ 1,200.00	\$ 1,200.00	\$ -		Budget Amendment Approved 11-20-19
Operating Expenses	\$ 1,152.96	\$ 1,300.00			
Certificates & Ballots	\$ 269.67	\$ 300.00			
Website / Domain Expenses	\$ 257.34	\$ 375.00		\$ 54.00	
Travel Expenses	\$ 1,953.41	\$ 200.00			
ENP Scholarship's	\$ 2,150.00	\$ 5,000.00			
Survey Services	\$ 384.00	\$ 400.00			
Audit Expenses	\$ 4,000.00	\$ 4,000.00			
Insurance	\$ 2,304.00	\$ 2,325.00			
Service Charge	\$ 2,587.54	\$ 2,500.00		\$ 149.65	
Surety Bond Expense	\$ 359.00	\$ 400.00			
Event Expenses	\$ 2,306.21	\$ 1,500.00		\$ 204.14	
TERT Expenses	\$ 66.34	\$ 150.00			
TOTAL OPERATING EXPENSES	\$ 59,687.75	\$ 60,347.28		\$ 7,190.67	

CONFERENCE EXPENSES	2019 FINAL BUDGET	2020 PROPOSED BUDGET	2020 BUDGET AMENDMENTS	2020 ACTUALS	Comments
PROGRAM/AGENDA					
Pre-Conference Course Session	\$ 4,150.00	\$ 4,000.00			
Keynote Speaker Session	\$ 2,000.00	\$ 2,500.00			
Conference Instructors	\$ 11,000.00	\$ 15,000.00			
Speaker Expenses	\$ 1,631.29	\$ 1,000.00			
CEU's	\$ 1,975.00	\$ 2,000.00			

CONFERENCE FOOD & BEVERAGE					
Sunday food and beverage (Embassy Contract)	\$ 14,901.85	\$ 1,000.00			
Monday food and beverage	\$ 16,993.56	\$ 9,000.00			
ENP/RPL Breakfast	\$ -				
Tuesday food and beverage	\$ 36,295.21	\$ 35,000.00			
Wednesday food and beverage	\$ 1,257.47	\$ 1,500.00			

CONFERENCE ENTERTAINMENT					
Conference Entertainment	\$ 3,900.00	\$ -			

OFF-SITE IP EVENT					
Venue Rental	\$ -	\$ 4,000.00		\$ 2,000.00	
Sunday IP Event Food and Beverage	\$ -	\$ 15,000.00			
Entertainment	\$ -	\$ 3,000.00			
Transportation	\$ -	\$ 700.00			

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Monday, March 9, 2020

EXHIBIT 2 cont.

page 2

CONFERENCE SITE FEES

Hotel Rooms	\$ 4,332.69	\$ 5,000.00			
Meeting Rooms	\$ 909.10	\$ 1,000.00			
Comp industry partner registration		\$ -			
Decorator Fees / Booth Setup Fees / Electric	\$ 10,376.86	\$ 11,000.00			
AV Fees	\$ 15,315.91	\$ 17,000.00			

PUBLICITY & PRINTING

Handouts	\$ 1,189.31	\$ 500.00			
Conference Guide	\$ 2,399.06	\$ 2,700.00			
Signs	\$ 854.66	\$ 1,000.00			

REGISTRATION

Conference Refunds	\$ 1,675.00	\$ 2,000.00			
Comp Registrations - Attendee		\$ -			
Registration Software	\$ 9,236.23	\$ 9,300.00		\$ 7,353.26	
Registration Supplies	\$ 469.86	\$ 700.00			

TECHNICAL

Technology Supplies	\$ -	\$ 500.00			
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PRIZES

Awards	\$ 372.01	\$ 500.00			
Door Prizes	\$ 956.46	\$ 1,000.00			

GOLF TOURNAMENT

Golf Course Fees	\$ 1,360.00	\$ 1,400.00			
Miscellaneous expense	\$ 1,147.93	\$ 1,200.00			
In-Kind Sponsorships	\$ 801.84	\$ 800.00			

MISCELLANEOUS

Conference Bags	\$ 5,000.00	\$ 5,000.00			
Lanyards/Name Badge Holders	\$ 1,233.03	\$ 1,300.00			
Conference Shirts	\$ 276.31	\$ 500.00		\$ 125.09	
Miscellaneous expense	\$ -	\$ 100.00			
Notification System	\$ 499.97	\$ 500.00			

TOTAL CONFERENCE EXPENSES	\$ 152,510.61	\$ 156,700.00		\$ 9,478.35	
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TOTAL EXPENSES	\$ 212,198.36	\$ 217,047.28		\$ 16,669.02	
TOTAL REVENUE	\$ 217,818.02	\$ 219,300.00		\$ 95.11	
TOTAL PROFIT/(LOSS)	\$ 5,619.66	\$2,252.72		\$ (16,573.91)	

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Monday, March 9, 2020

Pursuant to appropriate notice, and in accordance with organizational by-laws, the Executive Board of the Tennessee Emergency Number Association (TENA) met at the Embassy Suites Convention Center in Murfreesboro, TN on Monday, March 9, 2020 at 1:00 pm (CT).

0320.I Call to Order

President Brown called the meeting to order.

President Brown advised the Board that in the absence of Secretary Augustine, would there be any objection to Maureen Culberson recording the votes. There were no objections voiced.

See Appendix 1 for Board of Directors & staff attendance. All others in attendance can be found on Attachment 2.

For the record, this meeting was broadcast live via TENA Facebook page: (www.facebook.com/TENA911).

0320.II Presentation of Minutes from Previous Meeting

Justin Crowther made the motion to approve the minutes of the February meeting as previously sent to the Board. Patricia Ledford made the second and the Board voted unanimous approval.

0320.III Ratify Email Votes Since Previous Board Meeting

1. Ratify the email vote to approve the Open Records Request from the TECB for Senator Gardenhire for what every District pays in TENA dues. Motion made by Justin Whipple, second made by Leanna Choate-Peek. Motion passed with unanimous approval by the Board.

0320.IV Financial Report

Rose White, Treasurer, presented the financial report as of 03/02/2020 (see Exhibit 1).

The balances are as follows:

First Tennessee checking account \$ 46,832.08
Community Bank investment account \$ 56,104.41
Citizen's Bank CD account \$ 101,664.65
PayPal account \$0.00.

Ms. White was asked if the CMCP course has been paid for yet and she advised no. She was also asked why there were two (2) checking accounts, to which was explained the Community Bank account is an interest-bearing account, whereas the First Tennessee account is not.

Justin Crowther made the motion to approve the financial report as presented and Kim White made the second. The Board voted, with Rose White abstaining unanimous approval of this motion.

0320.V Regional Reports

A. East Region –*Kim White & James Long*

Kim White reported that the East Region had two meetings, one in Washington Co. and one in Loudon Co. In total there were 17 ECD's represented by 26 members. There was a lengthy discussion about the legislation. Mrs. White also asked who decides what web pages are "members only". President Brown suggested that Board members should review the website and continue this discussion at the May meeting. Mrs. White also stated that not all employees are getting the TENA emails, only the ECD Directors.

B. Middle Region – *Karen Moore & Leanna Choate-Peek*

Karen Moore advised their meeting had 9 ECD's attending and the discussion was focused on the legislation. She also advised that Middle region strongly urges that Senator Bowling receive recognition at the Conference for all her assistance.

C. West Region – *Patricia Ledford & Justin Whipple*

Patricia Ledford advised at the West Region meeting the main discussion was on legislation. They are urging everyone to reach out to your legislators. Mrs. Ledford also stated that West Region would like someone from TENA to testify at the hearings.

NENA Board Candidates

The two candidates for the NENA President election asked to speak to the Board and membership.

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Monday, March 9, 2020

1. Charles Cullen, 2nd VP Candidate (California)
 - 1) reclassification; both federal & state level; 2) NG911; need federal funding; 3) education & Outreach with online training
2. Laurie Anderson, 2nd VP Candidate (Florida)
 - 1) reclassification critical; 2) Education is also critical; 3) chapter leadership; 4) improving health & wellness within our community.

0320.VI Report from Legal Counsel – *Russell Freeman*

Mr. Freeman said he researched the TN Public Records Act and ran it through Comptroller's Office. He has determined that TENA is not subject to the TN Open Records Act as we are not performing any governmental actions and we do not regulate or have direct impact on how Emergency Communication is conducted.

David Alexander interjected that he felt President Brown overstepped his bounds in not allowing the Board to make the decision and why he wanted Mr. Freeman's opinion. President Brown offered an apology to the Board for overstepping.

Mr. Freeman also reviewed and worked on some contracts.

0320.VII 911 Partner Reports

A. Tennessee Emergency Communications Board

Curtis Sutton stated it will be big day tomorrow in the legislature and the budget will also be heard.

He also thanked all who personally reached out to him after tornadoes.

He heard that West TN would like someone from TENA to testify; however, it is up to the sponsor to choose the people who testify.

Mr. Sutton was asked if the Governor has changed his opinion/stance of the Rate Restoration Resolution. He stated that the Governor's staff has been contacted. He is hearing conflicting stories. Supposedly the Governor is opposed because it is a tax increase; however, the legislation calls it a fee and not a tax.

B. NENA

No report

C. TN-APCO

No report

0320.VIII Committee Reports

A. ENP Committee – *Karen Moore*

She advised that she has sent out emails to the three remaining applicants, one for summer and two for fall, and she is still waiting to hear from them.

B. Policy & Bylaws Committee – *David Alexander*

No report.

C. Education Committee – *Dana Swims*

Ms. Swims states the CMCP course is full with 14 people on the waiting list. The committee is also working on the In-service for the next meeting.

D. Rate Restoration Committee – *Matthew Brown*

No report.

E. Legislative Committee – *Eric Ritzman*

Mr. Ritzman stated the rooms and time schedule was on the "watch list" and posted on the website. It is still too early to take a stance on some of the legislation because of possible amendments. He also heard West Region concerns about wanting someone from TENA to testify and he will check with the sponsor to see how that works.

F. Other Committee

President Brown stated he has heard from TERT Committee Coordinator, Brad Gass. There are two (2) teams on stand-by for deployment to assist with the tornado recovery if needed

0320.IX Old Business

No Old Business to discuss.

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Monday, March 9, 2020

0320.X New Business

A. TECB Position Nominations - *Matthew Brown*

President Brown stated there were three (3) nominees who submitted their forms, which each Board member should have received them for review. Typically, TENA submits 3 names for each open position. Kim White made the motion and Patricia Ledford made the second to submit the following names.

Sherri Hanna, Obion Co.

Karen Moore, Wilson Co.

Virginia Smelser, Sullivan Co.

The Board voiced unanimous approval.

B. Any Additional New Business

1) Rose White stated that Membership invoices will be sent out the first of April and to please have all the members make sure their ECD information is up to date.

2) Patricia Ledford questioned Maureen Culberson about why the Regional reps are not receiving email from TENA Admin. Mrs. Ledford went on to explain that the reps will receive an email, along with the rest of the Board, and in it, it states that the membership would be receiving the email at a later time. But the reps are not receiving the 2nd email when the rest of the membership does. Ms. Culberson stated she would check into this and make any necessary changes.

0320.XI Comments/Reports

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Steve Smith, Rutherford Co. came forward with a form that was sent out by TENA prior to the TACIR study. He wanted to know if anyone knew of the origin of the form.

B. Industry Partners

No comments

C. Other Delegates

No comments

0320.XII Adjournment

The next meeting is scheduled on Tuesday, May 5, 2020 at Embassy Suites Convention Center, Murfreesboro, TN at 1:00 pm (CT).

With no further business, and without objection, a motion was made to adjourn by Justin Crowther and the second was received from Rose White. The meeting was adjourned.

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TENA Secretary

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Monday, March 9, 2020

APPENDIX 1 – TENA Board & Staff Attendance

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<i>President</i>	Matthew Brown	X		
<i>1st Vice President</i>	Justin Crowther	X		
<i>2nd Vice President</i>	David Alexander	X		
<i>Secretary</i>	Kim Augustine		X	
<i>Treasurer</i>	Rose White	X		
<i>East Region Rep</i>	James Long	X		
<i>East Region Rep</i>	Kim White	X		
<i>Middle Region Rep</i>	Leanna Choate-Peek		X	
<i>Middle Region Rep</i>	Karen Moore		X	
<i>West Region Rep</i>	Patricia Ledford	X		
<i>West Region Rep</i>	Justin Whipple	X		
<i>Past President</i>				
<i>Legal Counsel</i>	Russell Freeman	X		
<i>Executive Director</i>	Maureen Culberson	X		

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Monday, March 9, 2020

ATTACHMENT 1

TENNESSEE EMERGENCY NUMBER ASSOCIATION EXECUTIVE BOARD MEETING

Name	Organization	Email Address
Paul McCallister	Dickson Co ECD	pmccallister@dicksoncountyttn.gov
Rosalind Sowell	" " "	rsowell@cityofdickson.com
Shauna Atchison	Dickson Co ECD	satchison@cityofdickson.com
Curtis Soren	TECB	Curtis.Soren@TN.GOV
Todd Harrison	Kingsport 911	ToddHARRISON@KingsportTN.GOV
Crystal Key	Bristol 911	ckey@bristoltn.org
Dana Swims	McNairy 911	mcnairyecd@yahoo.com
Sam Tolley	Henderson 911	ptolley@hender911.com
Sam King	Marshall 911	
Sherrí Maxfield	Bradley County 911	smaxfield@bradleycountytn911.com
STEVE SMITH	Rutherford Co. ECD	ssmith@rcecd911.org

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Monday, March 9, 2020

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Rose White, Treasurer
March 9, 2020

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TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Monday, March 9, 2020

EXHIBIT 2 Current Budget

page 1

Rev. 03/02/2020

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Audit Expenses	\$ 4,000.00	\$ 4,000.00			
Insurance	\$ 2,304.00	\$ 2,325.00			
Service Charge	\$ 2,587.54	\$ 2,500.00		\$ 149.65	
Surety Bond Expense	\$ 359.00	\$ 400.00			
Event Expenses	\$ 2,306.21	\$ 1,500.00		\$ 204.14	
TERT Expenses	\$ 66.34	\$ 150.00			
TOTAL OPERATING EXPENSES	\$ 59,687.75	\$ 60,347.28		\$ 7,190.67	

CONFERENCE EXPENSES	2019 FINAL BUDGET	2020 PROPOSED BUDGET	2020 BUDGET AMENDMENTS	2020 ACTUALS	Comments
PROGRAM/AGENDA					
Pre-Conference Course Session	\$ 4,150.00	\$ 4,000.00			
Keynote Speaker Session	\$ 2,000.00	\$ 2,500.00			
Conference Instructors	\$ 11,000.00	\$ 15,000.00			
Speaker Expenses	\$ 1,631.29	\$ 1,000.00			
CEU's	\$ 1,975.00	\$ 2,000.00			

CONFERENCE FOOD & BEVERAGE					
Sunday food and beverage (Embassy Contract)	\$ 14,901.85	\$ 1,000.00			
Monday food and beverage	\$ 16,993.56	\$ 9,000.00			
ENP/RPL Breakfast	\$ -				
Tuesday food and beverage	\$ 36,295.21	\$ 35,000.00			
Wednesday food and beverage	\$ 1,257.47	\$ 1,500.00			

CONFERENCE ENTERTAINMENT					
Conference Entertainment	\$ 3,900.00	\$ -			

OFF-SITE IP EVENT					
Venue Rental	\$ -	\$ 4,000.00		\$ 2,000.00	
Sunday IP Event Food and Beverage	\$ -	\$ 15,000.00			
Entertainment	\$ -	\$ 3,000.00			
Transportation	\$ -	\$ 700.00			

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Monday, March 9, 2020

EXHIBIT 2 cont.

page 2

CONFERENCE SITE FEES

Hotel Rooms	\$ 4,332.69	\$ 5,000.00			
Meeting Rooms	\$ 909.10	\$ 1,000.00			
Comp industry partner registration		\$ -			
Decorator Fees / Booth Setup Fees / Electric	\$ 10,376.86	\$ 11,000.00			
AV Fees	\$ 15,315.91	\$ 17,000.00			

PUBLICITY & PRINTING

Handouts	\$ 1,189.31	\$ 500.00			
Conference Guide	\$ 2,399.06	\$ 2,700.00			
Signs	\$ 854.66	\$ 1,000.00			

REGISTRATION

Conference Refunds	\$ 1,675.00	\$ 2,000.00			
Comp Registrations - Attendee		\$ -			
Registration Software	\$ 9,236.23	\$ 9,300.00		\$ 7,353.26	
Registration Supplies	\$ 469.86	\$ 700.00			

TECHNICAL

Technology Supplies	\$ -	\$ 500.00			
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PRIZES

Awards	\$ 372.01	\$ 500.00			
Door Prizes	\$ 956.46	\$ 1,000.00			

GOLF TOURNAMENT

Golf Course Fees	\$ 1,360.00	\$ 1,400.00			
Miscellaneous expense	\$ 1,147.93	\$ 1,200.00			
In-Kind Sponsorships	\$ 801.84	\$ 800.00			

MISCELLANEOUS

Conference Bags	\$ 5,000.00	\$ 5,000.00			
Lanyards/Name Badge Holders	\$ 1,233.03	\$ 1,300.00			
Conference Shirts	\$ 276.31	\$ 500.00		\$ 125.09	
Miscellaneous expense	\$ -	\$ 100.00			
Notification System	\$ 499.97	\$ 500.00			

TOTAL CONFERENCE EXPENSES	\$ 152,510.61	\$ 156,700.00		\$ 9,478.35	
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TOTAL EXPENSES	\$ 212,198.36	\$ 217,047.28		\$ 16,669.02	
TOTAL REVENUE	\$ 217,818.02	\$ 219,300.00		\$ 95.11	
TOTAL PROFIT/(LOSS)	\$ 5,619.66	\$2,252.72		\$ (16,573.91)	

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Tuesday, May 5, 2020

Pursuant to appropriate notice, and in accordance with organizational by-laws, the Executive Board of the Tennessee Emergency Number Association (TENA) met via Zoom Conference Call due to Pandemic Guidelines recommended by State of Tennessee, Dept. of Public Health on Tuesday, May 5, 2020 at 1:00 pm (CT).

0520.I Call to Order

President Brown called the meeting to order.

See Appendix 1 for Board of Directors & staff attendance.

For the record, this meeting was posted on the TENA Facebook page: (www.facebook.com/TENA911).

0520.II Presentation of Minutes from Previous Meeting

Kim White made the motion to approve the minutes of the March meeting as previously sent to the Board.

Karen Moore made the second and the Board voted unanimous approval.

0520.III Ratify Email Votes Since Previous Board Meeting

1. Ratify email vote to postpone CMCP course until 2021. Justin Crowther made the motion with Justin Whipple making the second. Motion passed with unanimous approval by the Board.
2. Ratify email vote to transfer \$1.00 from First Horizon to Community Bank. Rose White made the motion and James Long made the second. Motion passed with unanimous approval by the Board.
3. Ratify email vote to suspend bylaws and rules for TENA Board members to be able to attend board meeting via electronic means. Leanna Choate-Peek made the motion with Patricia Ledford making the second. Mr. Freeman advised this should be a roll-call vote. Motion passed with unanimous approval by the Board.

0520.IV Financial Report

Rose White, Treasurer, presented the financial report as of 04/29/2020 (see Exhibit 1).

The balances are as follows:

First Horizon (Tennessee) checking account \$ 56,972.05

Community Bank investment account \$ 56,152.06

Citizen's Bank CD account \$ 101,664.65

PayPal account \$0.00.

Kim White made the motion to approve the financial report as presented and Patricia Ledford made the second. Karen Moore had to step away from the call and did not vote and Rose White abstained. The Board voted unanimous approval of this motion.

0520.V Regional Reports

A. East Region –*Kim White & James Long*

Kim White reported they sent an email to all East ECD's asking them if TENA proceeded with the Conference would they send attendees. Most of the responses were yes. She also advised that the Vendors were supporting the Conference as is.

B. Middle Region –*Karen Moore & Leanna Choate-Peek*

Karen Moore advised that from the Middle's Conference Call, the decision about Conference is hard to make, especially with the change in the NENA Conference.

C. West Region –*Patricia Ledford & Justin Whipple*

Patricia Ledford stated West had a conference call and there were 20 members on the call. They discussed COVID; the TECB meeting; legislation and the Conference. She said that West understands about the Conference and felt it best to cancel. They also said they did not want a one-day training session.

0520.VI Report from Legal Counsel –*Russell Freeman*

Mr. Freeman reminded the Board that TENA was still under contract with The Grove, however he felt the Force Majeure clause that was written into the contract would protect us. He also stated that he had prepared the Annual Report and submitted it to the Secretary of State's office.

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Tuesday, May 5, 2020

0520.VII 911 Partner Reports

A. Tennessee Emergency Communications Board

Curtis Sutton said the TECB meeting would be held tomorrow via WebEx.

The Board will not be considering the distribution because notice of meeting could not go out in time. There will be a called meeting in June. He assured the members this will not affect the amount or the timeline.

The Board will be considering approval for the RFP for NG911.

The Board will be accepting nominations for TECB Officers; however, they will not vote until August. 90 out of 100 ECD's are receiving the COVID info that is being sent out and he has received positive feedback.

Justin Whipple asked if there was any information as to when the General Assembly would open back up. Mr. Sutton advised the report he received has them still trying to figure out timeline and schedule. They are currently scheduled to come back next month; however, he is not sure what they will be handling.

B. NENA

Jennifer Lanter White advised the NENA conference has been moved to September. She said that if TENA goes through with an in-person Conference she will try to get NENA people to attend. She offered her congratulations to Cassie Lowery on being elected as NENA's Southeastern Director. She along with the rest of the TENA membership should be proud of this level of involvement from TN.

C. TN-APCO

Jennifer Schwendimann stated they were working on rescheduling the April quarterly meeting that had to be postponed due to COVID-19. TN-APCO needs to approve bylaw changes and vote in a 2nd VP. As soon as they get the date worked out, they will send out the info.

Justin Crowther asked if TN-APCO will still participate in Conference. Ms. Schwendimann advised they would need to have more detailed conversations.

0520.VIII Committee Reports

A. ENP Committee – *Karen Moore*

Karen Moore advised there were 2 applicants that need to conduct their phone interviews as soon as their schedules allow, and one candidate was awarded their scholarship and they are set to take the test in July. As of now, there are no other applicants in queue.

B. Education Committee – *Dana Swims*

No report

C. Legislative Committee – *Eric Ritzman*

President Brown said the committee has been in discussion about the legislation, however everything is still tentative and waiting on a restart date.

Justin Whipple stated that with reference to HB2520, he has put all the results of the survey on his spreadsheet and has made it available to the Legislative Committee.

D. Other Committee

No reports

0520.IX Old Business

A. Website Review – Board discussion

President Brown stated he has not had the opportunity to review and would ask that this item be deferred. Justin Crowther made the motion to table the review and Patricia Ledford made the second. This motion was passed unanimously by the Board.

B. Any Additional Old Business

None presented

0520.X New Business

A. 2020 Conference Discussion - *Matthew Brown & Justin Crowther*

President Brown stated that a decision needs to be made as Embassy Suites needs an answer no later than 05-06-2020 in order to keep the cancellation deal they offered, which is no cancellation

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Tuesday, May 5, 2020

fees imposed if we book 2023 at their facility. There was a lengthy discussion. Rose White reminded the Board that the budget will be greatly affected as the majority of TENA's revenue comes from Conference. Justin Whipple asked about the possibility of a "virtual" conference. Mr. Freeman stated this is a juggling act to weigh all the line items. Justin Crowther said these are the same discussions that we've had, now we need to make some decisions.

Justin Crowther made the motion to continue with the 2020 Conference as planned. The second was made by James Long. Roll Call vote 5 Ayes; 6 Nays (Alexander; Augustine; Ledford; Choate-Peek; Whipple; Brown) This motion failed.

Matthew Brown then made the motion to cancel the 2020 TENA Conference. Justin Whipple made the second. Roll Call vote 6 Ayes; 5 Nays (Crowther; Long; Moore; K. White; R. White)

Justin Crowther made the motion to proceed with the 2023 Conference in Murfreesboro and David Alexander made the second. The Board voted unanimously to approve.

Justin Crowther made the motion to have Legal Counsel cancel contract with Embassy Suites Murfreesboro for 2020 TENA Conference with no penalty. Also, have Legal Counsel to cancel contract with The Grove and attempt to negotiate no penalty and have Legal Counsel and the Director work together to adjust Cvent contract to cancel this year but add 2023. This motion received a second from Matthew Brown and the Board voted unanimously to approve.

Matthew Brown made the motion to cancel the current Motivations contract and advised there has been no payment made and Justin Crowther made the second. The Board unanimously approved.

David Alexander said that TENA may qualify for the EIDL (Economic Injury Disaster Loan) grant of \$10,000.00 through the SBA. President Brown suggested that David Alexander, Rose White, Russell Freeman and Maureen Culberson look into the possibility of applying for the grant. Rose White said applications are not accepted at this time. Matthew Brown made the motion to pursue the grant when the applications opens back up and Kim Augustine made the second. The Board voted unanimously to approve.

- B. 2020 Conference Rates – *Matthew Brown & Justin Crowther*
No longer applicable.

- C. Election Timeline – *Maureen Culberson*

Ms. Culberson advised the following timeline and the positions;

Nominations Open Wednesday, Jul. 1 @ 7:00 am (CT)

Nominations Close Wednesday, Aug. 5 @ 5:00 pm (CT)

Election Opens Thursday, Aug. 20 @ 7:00 am (CT)

Election Close Tuesday, Sep 22 @ 10:00am (CT)

Positions up for election

- 2nd VP
- Secretary - Kim Augustine
- East Rep - James Long
- Middle Rep - Karen Moore
- West Rep - Justin Whipple
- Statewide - NENA Rep

- D. Any Additional New Business
None presented

0520.XI Comments/Reports

- A. District / PSAP Representatives
None

- B. Industry Partners

Bob Sabin from RPSS/InDigital advised there are 9 TN counties that border AL and RPSS will be connecting those counties to the AL NG system at no cost to these counties. He will be making contact with the Directors soon.

David Gleason from Seculore stated that his company would be doing a webinar about Cybersecurity and the information would be sent shortly.

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Tuesday, May 5, 2020

- C. Other Delegates
No comments

0520.XII Adjournment

The next meeting is scheduled on Wednesday, July 22, 2020 at Embassy Suites Convention Center, Murfreesboro, TN at 1:00 pm (CT).

With no further business, and without objection, a motion was made to adjourn by Leanna Choate-Peek and the second was received from Rose White. The meeting was adjourned.

These are the true, accurate and complete minutes of the Executive Board Meeting.

TENA Secretary

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Tuesday, May 5, 2020

APPENDIX 1 – TENA Board & Staff Attendance

		Present	Absent	Conf. Call
<i>President</i>	Matthew Brown	X		
<i>1st Vice President</i>	Justin Crowther	X		
<i>2nd Vice President</i>	David Alexander	X		
<i>Secretary</i>	Kim Augustine	X		
<i>Treasurer</i>	Rose White	X		
<i>East Region Rep</i>	James Long	X		
<i>East Region Rep</i>	Kim White	X		
<i>Middle Region Rep</i>	Leanna Choate-Peek	X		
<i>Middle Region Rep</i>	Karen Moore	X		
<i>West Region Rep</i>	Patricia Ledford	X		
<i>West Region Rep</i>	Justin Whipple	X		
<i>Past President</i>				
<i>Legal Counsel</i>	Russell Freeman	X		
<i>Executive Director</i>	Maureen Culberson	X		

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Tuesday, May 5, 2020

EXHIBIT 1

Tennessee Emergency Number Association
Financial Report

Rose White, Treasurer
May 5, 2020

First Tennessee Checking Account – 03/02/2020	\$ 46,832.08
Deposits	\$ 16,128.00
Expenses	<u>-\$ 5,988.03</u>
First Tennessee Checking Balance – 04/29/2020	\$ 56,972.05

Community Bank Investment Checking Account – 03/02/2020	\$ 56,104.41
Deposits	\$ 1.00
Interest	\$ 51.65
Expenses	<u>-\$ 5.00</u>
Community Bank Checking Balance – 04/29/2020	\$ 56,152.06

PayPal Account – 03/02/2020	\$ 0.00
Deposits	\$ 0.00
Transfers to First TN Bank	-\$ 0.00
Transfers to Community Bank	\$ 0.00
Service Charge	<u>-\$ 0.00</u>
PayPal Balance – 04/29/2020	\$ 0.00

Citizen's Bank CD – 03/02/2020	\$101,664.65
Deposits	\$0.00
Expenses	\$0.00
Interest	<u>\$ 0.00</u>
Citizen's Bank CD – 04/29/2020	\$101,664.65

For complete Finance Report, see attached file

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Tuesday, May 5, 2020

EXHIBIT 2 Current Budget

page 1

Rev. 04/29/2020

OPERATING REVENUE	2019 ACTUALS	2020 PROPOSED BUDGET	2020 BUDGET AMENDMENTS	2020 ACTUALS	Comments
Membership Dues	\$ 29,626.00	\$ 30,000.00		\$ 16,128.00	
Associate Membership Dues	\$ 1,400.03	\$ 1,300.00			
NENA Dues	\$ 5,029.00	\$ 4,000.00			
Newsletter Banner Ads		\$ 500.00			
ENP Scholarships		\$ 1,000.00			
Interest - Community Bank	\$ 771.50	\$ 500.00		\$ 146.76	
Interest - CD	\$ 1,664.65				
TOTAL OPERATING REVENUE	\$ 38,491.18	\$ 37,300.00		\$ 16,274.76	
CONFERENCE REVENUE	2019 FINAL BUDGET	2020 PROPOSED BUDGET	2020 BUDGET AMENDMENTS	2020 ACTUALS	Comments
Attendee Conference Registration	\$ 86,225.00	\$ 87,000.00			
Day Pass	\$ 4,000.00	\$ 3,750.00			
Banquet Tickets	\$ 1,750.00	\$ 1,750.00			
Pre-Conference Course Registration	\$ 6,450.00	\$ 3,000.00			
Golf Tournament Registration	\$ 2,700.00	\$ 2,700.00			
Guest Passes	\$ 1,000.00	\$ 1,000.00			
Super Session Registration	\$ 50.00	\$ 100.00			
Industry Partner Registration	\$ 36,850.00	\$ 39,500.00			
Additional Exhibit Booth	\$ 1,700.00	\$ 1,700.00			
TN-APCO	\$ 2,500.00	\$ 2,500.00			
Sponsorships - Conference	\$ 32,150.00	\$ 32,000.00			In-Kind and Monetary
Sponsorships - Golf Tournament	\$ 3,951.84	\$ 3,000.00			In-Kind and Monetary
Sponsorships - IP Event	\$ -	\$ 4,000.00			In-Kind and Monetary
CONFERENCE REVENUE	\$ 179,326.84	\$ 182,000.00		\$ -	
TOTAL REVENUE	\$ 217,818.02	\$ 219,300.00		\$ 16,274.76	

OPERATING EXPENSES	2019 OPERATING BUDGET	2020 PROPOSED BUDGET	2020 BUDGET AMENDMENTS	2020 ACTUALS	Comments
Legal Counsel Fees	\$ 19,999.92	\$ 19,999.92		\$ 4,999.98	
Executive Director Contract	\$ 20,697.36	\$ 20,697.36		\$ 6,899.12	
Incentive Pay	\$ 1,200.00	\$ 1,200.00	\$ -		Budget Amendment Approved 11-20-19
Operating Expenses	\$ 1,152.96	\$ 1,300.00		\$ 71.44	
Certificates & Ballots	\$ 269.67	\$ 300.00			
Website / Domain Expenses	\$ 257.34	\$ 375.00		\$ 251.40	
Travel Expenses	\$ 1,953.41	\$ 200.00			
ENP Scholarship's	\$ 2,150.00	\$ 5,000.00			
Survey Services	\$ 384.00	\$ 400.00			
Audit Expenses	\$ 4,000.00	\$ 4,000.00			
Insurance	\$ 2,304.00	\$ 2,325.00			
Service Charge	\$ 2,587.54	\$ 2,500.00		\$ 284.35	
Surety Bond Expense	\$ 359.00	\$ 400.00			
Event Expenses	\$ 2,306.21	\$ 1,500.00		\$ 408.28	
TERT Expenses	\$ 66.34	\$ 150.00			
TOTAL OPERATING EXPENSES	\$ 59,687.75	\$ 60,347.28		\$ 12,914.57	

CONFERENCE EXPENSES	2019 FINAL BUDGET	2020 PROPOSED BUDGET	2020 BUDGET AMENDMENTS	2020 ACTUALS	Comments
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CONFERENCE ENTERTAINMENT					
Conference Entertainment	\$ 3,900.00	\$ -			

OFF-SITE IP EVENT					
Venue Rental	\$ -	\$ 4,000.00		\$ 2,000.00	
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Transportation	\$ -	\$ 700.00			

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Tuesday, May 5, 2020

EXHIBIT 2 cont.

page 2

CONFERENCE SITE FEES

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Conference Guide	\$ 2,399.06	\$ 2,700.00			
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REGISTRATION

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Comp Registrations - Attendee		\$ -			
Registration Software	\$ 9,236.23	\$ 9,300.00		\$ 7,621.39	
Registration Supplies	\$ 469.86	\$ 700.00			

TECHNICAL

Technology Supplies	\$ -	\$ 500.00			
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PRIZES

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Door Prizes	\$ 956.46	\$ 1,000.00			

GOLF TOURNAMENT

Golf Course Fees	\$ 1,360.00	\$ 1,400.00			
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Miscellaneous expense	\$ -	\$ 100.00			
Notification System	\$ 499.97	\$ 500.00			

TOTAL CONFERENCE EXPENSES	\$ 152,510.61	\$ 156,700.00		\$ 9,746.48	
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TOTAL EXPENSES	\$ 212,198.36	\$ 217,047.28		\$ 22,661.05	
TOTAL REVENUE	\$ 217,818.02	\$ 219,300.00		\$ 16,274.76	
TOTAL PROFIT/(LOSS)	\$ 5,619.66	\$2,252.72		\$ (6,386.29)	

Tennessee Emergency Number Association Financial Report

Rose White, Treasurer
May 5, 2020

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Expenses	<u>-\$ 5,988.03</u>
<i>First Tennessee Checking Balance – 04/29/2020</i>	<i>\$ 56,972.05</i>

Community Bank Investment Checking Account – 03/02/2020	\$ 56,104.41
Deposits	\$ 1.00
Interest	\$ 51.65
Expenses	<u>-\$ 5.00</u>
<i>Community Bank Checking Balance – 04/29/2020</i>	<i>\$ 56,152.06</i>

PayPal Account – 03/02/2020	\$ 0.00
Deposits	\$ 0.00
Transfers to First TN Bank	-\$ 0.00
Transfers to Community Bank	\$ 0.00
Service Charge	<u>-\$ 0.00</u>
<i>PayPal Balance – 04/29/2020</i>	<i>\$ 0.00</i>

Citizen's Bank CD – 03/02/2020	\$101,664.65
Deposits	\$0.00
Expenses	\$0.00
Interest	<u>\$ 0.00</u>
<i>Citizen's Bank CD – 04/29/2020</i>	<i>\$101,664.65</i>

TENA - First Tennessee Checking Account

Type	Date	Name	Memo	Budget Line Item	Amount
Check 415	3/5/2020	Maureen Culberson	ED Contract	OE - ED Contract	-\$1,724.78
Check 416	3/25/2020	Void - Printer Error	Void	Void	Void
Check 417	3/25/2020	Freeman & Bracey	Legal Contract	OE - Legal Counsel Contract	-\$1,666.66
Check 418	3/25/2020	Cvent	Registration Software	CE - Registration Software	-\$268.13
Check 419	3/25/2020	Embassy Suites	March Board Meeting	OE - Event Expenses	-\$204.14
Check 420	4/7/2020	Maureen Culberson	ED Contract	OE - ED Contract	-\$1,724.78
Check 421	4/7/2020	Community Bank	Avoid Dormant Account	OE - Operating Expenses	-\$1.00
TOTAL					-\$5,589.49
Debit Card	3/2/2020	Staples	Office Supplies	OE - Operating Expense	-\$71.44
Journal	3/2/2020	WIX	Wix renewal	OE - Webiste/Domain	-\$168.00
Journal	3/3/2020	First Data	Credit Card Monthly Fee	OE - Service Charge	-\$64.85
Journal	4/3/2020	First Data	Credit Card Monthly Fee	OE - Service Charge	-\$64.85
Journal	4/14/2020	1and1	Website/Domain	OE - Webiste/Domain	-\$29.40
TOTAL					-\$398.54
Deposit	4/7/2020	Chester County	Membership Dues	OR - Membership Dues	\$146.00
Deposit	4/7/2020	Shelby County	Membership Dues	OR - Membership Dues	\$600.00
Deposit	4/7/2020	Grainger County	Membership Dues	OR - Membership Dues	\$193.00

Deposit	4/7/2020	Weakley County	Membership Dues	OR - Membership Dues	\$298.00
Deposit	4/7/2020	Obion County	Membership Dues	OR - Membership Dues	\$270.00
Deposit	4/7/2020	Henderson County	Membership Dues	OR - Membership Dues	\$236.00
Deposit	4/7/2020	Anderson County	Membership Dues	OR - Membership Dues	\$332.00
Deposit	4/7/2020	Jefferson County	Membership Dues	OR - Membership Dues	\$437.00
Deposit	4/7/2020	Johnson County	Membership Dues	OR - Membership Dues	\$155.00
Deposit	4/15/2020	Hardin County	Membership Dues	OR - Membership Dues	\$221.00
Deposit	4/15/2020	Campbell County	Membership Dues	OR - Membership Dues	\$283.00
Deposit	4/15/2020	Van Buren County	Membership Dues	OR - Membership Dues	\$100.00
Deposit	4/15/2020	Gibson County	Membership Dues	OR - Membership Dues	\$422.00
Deposit	4/15/2020	Smith County	Membership Dues	OR - Membership Dues	\$163.00
Deposit	4/15/2020	Moore County	Membership Dues	OR - Membership Dues	\$100.00
Deposit	4/15/2020	Marion County	Membership Dues	OR - Membership Dues	\$240.00
Deposit	4/15/2020	Haywood County	Membership Dues	OR - Membership Dues	\$160.00
Deposit	4/15/2020	Morgan County	Membership Dues	OR - Membership Dues	\$187.00
Deposit	4/15/2020	City of LaFollette	Membership Dues	OR - Membership Dues	\$100.00
Deposit	4/15/2020	Putnam County	Membership Dues	OR - Membership Dues	\$600.00
Deposit	4/15/2020	Humphreys County	Membership Dues	OR - Membership Dues	\$158.00
Deposit	4/15/2020	Franklin County	Membership Dues	OR - Membership Dues	\$349.00
Deposit	4/15/2020	Meigs County	Membership Dues	OR - Membership Dues	\$100.00
Deposit	4/15/2020	Cheatham County	Membership Dues	OR - Membership Dues	\$332.00
Deposit	4/15/2020	Greene County	Membership Dues	OR - Membership Dues	\$585.00
Deposit	4/15/2020	Cocke County	Membership Dues	OR - Membership Dues	\$303.00
Deposit	4/15/2020	Tipton County	Membership Dues	OR - Membership Dues	\$519.00
Deposit	4/15/2020	Lake County	Membership Dues	OR - Membership Dues	\$100.00
Deposit	4/15/2020	Lincoln County	Membership Dues	OR - Membership Dues	\$284.00

Deposit	4/15/2020	Marshall County	Membership Dues	OR - Membership Dues	\$260.00
Deposit	4/15/2020	Cumberland County	Membership Dues	OR - Membership Dues	\$476.00
Deposit	4/15/2020	Sumner County	Membership Dues	OR - Membership Dues	\$600.00
Deposit	4/15/2020	Trousdale County	Membership Dues	OR - Membership Dues	\$100.00
Deposit	4/15/2020	Maury County	Membership Dues	OR - Membership Dues	\$600.00
Deposit	4/22/2020	Lawrence County	Membership Dues	OR - Membership Dues	\$356.00
Deposit	4/22/2020	Hickman County	Membership Dues	OR - Membership Dues	\$210.00
Deposit	4/22/2020	Monroe County	Membership Dues	OR - Membership Dues	\$378.00
Deposit	4/22/2020	Blount County	Membership Dues	OR - Membership Dues	\$600.00
Deposit	4/22/2020	Williamson County	Membership Dues	OR - Membership Dues	\$600.00
Deposit	4/22/2020	Bedford County	Membership Dues	OR - Membership Dues	\$383.00
Deposit	4/22/2020	Jackson County	Membership Dues	OR - Membership Dues	\$100.00
Deposit	4/22/2020	Scott County	Membership Dues	OR - Membership Dues	\$189.00
Deposit	4/22/2020	Unicoi County	Membership Dues	OR - Membership Dues	\$156.00
Deposit	4/22/2020	Benton County	Membership Dues	OR - Membership Dues	\$140.00
Deposit	4/22/2020	City of Brentwood	Membership Dues	OR - Membership Dues	\$315.00
Deposit	4/22/2020	City of Oak Ridge	Membership Dues	OR - Membership Dues	\$249.00
Deposit	4/22/2020	Cannon County	Membership Dues	OR - Membership Dues	\$117.00
Deposit	4/22/2020	Clay County	Membership Dues	OR - Membership Dues	\$100.00
Deposit	4/22/2020	Wilson County	Membership Dues	OR - Membership Dues	\$600.00
Deposit	4/22/2020	Perry County	Membership Dues	OR - Membership Dues	\$100.00
Deposit	4/29/2020	Dyer County	Membership Dues	OR - Membership Dues	\$326.00
Deposit	4/29/2020	Washington County	Membership Dues	OR - Membership Dues	\$600.00
Deposit	4/29/2020	Knox County	Membership Dues	OR - Membership Dues	\$600.00
				TOTAL	\$16,128.00

TENA - Community Bank Investment Checking Account

Type	Date	Name	Memo	Budget Line Item	Amount
Journal	3/31/2020	Community Bank	March Interest	OR - Community Bank - Interest	\$51.65
Journal	3/31/2020	Community Bank	Dormant Account	OE - Service Charge	-\$5.00
Deposit	4/13/2020	Community Bank	Deposit	OE - Operating Expenses	\$1.00

TENA - PayPal Account

Type	Date	Name	Memo	Budget Line Item	Amount
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TENA - Citizen's Bank CD

Type	Date	Name	Memo	Budget Line Item	Amount
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OPERATING REVENUE	2019 ACTUALS	2020 PROPOSED BUDGET	2020 BUDGET AMENDMENTS	2020 ACTUALS	Comments
Membership Dues	\$ 29,626.00	\$ 30,000.00		\$ 16,128.00	
Associate Membership Dues	\$ 1,400.03	\$ 1,300.00			
NENA Dues	\$ 5,029.00	\$ 4,000.00			
Newsletter Banner Ads		\$ 500.00			
ENP Scholarships		\$ 1,000.00			
Interest - Community Bank	\$ 771.50	\$ 500.00		\$ 146.76	
Interest - CD	\$ 1,664.65				
TOTAL OPERATING REVENUE	\$ 38,491.18	\$ 37,300.00		\$ 16,274.76	
CONFERENCE REVENUE	2019 FINAL BUDGET	2020 PROPOSED BUDGET	2020 BUDGET AMENDMENTS	2020 ACTUALS	Comments
Attendee Conference Registration	\$ 86,225.00	\$ 87,000.00			
Day Pass	\$ 4,000.00	\$ 3,750.00			
Banquet Tickets	\$ 1,750.00	\$ 1,750.00			
Pre-Conference Course Registration	\$ 6,450.00	\$ 3,000.00			
Golf Tournament Registration	\$ 2,700.00	\$ 2,700.00			
Guest Passes	\$ 1,000.00	\$ 1,000.00			
Super Session Registration	\$ 50.00	\$ 100.00			
Industry Partner Registration	\$ 36,850.00	\$ 39,500.00			
Additional Exhibit Booth	\$ 1,700.00	\$ 1,700.00			
TN-APCO	\$ 2,500.00	\$ 2,500.00			
Sponsorships - Conference	\$ 32,150.00	\$ 32,000.00			In-Kind and Monetary
Sponsorships - Golf Tournament	\$ 3,951.84	\$ 3,000.00			In-Kind and Monetary
Sponsorships - IP Event	\$ -	\$ 4,000.00			In-Kind and Monetary
CONFERENCE REVENUE	\$ 179,326.84	\$ 182,000.00		\$ -	
TOTAL REVENUE	\$ 217,818.02	\$ 219,300.00		\$ 16,274.76	

OPERATING EXPENSES	2019 OPERATING BUDGET	2020 PROPOSED BUDGET	2020 BUDGET AMENDMENTS	2020 ACTUALS	Comments
Legal Counsel Fees	\$ 19,999.92	\$ 19,999.92		\$ 4,999.98	
Executive Director Contract	\$ 20,697.36	\$ 20,697.36		\$ 6,899.12	
Incentive Pay	\$ 1,200.00	\$ 1,200.00	\$ -		Budget Amendment Approved 11-20-19
Operating Expenses	\$ 1,152.96	\$ 1,300.00		\$ 71.44	
Certificates & Ballots	\$ 269.67	\$ 300.00			
Website / Domain Expenses	\$ 257.34	\$ 375.00		\$ 251.40	
Travel Expenses	\$ 1,953.41	\$ 200.00			
ENP Scholarship's	\$ 2,150.00	\$ 5,000.00			
Survey Services	\$ 384.00	\$ 400.00			
Audit Expenses	\$ 4,000.00	\$ 4,000.00			
Insurance	\$ 2,304.00	\$ 2,325.00			
Service Charge	\$ 2,587.54	\$ 2,500.00		\$ 284.35	
Surety Bond Expense	\$ 359.00	\$ 400.00			
Event Expenses	\$ 2,306.21	\$ 1,500.00		\$ 408.28	
TERT Expenses	\$ 66.34	\$ 150.00			
TOTAL OPERATING EXPENSES	\$ 59,687.75	\$ 60,347.28		\$ 12,914.57	

CONFERENCE EXPENSES	2019 FINAL BUDGET	2020 PROPOSED BUDGET	2020 BUDGET AMENDMENTS	2020 ACTUALS	Comments
PROGRAM/AGENDA					
Pre-Conference Course Session	\$ 4,150.00	\$ 4,000.00			
Keynote Speaker Session	\$ 2,000.00	\$ 2,500.00			
Conference Instructors	\$ 11,000.00	\$ 15,000.00			
Speaker Expenses	\$ 1,631.29	\$ 1,000.00			
CEU's	\$ 1,975.00	\$ 2,000.00			

CONFERENCE FOOD & BEVERAGE

Sunday food and beverage (Embassy Contract)	\$ 14,901.85	\$ 1,000.00			
Monday food and beverage	\$ 16,993.56	\$ 9,000.00			
ENP/RPL Breakfast	\$ -				
Tuesday food and beverage	\$ 36,295.21	\$ 35,000.00			
Wednesday food and beverage	\$ 1,257.47	\$ 1,500.00			

CONFERENCE ENTERTAINMENT

Conference Entertainment	\$ 3,900.00	\$ -			
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OFF-SITE IP EVENT

Venue Rental	\$ -	\$ 4,000.00		\$ 2,000.00	
Sunday IP Event Food and Beverage	\$ -	\$ 15,000.00			
Entertainment	\$ -	\$ 3,000.00			
Transportation	\$ -	\$ 700.00			

CONFERENCE SITE FEES

Hotel Rooms	\$ 4,332.69	\$ 5,000.00			
Meeting Rooms	\$ 909.10	\$ 1,000.00			
Comp industry partner registration		\$ -			
Decorator Fees / Booth Setup Fees / Electric	\$ 10,376.86	\$ 11,000.00			
AV Fees	\$ 15,315.91	\$ 17,000.00			

PUBLICITY & PRINTING

Handouts	\$ 1,189.31	\$ 500.00			
Conference Guide	\$ 2,399.06	\$ 2,700.00			
Signs	\$ 854.66	\$ 1,000.00			

REGISTRATION

Conference Refunds	\$ 1,675.00	\$ 2,000.00			
Comp Registrations - Attendee		\$ -			
Registration Software	\$ 9,236.23	\$ 9,300.00		\$ 7,621.39	
Registration Supplies	\$ 469.86	\$ 700.00			

TECHNICAL

Technology Supplies	\$ -	\$ 500.00			
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PRIZES

Awards	\$ 372.01	\$ 500.00			
Door Prizes	\$ 956.46	\$ 1,000.00			

GOLF TOURNAMENT

Golf Course Fees	\$ 1,360.00	\$ 1,400.00			
Miscellaneous expense	\$ 1,147.93	\$ 1,200.00			
In-Kind Sponsorships	\$ 801.84	\$ 800.00			

MISCELLANEOUS

Conference Bags	\$ 5,000.00	\$ 5,000.00			
Lanyards/Name Badge Holders	\$ 1,233.03	\$ 1,300.00			
Conference Shirts	\$ 276.31	\$ 500.00		\$ 125.09	
Miscellaneous expense	\$ -	\$ 100.00			
Notification System	\$ 499.97	\$ 500.00			

TOTAL CONFERENCE EXPENSES	\$ 152,510.61	\$ 156,700.00		\$ 9,746.48	
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TOTAL EXPENSES	\$ 212,198.36	\$ 217,047.28		\$ 22,661.05	
TOTAL REVENUE	\$ 217,818.02	\$ 219,300.00		\$ 16,274.76	
TOTAL PROFIT/(LOSS)	\$ 5,619.66	\$2,252.72		\$ (6,386.29)	

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Wednesday, July 22, 2020

Pursuant to appropriate notice, and in accordance with organizational bylaws, the Executive Board of the Tennessee Emergency Number Association (TENA) met via Zoom Conference Call due to Pandemic Guidelines recommended by State of Tennessee, Dept. of Public Health on Wednesday, July 22, 2020 at 1:00 pm (CT).

0720.I Call to Order

President Brown called the meeting to order.

See Appendix 1 for Board of Directors & staff attendance.

For the record, this meeting was also posted on the TENA Facebook page:

(www.facebook.com/TENA911).

0720.II Presentation of Minutes from Previous Meeting

Justin Crowther made the motion to approve the minutes of the May meeting as previously sent to the Board. Patricia Ledford made the second and the Board voted unanimous approval.

0720.III Ratify Email Votes Since Previous Board Meeting

1. Ratify email vote to amend the Cvent contract. Motion made by Justin Whipple and second made by Rose White. Motion passed with unanimous approval by the Board.

0720.IV Financial Report

Rose White, Treasurer, presented the financial report as of 07/15/2020 (see Exhibit 1).

The balances are as follows:

First Horizon (Tennessee) checking account \$ 51,648.06

Community Bank investment account \$ 56,299.18

Citizen's Bank CD account \$ 101,664.65

PayPal account \$0.00.

The question was asked which account would the CMCP fee be paid out of and the Treasurer answered the Community Bank account.

Justin Crowther made the motion to approve the financial report as presented and David Alexander made the second. The Board voted unanimous approval of this motion with Rose White abstaining.

0720.V Regional Reports

A. East Region –Kim White & James Long

Kim White reported East Region had an in-person meeting with 16 people attending combined with a Zoom meeting where there were 14 people participating. They talked about the Direct Dispatch bill, Covid, the Conference, and welcomed back some prior members who have reinstated their TENA membership.

B. Middle Region – Karen Moore & Leanna Choate-Peek

Karen Moore advised Middle Region had a Zoom Call and they had 12 participants. Cassie Lowery explained to the group that Rutherford Co. had just completed the transition to ESINet and talked about some of the issues involved. There was also a discussion about the hosted controller, as well as issues with ECaTS not working with certain controllers and they spoke about a statewide mapping.

C. West Region – Patricia Ledford & Justin Whipple

Justin Whipple stated the decision was made not to hold a meeting as there was not anything new to report.

0720.VI Report from Legal Counsel – Russell Freeman

Mr. Freeman stated there was nothing extraordinary to report. He has been working on the cancellation of some conference contracts and reviewed several conference presenters MOU's. He did mention the special meeting that TECB held regarding the distribution but feels it will be discussed in their reports.

0720.VII 911 Partner Reports

A. Tennessee Emergency Communications Board

Curtis Sutton did speak about the special meeting and stated there were some issues with the State closing out the fiscal year and not making interest available. TECB will process the \$10,000,000.00 with the \$5,000,000.00 following the August meeting. The ECD's will receive two payments instead of one.

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Wednesday, July 22, 2020

Personnel are not able to travel yet, so the August meeting will be live-streamed, but not on WebEx. The TECB offices are still closed.

They still need nominations for the PSAP Technology Committee, so please consider serving. There was also a discussion about the ESInet transition.

B. NENA

Cassie Lowery, Southeastern Director, advised the NENA Virtual Conference will be held Sep. 22 - Sep. 24 and they were still working on finalizing speakers, agendas, etc.

NENA Membership Drive will begin in October and this year they will be offering a 1st Responder discount.

NENA has developed Instructor-led online training and have added some courses. All this information can be found on the NENA website.

Covid-19 information for PSAP's is also available on the NENA website.

C. TN-APCO

Steve Martini advised they were working on scheduling the August 5 Zoom meeting and will be sending out the information shortly.

0720.VIII Committee Reports

A. ENP Committee – *Karen Moore*

Ms. Moore advised they held a meeting on Jun. 4 and interviewed 2 candidates. They have received 2 additional applications.

B. Education Committee – *Dana Swims*

Patricia Ledford stated she had received a message from Ms. Swims that there had not been a meeting and Ms. Swims would be contacting the Board later.

C. Legislative Committee – *Eric Ritzman*

No report.

D. Other Committee

No reports

0720.IX Old Business

A. Website Review – Board discussion

President Brown asked the Board to consider tabling this discussion until the November meeting. Kim Augustine made the motion and Rose White made the second. The Board voted unanimous approval.

B. Any Additional Old Business

None presented

0720.X New Business

A. 2020 Virtual Conference Update - *Justin Crowther*

Justin Crowther, 2020 Conference Chair, advised that there have been meetings to discuss various components of the Conference.

Participants Registration Fees - He presented the recommendations for participants registration rates. (see Exhibit 3) There would be three (3) different categories:

1) Full Conference Pass \$95.00

2) Day Pass \$35.00

3) Track Pass \$ 35.00 for the 1st track, then \$20.00 for ea. additional track

Justin Whipple made the motion to approve the rates as presented. The second was made by Kim White and the Board voted unanimous approval.

Industry Partner Registration and Sponsorship Fees – Chairman Crowther presented the recommendations for the registration rates & sponsorships. (see Exhibit 3):

1) Virtual Vendor Hall \$200.00, which would also be applied to an Annual Membership through 08/31/2021.

2) Gold & Silver sponsors would have the \$200.00 registration fee waived.

Matthew Brown made the motion to approve the rates as presented. The second was made by Justin Crowther and the Board voted unanimous approval.

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Wednesday, July 22, 2020

Sponsors gift cards – Mr. Crowther advised there was a recommendation to provide “exclusive” meeting time for sponsors. (see Exhibit 3). They could use it for demonstrations or to roll-out new products, etc. If a person participated in one of these meetings, they would be eligible for a gift card, purchased by TENA.

- 1) Gold Sponsors – would be provided 1 hr. unlimited time dedicated Zoom meeting each day. Not to exceed 99 participants and there would be a \$150.00 gift card presented.
- 2) Silver Sponsors - would be provided 30 mins of dedicated Zoom meeting each day. Not to exceed 99 participants and there would be a \$100.00 gift card presented.
- 3) Bronze Sponsors - would be provided 20 mins of dedicated Zoom meeting each day. Not to exceed 99 participants and there would be a \$75.00 gift card presented.
- 4) Madison County & Morgan County will provide their Zoom accounts to be used.
- 5) the total amount of gift cards awarded for each sponsor will not exceed the sponsorship amount.
- 6) TENA would purchase these gift cards and be responsible for the distribution to the winner.

Karen Moore made the motion to approve the gift card rates as presented. The second was made by Rose White and the Board voted unanimous approval.

Sessions gift cards – Vice President Crowther then presented the recommendation to present a gift card after each educational session to a person who participated in the entire session. (see Exhibit 3). There would be 17 sessions, including the Opening and Super Session and drawing for a \$25.00 gift card would amount to \$425.00. He also stated there was a Door Prize line item in the current budget in the amount of \$1000.00 and TENA would purchase these gift cards and be responsible for the distribution to the winner. Rose White made the motion to approve the \$25.00 gift cards to be presented after each session. The second was made by Kim White and the Board voted unanimous approval.

- B. 2020 Virtual Conference Rates –*Justin Crowther*
See above

- C. Any Additional New Business

President Brown advised the Board that Barry Furey's fee for presenting at the conference was approved by him following the guidelines outlined in the bylaws. A sponsor has also since been announced for his session.

Kim Augustine stated that Southern Software was in her office yesterday and was interested in sponsoring.

President Brown also said that since TENA would be proceeding with the annual awards, the following dates have been established for both the Senator Joe Haynes Awards and the 911 Professional Awards.

Nominations will open on July 27, 2020 and close on August 27, 2020. The nomination forms will be available on the TENA website and further information will be distributed.

0720.XI Comments/Reports

- A. District / PSAP Representatives
No comments
- B. Industry Partners
No comments
- C. Other Delegates
No comments

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Wednesday, July 22, 2020

0720.XII Adjournment

The next meeting is scheduled on Friday, September 11, 2020 at 1:00 pm (CT) and will be in Zoom virtual format.

With no further business, and without objection, a motion was made to adjourn by Rose White and the second was received from Patricia Ledford. The meeting was adjourned.

These are the true, accurate and complete minutes of the Executive Board Meeting.

TENA Secretary

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Wednesday, July 22, 2020

APPENDIX 1 – TENA Board & Staff Attendance

		Present	Absent	Conf. Call
<i>President</i>	Matthew Brown	X		
<i>1st Vice President</i>	Justin Crowther	X		
<i>2nd Vice President</i>	David Alexander	X		
<i>Secretary</i>	Kim Augustine	X		
<i>Treasurer</i>	Rose White	X		
<i>East Region Rep</i>	James Long		X	
<i>East Region Rep</i>	Kim White	X		
<i>Middle Region Rep</i>	Leanna Choate-Peek	X		
<i>Middle Region Rep</i>	Karen Moore	X		
<i>West Region Rep</i>	Patricia Ledford	X		
<i>West Region Rep</i>	Justin Whipple	X		
<i>Past President</i>				
<i>Legal Counsel</i>	Russell Freeman	X		
<i>Executive Director</i>	Maureen Culberson	X		

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Wednesday, July 22, 2020

EXHIBIT 1

Tennessee Emergency Number Association
Financial Report

Rose White, Treasurer
July 22, 2020

First Tennessee Checking Account – 04/29/20	\$ 56,972.05
Deposits	\$ 7,826.00
Expenses	-\$ 13,149.99
First Tennessee Checking Balance – 07/15/2020	\$ 51,648.06

Community Bank Investment Checking Account – 04/29/2020	\$ 56,152.06
Deposits	\$ 0.00
Interest	\$ 147.12
Expenses	-\$ 0.00
Community Bank Checking Balance – 07/15/2020	\$ 56,299.18

PayPal Account – 04/29/2020	\$ 0.00
Deposits	\$ 1.00
Transfers to First TN Bank	-\$ 0.00
Transfers to Community Bank	\$ 0.00
Refunds	-\$ 1.00
Service Charge	-\$ 0.00
PayPal Balance – 07/15/2020	\$ 0.00

Citizen's Bank CD – 04/29/2020	\$101,664.65
Deposits	\$0.00
Expenses	\$0.00
Interest	\$ 0.00
Citizen's Bank CD – 07/15/2020	\$101,664.65

For complete Finance Report, see attached file

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes Wednesday, July 22, 2020

EXHIBIT 2 Current Budget

page 1

Rev. 07/15/2020

OPERATING REVENUE	2019 ACTUALS	2020 PROPOSED BUDGET	2020 BUDGET AMENDMENTS	2020 ACTUALS	Comments
Membership Dues	\$ 29,626.00	\$ 30,000.00		\$ 23,954.00	
Associate Membership Dues	\$ 1,400.03	\$ 1,300.00			
NENA Dues	\$ 5,029.00	\$ 4,000.00			
Newsletter Banner Ads		\$ 500.00			
ENP Scholarships		\$ 1,000.00			
Interest - Community Bank	\$ 771.50	\$ 500.00		\$ 293.88	
Interest - CD	\$ 1,664.65				
TOTAL OPERATING REVENUE	\$ 38,491.18	\$ 37,300.00		\$ 24,247.88	
CONFERENCE REVENUE	2019 FINAL BUDGET	2020 PROPOSED BUDGET	2020 BUDGET AMENDMENTS	2020 ACTUALS	Comments
Attendee Conference Registration	\$ 86,225.00	\$ 87,000.00			
Day Pass	\$ 4,000.00	\$ 3,750.00			
Banquet Tickets	\$ 1,750.00	\$ 1,750.00			
Pre-Conference Course Registration	\$ 6,450.00	\$ 3,000.00			
Golf Tournament Registration	\$ 2,700.00	\$ 2,700.00			
Guest Passes	\$ 1,000.00	\$ 1,000.00			
Super Session Registration	\$ 50.00	\$ 100.00			
Industry Partner Registration	\$ 36,850.00	\$ 39,500.00			
Additional Exhibit Booth	\$ 1,700.00	\$ 1,700.00			
TN-APCO	\$ 2,500.00	\$ 2,500.00			
Sponsorships - Conference	\$ 32,150.00	\$ 32,000.00			In-Kind and Monetary
Sponsorships - Golf Tournament	\$ 3,951.84	\$ 3,000.00			In-Kind and Monetary
Sponsorships - IP Event	\$ -	\$ 4,000.00			In-Kind and Monetary
CONFERENCE REVENUE	\$ 179,326.84	\$ 182,000.00		\$ -	
TOTAL REVENUE	\$ 217,818.02	\$ 219,300.00		\$ 24,247.88	

OPERATING EXPENSES	2019 OPERATING BUDGET	2020 PROPOSED BUDGET	2020 BUDGET AMENDMENTS	2020 ACTUALS	Comments
Legal Counsel Fees	\$ 19,999.92	\$ 19,999.92		\$ 11,666.62	
Executive Director Contract	\$ 20,697.36	\$ 20,697.36		\$ 12,073.46	
Incentive Pay	\$ 1,200.00	\$ 1,200.00	\$ -		Budget Amendment Approved 11-20-19
Operating Expenses	\$ 1,152.96	\$ 1,300.00		\$ 91.90	
Certificates & Ballots	\$ 269.67	\$ 300.00			
Website / Domain Expenses	\$ 257.34	\$ 375.00		\$ 251.40	
Travel Expenses	\$ 1,953.41	\$ 200.00			
ENP Scholarship's	\$ 2,150.00	\$ 5,000.00		\$ 420.00	
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Audit Expenses	\$ 4,000.00	\$ 4,000.00			
Insurance	\$ 2,304.00	\$ 2,325.00			
Service Charge	\$ 2,587.54	\$ 2,500.00		\$ 552.90	
Surety Bond Expense	\$ 359.00	\$ 400.00			
Event Expenses	\$ 2,306.21	\$ 1,500.00		\$ 408.28	
TERT Expenses	\$ 66.34	\$ 150.00			
TOTAL OPERATING EXPENSES	\$ 59,687.75	\$ 60,347.28		\$ 25,464.56	

CONFERENCE EXPENSES	2019 FINAL BUDGET	2020 PROPOSED BUDGET	2020 BUDGET AMENDMENTS	2020 ACTUALS	Comments
PROGRAM/AGENDA					
Pre-Conference Course Session	\$ 4,150.00	\$ 4,000.00			
Keynote Speaker Session	\$ 2,000.00	\$ 2,500.00			
Conference Instructors	\$ 11,000.00	\$ 15,000.00		\$ 600.00	
Speaker Expenses	\$ 1,631.29	\$ 1,000.00			
CEU's	\$ 1,975.00	\$ 2,000.00			

CONFERENCE FOOD & BEVERAGE					
Sunday food and beverage (Embassy Contract)	\$ 14,901.85	\$ 1,000.00			
Monday food and beverage	\$ 16,993.56	\$ 9,000.00			
ENP/RPL Breakfast	\$ -				
Tuesday food and beverage	\$ 36,295.21	\$ 35,000.00			
Wednesday food and beverage	\$ 1,257.47	\$ 1,500.00			

CONFERENCE ENTERTAINMENT					
Conference Entertainment	\$ 3,900.00	\$ -			

OFF-SITE IP EVENT					
Venue Rental	\$ -	\$ 4,000.00		\$ 2,000.00	
Sunday IP Event Food and Beverage	\$ -	\$ 15,000.00			
Entertainment	\$ -	\$ 3,000.00			
Transportation	\$ -	\$ 700.00			

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes Wednesday, July 22, 2020

EXHIBIT 2 cont.

page 2

CONFERENCE SITE FEES

Hotel Rooms	\$ 4,332.69	\$ 5,000.00			
Meeting Rooms	\$ 909.10	\$ 1,000.00			
Comp industry partner registration		\$ -			
Decorator Fees / Booth Setup Fees / Electric	\$ 10,376.86	\$ 11,000.00			
AV Fees	\$ 15,315.91	\$ 17,000.00			

PUBLICITY & PRINTING

Handouts	\$ 1,189.31	\$ 500.00			
Conference Guide	\$ 2,399.06	\$ 2,700.00			
Signs	\$ 854.66	\$ 1,000.00			

REGISTRATION

Conference Refunds	\$ 1,675.00	\$ 2,000.00			
Comp Registrations - Attendee		\$ -			
Registration Software	\$ 9,236.23	\$ 9,300.00		\$ 7,621.39	
Registration Supplies	\$ 469.86	\$ 700.00			

TECHNICAL

Technology Supplies	\$ -	\$ 500.00			
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PRIZES

Awards	\$ 372.01	\$ 500.00			
Door Prizes	\$ 956.46	\$ 1,000.00			

GOLF TOURNAMENT

Golf Course Fees	\$ 1,360.00	\$ 1,400.00			
Miscellaneous expense	\$ 1,147.93	\$ 1,200.00			
In-Kind Sponsorships	\$ 801.84	\$ 800.00			

MISCELLANEOUS

Conference Bags	\$ 5,000.00	\$ 5,000.00			
Lanyards/Name Badge Holders	\$ 1,233.03	\$ 1,300.00			
Conference Shirts	\$ 276.31	\$ 500.00		\$ 125.09	
Miscellaneous expense	\$ -	\$ 100.00			
Notification System	\$ 499.97	\$ 500.00			

TOTAL CONFERENCE EXPENSES	\$ 152,510.61	\$ 156,700.00		\$ 10,346.48	
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TOTAL EXPENSES	\$ 212,198.36	\$ 217,047.28		\$ 35,811.04	
TOTAL REVENUE	\$ 217,818.02	\$ 219,300.00		\$ 24,247.88	
TOTAL PROFIT/(LOSS)	\$ 5,619.66	\$2,252.72		\$ (11,563.16)	

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Wednesday, July 22, 2020

EXHIBIT 3

page 1

PARTICIPANT REGISTRATION FEES	
1) Full Conference Pass \$95.00	
	includes Monday, Tuesday, Wednesday & Thursday Super Session
2) Day Pass \$35.00	
	<i>choose which days you want to participate</i> Monday; includes Opening Session Tuesday Wednesday Thursday Super Session
3) Track Pass \$35.00 for the 1st track, then \$20.00 for ea. Additional track	
	<i>choose which track(s) you want to participate in</i> Front-Line Professionals Leadership & Management Professional Development Roundtables Technology

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Wednesday, July 22, 2020

EXHIBIT 3 cont.

page 2

INDUSTRY PARTNER REGISTRATION and SPONSORSHIPS			
Virtual Vendor Hall Registration Fee \$200.00			
* will be applied to an Annual Membership in TENA which expires 08-31-2021 * display box on the Virtual Vendor Hall page of the TENA website, with link to the company's webpage. Also include a "Contact Us Now" link for the participant to contact the company's representative, either by email or text, with questions, etc. * Sponsor Level will be prominently displayed in the Virtual Vendor Hall * Gold & Silver Sponsors will have the \$200.00 registration fee waived			
SPONSORSHIPS AVAILABLE			
	\$5,000.00	GOLD	
	\$2,500.00	SILVER	Keynote Speaker
	\$2,500.00	SILVER	FrontLine Professional track
	\$2,500.00	SILVER	Leadership & Management track
	\$2,500.00	SILVER	Professional Development track
	\$1,000.00	BRONZE	9-1-1 Professional Awards
GEOCONEX	\$500.00		Super Session track
VFIS	\$500.00		Senator Joe Haynes Award
* On-Screen company logo on virtual background during each track * Sponsor Level will be prominently displayed in the Virtual Vendor Hall * Logo and company name appearing in digital guidebook next to the track * Gold Sponsors will be provided 1 hr unlimited time dedicated Zoom meeting each day for roll-out/demonstration of product(s). Not to exceed 99 participants * Silver Sponsors will be provided 30 mins of dedicated Zoom meeting each day for roll-out/demonstration of product(s) Not to exceed 99 participants * Bronze Sponsors will be provided 20 mins of dedicated Zoom meeting each day for roll-out/demonstration of product(s) Not to exceed 99 participants These roll-out/demonstration rooms are being donated by Morgan & Madison Co. ECD's for TENA's use and schedules will be coordinated with these ECD's			
As an incentive for participants to listen to the roll-out/demonstration of product(s) there would be a Gift Card drawing at the end of each roll-out/demonstration of product(s). Participant will have to stay for the entire presentation. This attendance can be verified through Zoom record. TENA will purchase the cards and will be responsible for getting card to the winner. Gold Sponsor \$150.00 gift card after ea. session Silver Sponsor \$100.00 gift card after ea. session Bronze Sponsor \$75.00 gift card after ea. session the total amount of gift cards awarded for ea. Sponsor will not exceed the sponsorship amount			
As an additional incentive to participants who remain in ea. Educational Session for the scheduled time, TENA will sponsor a drawing for a \$25.00 Gift Card after ea. Educational session 17 sessions including Opening & Super Session x \$25.00 \$425.00			
There is a line item, Door Prizes, in the current budget in the amount of \$1000.00			

Tennessee Emergency Number Association Financial Report

Rose White, Treasurer
July 22, 2020

First Tennessee Checking Account – 04/29/20	\$ 56,972.05
Deposits	\$ 7,826.00
Expenses	<u>-\$ 13,149.99</u>
First Tennessee Checking Balance – 07/15/2020	\$ 51,648.06

Community Bank Investment Checking Account – 04/29/2020	\$ 56,152.06
Deposits	\$ 0.00
Interest	\$ 147.12
Expenses	<u>-\$ 0.00</u>
Community Bank Checking Balance – 07/15/2020	\$ 56,299.18

PayPal Account – 04/29/2020	\$ 0.00
Deposits	\$ 1.00
Transfers to First TN Bank	-\$ 0.00
Transfers to Community Bank	\$ 0.00
Refunds	-\$ 1.00
Service Charge	<u>-\$ 0.00</u>
PayPal Balance – 07/15/2020	\$ 0.00

Citizen's Bank CD – 04/29/2020	\$101,664.65
Deposits	\$0.00
Expenses	\$0.00
Interest	<u>\$ 0.00</u>
Citizen's Bank CD – 07/15/2020	\$101,664.65

TENA - First Tennessee Checking Account

Type	Date	Name	Memo	Budget Line Item	Amount
Check 422	5/6/2020	Freeman & Bracey	Legal Contract	OE - Legal Counsel Contract	-\$1,666.66
Check 423	5/6/2020	Maureen Culberson	ED Contract	OE - ED Contract	-\$1,724.78
Check 424	5/14/2020	Maureen Culberson	ED Contract	OE - ED Contract	-\$1,724.78
Check 425	5/14/2020	Freeman & Bracey	Legal Contract	OE - Legal Counsel Contract	-\$3,333.32
Check 426	7/6/2020	Freeman & Bracey	Legal Contract / Annual Report	Split	-\$1,687.12
Check 427	7/6/2020	Maureen Culberson	ED Contract	OE - ED Contract	-\$1,724.78
Check 428	7/7/2020	Moetivations	Conference Instructor 60% Deposit	CE - Conference Instructors	-\$600.00
TOTAL					-\$12,461.44
Journal	5/4/2020	First Data	Credit Card Monthly Fee	OE - Service Charge	-\$39.85
Journal	6/3/2020	First Data	Credit Card Monthly Fee / Annual Fee	OE - Service Charge	-\$163.85
Journal	6/25/2020	NENA	ENP Scholarship - Turner	OE - ENP Scholarship	-\$420.00
Journal	7/3/2020	First Data	Credit Card Monthly Fee	OE - Service Charge	-\$64.85
TOTAL					-\$688.55
Deposit	5/6/2020	Davidson County	Membership Dues	OR - Membership Dues	\$600.00
Deposit	5/6/2020	Crockett County	Membership Dues	OR - Membership Dues	\$124.00
Deposit	5/12/2020	Hamblen County	Membership Dues	OR - Membership Dues	\$532.00
Deposit	5/12/2020	Hardeman County	Membership Dues	OR - Membership Dues	\$232.00

Deposit	5/14/2020	Sevier County	Membership Dues	OR - Membership Dues	\$600.00
Deposit	6/1/2020	Stewart County	Membership Dues	OR - Membership Dues	\$113.00
Deposit	6/1/2020	Bledsoe County	Membership Dues	OR - Membership Dues	\$109.00
Deposit	6/5/2020	Wayne County	Membership Dues	OR - Membership Dues	\$145.00
Deposit	6/15/2020	Coffee County	Membership Dues	OR - Membership Dues	\$449.00
Deposit	6/19/2020	Lauderdale County	Membership Dues	OR - Membership Dues	\$236.00
Deposit	6/19/2020	Dekalb County	Membership Dues	OR - Membership Dues	\$159.00
Deposit	7/2/2020	Lewis County	Membership Dues	OR - Membership Dues	\$103.00
Deposit	7/2/2020	Loudon County	Membership Dues	OR - Membership Dues	\$413.00
Deposit	7/7/2020	White County	Membership Dues	OR - Membership Dues	\$220.00
Deposit	7/8/2020	Decatur County	Membership Dues	OR - Membership Dues	\$100.00
Deposit	7/8/2020	Madison County	Membership Dues	OR - Membership Dues	\$600.00
Deposit	7/8/2020	Robertson County	Membership Dues	OR - Membership Dues	\$563.00
Deposit	7/8/2020	Macon County	Membership Dues	OR - Membership Dues	\$189.00
Deposit	7/13/2020	Bradley County	Membership Dues	OR - Membership Dues	\$600.00
Deposit	7/13/2020	Rhea County	Membership Dues	OR - Membership Dues	\$270.00
Deposit	7/13/2020	City of Kingsport	Membership Dues	OR - Membership Dues	\$410.00
Deposit	7/13/2020	Hawkins County	Membership Dues	OR - Membership Dues	\$459.00
Deposit	7/13/2020	Montgomery County	Membership Dues	OR - Membership Dues	\$600.00
TOTAL					\$7,826.00

TENA - Community Bank Investment Checking Account

Type	Date	Name	Memo	Budget Line Item	Amount
Deposit	4/30/2020	Community Bank	April Interest	OR - Community Bank Interest	\$48.46
Deposit	5/29/2020	Community Bank	May Interest	OR - Community Bank Interest	\$46.88
Deposit	6/29/2020	Community Bank	June Interest	OR - Community Bank Interest	\$51.78

TENA - Citizen's Bank CD

Type	Date	Name	Memo	Budget Line Item	Amount
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TENA - PayPal Account

Type	Date	Name	Memo	Budget Line Item	Amount
Deposit	6/30/2020	Maureen Culberson	Conference Test	CR - Attendee Registration	\$1.00
Refund	7/10/2020	Maureen Culberson	Conference Test	CR - Attendee Registration	-\$1.00

OPERATING REVENUE	2019 ACTUALS	2020 PROPOSED BUDGET	2020 BUDGET AMENDMENTS	2020 ACTUALS	Comments
Membership Dues	\$ 29,626.00	\$ 30,000.00		\$ 23,954.00	
Associate Membership Dues	\$ 1,400.03	\$ 1,300.00			
NENA Dues	\$ 5,029.00	\$ 4,000.00			
Newsletter Banner Ads		\$ 500.00			
ENP Scholarships		\$ 1,000.00			
Interest - Community Bank	\$ 771.50	\$ 500.00		\$ 293.88	
Interest - CD	\$ 1,664.65				
TOTAL OPERATING REVENUE	\$ 38,491.18	\$ 37,300.00		\$ 24,247.88	
CONFERENCE REVENUE	2019 FINAL BUDGET	2020 PROPOSED BUDGET	2020 BUDGET AMENDMENTS	2020 ACTUALS	Comments
Attendee Conference Registration	\$ 86,225.00	\$ 87,000.00			
Day Pass	\$ 4,000.00	\$ 3,750.00			
Banquet Tickets	\$ 1,750.00	\$ 1,750.00			
Pre-Conference Course Registration	\$ 6,450.00	\$ 3,000.00			
Golf Tournament Registration	\$ 2,700.00	\$ 2,700.00			
Guest Passes	\$ 1,000.00	\$ 1,000.00			
Super Session Registration	\$ 50.00	\$ 100.00			
Industry Partner Registration	\$ 36,850.00	\$ 39,500.00			
Additional Exhibit Booth	\$ 1,700.00	\$ 1,700.00			
TN-APCO	\$ 2,500.00	\$ 2,500.00			
Sponsorships - Conference	\$ 32,150.00	\$ 32,000.00			In-Kind and Monetary
Sponsorships - Golf Tournament	\$ 3,951.84	\$ 3,000.00			In-Kind and Monetary
Sponsorships - IP Event	\$ -	\$ 4,000.00			In-Kind and Monetary
CONFERENCE REVENUE	\$ 179,326.84	\$ 182,000.00		\$ -	
TOTAL REVENUE	\$ 217,818.02	\$ 219,300.00		\$ 24,247.88	

OPERATING EXPENSES	2019 OPERATING BUDGET	2020 PROPOSED BUDGET	2020 BUDGET AMENDMENTS	2020 ACTUALS	Comments
Legal Counsel Fees	\$ 19,999.92	\$ 19,999.92		\$ 11,666.62	
Executive Director Contract	\$ 20,697.36	\$ 20,697.36		\$ 12,073.46	
Incentive Pay	\$ 1,200.00	\$ 1,200.00	\$ -		Budget Amendment Approved 11-20-19
Operating Expenses	\$ 1,152.96	\$ 1,300.00		\$ 91.90	
Certificates & Ballots	\$ 269.67	\$ 300.00			
Website / Domain Expenses	\$ 257.34	\$ 375.00		\$ 251.40	
Travel Expenses	\$ 1,953.41	\$ 200.00			
ENP Scholarship's	\$ 2,150.00	\$ 5,000.00		\$ 420.00	
Survey Services	\$ 384.00	\$ 400.00			
Audit Expenses	\$ 4,000.00	\$ 4,000.00			
Insurance	\$ 2,304.00	\$ 2,325.00			
Service Charge	\$ 2,587.54	\$ 2,500.00		\$ 552.90	
Surety Bond Expense	\$ 359.00	\$ 400.00			
Event Expenses	\$ 2,306.21	\$ 1,500.00		\$ 408.28	
TERT Expenses	\$ 66.34	\$ 150.00			
TOTAL OPERATING EXPENSES	\$ 59,687.75	\$ 60,347.28		\$ 25,464.56	

CONFERENCE EXPENSES	2019 FINAL BUDGET	2020 PROPOSED BUDGET	2020 BUDGET AMENDMENTS	2020 ACTUALS	Comments
PROGRAM/AGENDA					
Pre-Conference Course Session	\$ 4,150.00	\$ 4,000.00			
Keynote Speaker Session	\$ 2,000.00	\$ 2,500.00			
Conference Instructors	\$ 11,000.00	\$ 15,000.00		\$ 600.00	
Speaker Expenses	\$ 1,631.29	\$ 1,000.00			
CEU's	\$ 1,975.00	\$ 2,000.00			

CONFERENCE FOOD & BEVERAGE					
Sunday food and beverage (Embassy Contract)	\$ 14,901.85	\$ 1,000.00			
Monday food and beverage	\$ 16,993.56	\$ 9,000.00			
ENP/RPL Breakfast	\$ -				
Tuesday food and beverage	\$ 36,295.21	\$ 35,000.00			
Wednesday food and beverage	\$ 1,257.47	\$ 1,500.00			

CONFERENCE ENTERTAINMENT					
Conference Entertainment	\$ 3,900.00	\$ -			

OFF-SITE IP EVENT					
Venue Rental	\$ -	\$ 4,000.00		\$ 2,000.00	
Sunday IP Event Food and Beverage	\$ -	\$ 15,000.00			
Entertainment	\$ -	\$ 3,000.00			
Transportation	\$ -	\$ 700.00			

CONFERENCE SITE FEES

Hotel Rooms	\$ 4,332.69	\$ 5,000.00			
Meeting Rooms	\$ 909.10	\$ 1,000.00			
Comp industry partner registration		\$ -			
Decorator Fees / Booth Setup Fees / Electric	\$ 10,376.86	\$ 11,000.00			
AV Fees	\$ 15,315.91	\$ 17,000.00			

PUBLICITY & PRINTING

Handouts	\$ 1,189.31	\$ 500.00			
Conference Guide	\$ 2,399.06	\$ 2,700.00			
Signs	\$ 854.66	\$ 1,000.00			

REGISTRATION

Conference Refunds	\$ 1,675.00	\$ 2,000.00			
Comp Registrations - Attendee		\$ -			
Registration Software	\$ 9,236.23	\$ 9,300.00		\$ 7,621.39	
Registration Supplies	\$ 469.86	\$ 700.00			

TECHNICAL

Technology Supplies	\$ -	\$ 500.00			
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PRIZES

Awards	\$ 372.01	\$ 500.00			
Door Prizes	\$ 956.46	\$ 1,000.00			

GOLF TOURNAMENT

Golf Course Fees	\$ 1,360.00	\$ 1,400.00			
Miscellaneous expense	\$ 1,147.93	\$ 1,200.00			
In-Kind Sponsorships	\$ 801.84	\$ 800.00			

MISCELLANEOUS

Conference Bags	\$ 5,000.00	\$ 5,000.00			
Lanyards/Name Badge Holders	\$ 1,233.03	\$ 1,300.00			
Conference Shirts	\$ 276.31	\$ 500.00		\$ 125.09	
Miscellaneous expense	\$ -	\$ 100.00			
Notification System	\$ 499.97	\$ 500.00			

TOTAL CONFERENCE EXPENSES	\$ 152,510.61	\$ 156,700.00		\$ 10,346.48	
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TOTAL EXPENSES	\$ 212,198.36	\$ 217,047.28		\$ 35,811.04	
TOTAL REVENUE	\$ 217,818.02	\$ 219,300.00		\$ 24,247.88	
TOTAL PROFIT/(LOSS)	\$ 5,619.66	\$2,252.72		\$ (11,563.16)	

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Friday, September 11, 2020
Thursday, September 17, 2020

Pursuant to appropriate notice, and in accordance with organizational bylaws, the Executive Board of the Tennessee Emergency Number Association (TENA) met via Zoom Conference Call in compliance with COVID-19 Guidelines recommended by State of Tennessee, Dept. of Public Health on Friday, September 11, 2020 at 1:00 pm (CT).

0920.1-I Call to Order

President Brown called the meeting to order.

See Appendix 1 for Board of Directors & staff attendance. See Attachment 1 for others participating in the call.

President Brown received a card of appreciation from Linda Draughn, which he read aloud.

0920.1-II Presentation of Minutes from Previous Meeting

Kim White made the motion to approve the minutes of the July meeting as previously sent to the Board. Patricia Ledford made the second and the Board voted unanimous approval.

0920.1-III Ratify Email Votes Since Previous Board Meeting

1. Ratify email vote for special election procedure. Motion made by Justin Crowther and second made by Kim White. Motion passed with unanimous approval by the Board.
2. Ratify email vote to provide the 2020 Virtual Conference at no cost to attendees. Motion made by Rose White and second made by Patricia Ledford. Motion passed with unanimous approval.
3. Ratify email vote to provide full refund to those attendees who already paid for the 2020 Virtual Conference. Motion made by Justin Crowther and second made by Kim White. Motion passed with unanimous approval.
4. Ratify vote requesting Russell Freeman investigate the ethics complaints against David Alexander. Motion made by Justin Crowther and second made by Patricia Ledford. Motion passed with unanimous approval.

0920.1-IV Financial Report

Rose White, Treasurer, presented the financial report as of 09/04/2020 (see Exhibit 1).

The balances are as follows:

First Horizon (Tennessee) checking account \$ 57,237.97

Community Bank investment account \$ 56,398.64

Citizen's Bank CD account \$ 101,664.65

PayPal account \$ 1,695.00.

Justin Crowther made the motion to approve the financial report as presented and David Alexander made the second. The Board voted unanimous approval of this motion with Rose White abstaining.

0920.1-V Regional Reports

- A. East Region –*Kim White & James Long*
Kim White stated there was no East Region meeting.
- B. Middle Region –*Karen Moore & Leanna Choate-Peek*
Karen Moore stated there was no Middle Region meeting.
- C. West Region –*Patricia Ledford & Justin Whipple*
Patricia Ledford advised West Region had a Zoom meeting, hosted by Kim Augustine, Madison Co. and there were 15 participants. They discussed the virtual conference, the change in the revenue standards and T-CPR.

0920.1-VI Report from Legal Counsel – *Russell Freeman*

Mr. Freeman advised that he has sent emails to some of the individuals involved in the investigation. He asked to confirm that the Board wanted him to review the issue of Mr. Alexander contacting the Henry Co. ECD Board Member regarding the Rate Restoration Resolution that Henry Co. submitted. Both Justin Whipple and Justin Crowther agreed as they were the ones to make the initial motion.

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Friday, September 11, 2020
Thursday, September 17, 2020

0920.1-VII 911 Partner Reports

- A. Tennessee Emergency Communications Board
Curtis Sutton stated there was not much to report. The Operations Committee would be meeting soon.
- B. NENA
No report.
- C. TN-APCO
No report.

0920.1-VIII Old Business

Per President Brown and Vice President Crowther, some items that were asked to be placed on the Agenda have been deferred until the November meeting.

0920.1-IX New Business

- A. 2020 Virtual Conference Update - *Justin Crowther*
Justin Crowther, 2020 Conference Chair, advised the Board work schedule has been emailed to all Board members and there would be a training session at the end of this meeting.
- B. Columbia Southern Partnership –*Justin Crowther*
Mr. Crowther requested to defer this presentation to Thursday's meeting so the representative can participate.
- C. Any Additional New Business
 - President Brown advised the Board that due to the number of participants registering, we had to upgrade our meeting room from 300 to 500 participants. The cost for this upgrade was pro-rated at \$42.00 which he approved.
 - The President advised he would be sending out the schedule for the uniform shirts later today. stated that the door prize for attending a session can only be won by someone once each day.
 - President Brown has asked Maureen to set up a group text message for all Board members to contact each other throughout the conference.
 - Kim Augustine asked if there were any other Exhibitors besides Columbia Southern that would be using the demo/roll-out time. Kim White stated she has sent out email but have not heard from any others.
 - Justin Whipple asked if the Board would be giving access to the Zoom account. President Brown stated they would have all the access that they would need to have.

0920.1-X Recess

The motion was made by Justin Crowther with a second from Rose White to recess the meeting until Thursday afternoon.

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Friday, September 11, 2020
Thursday, September 17, 2020

The Executive Board of the Tennessee Emergency Number Association (TENA) was called back into session via Zoom Conference Call in compliance with COVID-19 Guidelines recommended by State of Tennessee, Dept. of Public Health on Thursday, September 17, 2020 at 12:30 pm (CT).

0920.2-I Call to Order

President Brown called the meeting to order.

See Appendix 2 for Board of Directors & staff attendance. See Attachment 2 for others participating in the call.

0920.2-II Installation of Officers

Russell Freeman issued the Oath of Office to the 2020-2021 Board of Directors, including Justin Whipple, West Regional Representative and James Long, East Regional Representative who were re-elected.

Justin Crowther took over the meeting as the new President.

0920.2-III Old Business

President Crowther introduce Jessie Kowalewski representing Columbia Southern University who reviewed the on-learning partnership with CSU. TENA members would be able to take advantage of tuition discounts along with some other benefits. The President advised the Board that Mr. Freeman has reviewed the contract presented by CSU and sent to the Board. Justin Whipple made the motion to proceed with the partnership and Kim White made the second. There was unanimous approval by the Board. President Crowther advised the information would be posted on the TENA website.

0920.2-IV New Business

- Matthew Brown advised that on Monday it was determined that the free recording space on Zoom would be insufficient for the Conference. He approved \$24.88 for additional iCloud storage.
- President Crowther advised he will provide his proposed committee appointments once the Special Election is complete.
- Rose White stated that all the gift cards have been sent, so if your name was announced as a winner and you have not received your card, please contact her.

0920.2-V Comments and Reports

A. District / PSAP Representatives

No report

B. Industry Partners

No report

C. Other Delegates

- Mr. Alexander stated the Virtual Conference was a good asset to be able to provide education to our people. He found that he was able to listen to the educational sessions as well.
- Russell Freeman advised we need to keep our finger on the upcoming legislation. He feels this will be a very active year for 911 and we need to be prepared.
- President Crowther thanked Kim Augustine and Karen Moore for their outstanding service and it was very much appreciated. He also thanked Matthew Brown for his leadership this past year.

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Friday, September 11, 2020
Thursday, September 17, 2020

0920.2-VI Adjournment

The next meeting is scheduled on Tuesday, November 3, 2020 at 1:00 pm (CT) and will be in Zoom virtual format.

With no further business, and without objection, a motion was made to adjourn by David Alexander and the second was received from Patricia Ledford. The meeting was adjourned.

These are the true, accurate and complete minutes of the Executive Board Meeting.

TENA Secretary

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Friday, September 11, 2020
Thursday, September 17, 2020

APPENDIX 1 – TENA Board & Staff Attendance Friday, Sep. 11, 2020

		Present	Absent	Conf. Call
<i>President</i>	Matthew Brown	X		
<i>1st Vice President</i>	Justin Crowther	X		
<i>2nd Vice President</i>	David Alexander	X		
<i>Secretary</i>	Kim Augustine	X		
<i>Treasurer</i>	Rose White	X		
<i>East Region Rep</i>	James Long	X		
<i>East Region Rep</i>	Kim White	X		
<i>Middle Region Rep</i>	Leanna Choate-Peek	X		
<i>Middle Region Rep</i>	Karen Moore	X		
<i>West Region Rep</i>	Patricia Ledford	X		
<i>West Region Rep</i>	Justin Whipple	X		
<i>Past President</i>				
<i>Legal Counsel</i>	Russell Freeman	X		
<i>Executive Director</i>	Maureen Culberson	X		

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Friday, September 11, 2020
Thursday, September 17, 2020

ATTACHMENT 1

TENNESSEE EMERGENCY NUMBER ASSOCIATION

EXECUTIVE BOARD MEETING - VIRTUAL FORMAT

Friday, Sep. 11, 2020

1:00 pm (CT)

Name	User Email	Join Time	Leave Time	Duration (Mi)
Hope Petersen		9/11/2020 12:51	9/11/2020 13:35	44
Benjamin Paul		9/11/2020 13:01	9/11/2020 13:30	30
Crystal Key		9/11/2020 12:56	9/11/2020 13:41	45
Greg Matherly		9/11/2020 13:07	9/11/2020 13:26	19
Dana Walker		9/11/2020 13:12	9/11/2020 13:47	36
17319259078		9/11/2020 13:01	9/11/2020 13:47	47
16154182268		9/11/2020 13:02	9/11/2020 13:30	29
16156185552		9/11/2020 13:03	9/11/2020 13:30	28
19312652499		9/11/2020 13:04	9/11/2020 13:47	44
17316083911		9/11/2020 12:52	9/11/2020 13:48	57
David TENA-Alexander (Super Dave)		9/11/2020 13:00	9/11/2020 13:47	48
Kim TENA-Augustine	kaugustine911@gmail.com	9/11/2020 12:51	9/11/2020 13:47	57
Matthew TENA-Brown	morganco911@highland.net	9/11/2020 13:00	9/11/2020 13:47	48
Leanna TENA-Choate-Peek	cmasiongale@opecd.com	9/11/2020 12:58	9/11/2020 13:48	50
Justin TENA-Crowther Jefferson Co		9/11/2020 12:53	9/11/2020 14:21	89
Maureen TENA-Culberson	maureen.culberson@gmail.com	9/11/2020 12:40	9/11/2020 14:28	109
russell TENA-freeman		9/11/2020 13:02	9/11/2020 14:16	74
Patricia TENA-Ledford		9/11/2020 12:51	9/11/2020 13:48	57
J TENA-Long		9/11/2020 12:58	9/11/2020 13:47	50
Karen TENA-Moore		9/11/2020 13:00	9/11/2020 13:47	48
Justin TENA-Whipple		9/11/2020 12:56	9/11/2020 13:47	52
kim.TENA-white		9/11/2020 12:55	9/11/2020 13:47	53
Rose TENA-White (Emma)		9/11/2020 12:59	9/11/2020 13:47	48
Greg Matherly		9/11/2020 13:07	9/11/2020 13:26	19
Dana Walker		9/11/2020 13:12	9/11/2020 13:47	36

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

**Friday, September 11, 2020
Thursday, September 17, 2020**

APPENDIX 2 – TENA Board & Staff Attendance Thursday, Sep. 17, 2020

		Present	Absent	Conf. Call
<i>President</i>	Justin Crowther	X		
<i>1st Vice President</i>	David Alexander	X		
<i>2nd Vice President</i>				
<i>Secretary</i>				
<i>Treasurer</i>	Rose White	X		
<i>East Region Rep</i>	James Long	X		
<i>East Region Rep</i>	Kim White	X		
<i>Middle Region Rep</i>	Leanna Choate-Peek	X		
<i>Middle Region Rep</i>				
<i>West Region Rep</i>	Patricia Ledford	X		
<i>West Region Rep</i>	Justin Whipple	X		
<i>Past President</i>	Matthew Brown	X		
<i>Legal Counsel</i>	Russell Freeman	X		
<i>Executive Director</i>	Maureen Culberson	X		

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Friday, September 11, 2020
Thursday, September 17, 2020

ATTACHMENT 2

pg. 1

TENNESSEE EMERGENCY NUMBER ASSOCIATION EXECUTIVE BOARD MEETING - VIRTUAL FORMAT

Thursday, Sep. 17, 2020

12:30 pm (CT)

Name		User Email	Join Time	Leave Time	Duration (Min)
Chris	Averette	caverette@loudoncounty911.org	9/17/2020 8:47	9/17/2020 13:26	279
Dawn	Bennett	dbennett@dyersburgtn.gov	9/17/2020 9:52	9/17/2020 13:26	278
Jerry	Bird	gre911@embarqmail.com	9/17/2020 10:02	9/17/2020 13:26	207
Wesley	Bivens	wesbivens.wd4b@gmail.com	9/17/2020 12:12	9/17/2020 13:25	74
Dale	Blevins	dblevins@cctn911.org	9/17/2020 12:52	9/17/2020 13:25	34
Ragan	Box	rbox@dyersburgtn.gov	9/17/2020 8:55	9/17/2020 13:25	271
Kelli	Branam	branamk@loudoncounty-tn.gov	9/17/2020 9:17	9/17/2020 13:26	249
Jessica	Burgess	jburgess@germantown-tn.gov	9/17/2020 8:50	9/17/2020 13:26	276
Leigh	Cary	leigh.cary@hced911.org	9/17/2020 9:22	9/17/2020 13:26	244
Raymond	Chiozza	rchiozza@shelbycounty911.org	9/17/2020 11:59	9/17/2020 13:26	228
bridgett	clark	bclark@wilson911.org	9/17/2020 9:51	9/17/2020 13:26	215
LaTina	Cole-McNeil	latina.mcneil@memphistn.gov	9/17/2020 9:24	9/17/2020 13:26	248
Richard	Cross	fc911@twlakes.net	9/17/2020 10:35	9/17/2020 13:26	171
Marty	Crum	mcrum911@lawrencecountytyn911.org	9/17/2020 9:02	9/17/2020 13:26	264
Amanda	Dodd	adodd@wilson911.org	9/17/2020 9:37	9/17/2020 13:26	229
Memphis PD	ECD	sean.lovejoy@memphistn.gov	9/17/2020 9:03	9/17/2020 13:26	263
denise	fair	dfair@jce911.org	9/17/2020 9:59	9/17/2020 13:25	207
Christy	Fulcher	christy@wc911.com	9/17/2020 8:51	9/17/2020 13:26	275
Brian	Gibbs	brian.gibbs@hced911.org	9/17/2020 8:47	9/17/2020 13:26	279
Mandy	Gordon	mandy.gordon@graingercountytyn.gov	9/17/2020 8:47	9/17/2020 13:26	279
John	Hanna	jhanna@germantown-tn.gov	9/17/2020 10:03	9/17/2020 13:26	280
Nancy	Hansel	director@cockecounty911.org	9/17/2020 9:22	9/17/2020 13:26	244
Robert	Howell	roberthowell@crockett911.com	9/17/2020 10:01	9/17/2020 13:05	184
Roberta	Ivory	roberta.ivory@shelbycountytyn.gov	9/17/2020 9:02	9/17/2020 13:26	272
Jonathan	Johnson	jjohnson@decarur911.org	9/17/2020 9:29	9/17/2020 13:26	237
Joey	King	911director@tnweb.com	9/17/2020 9:18	9/17/2020 13:26	248
Kathryn An	Kozlinski	kawkpmm@yahoo.com	9/17/2020 10:24	9/17/2020 13:26	182
Haley	Longmire	hlongmire@carroll.tn.org	9/17/2020 8:46	9/17/2020 13:26	280
Sean	Lovejoy	sean.lovejoy@memphistn.gov	9/17/2020 10:49	9/17/2020 13:26	198
brady	lutton	0672@murfreesborotn.gov	9/17/2020 9:17	9/17/2020 13:18	242
Vicky	Mabon-Partee	vicky.partee@memphistn.gov	9/17/2020 11:57	9/17/2020 13:26	89
Carolann	Mason	fc911@bellsouth.net	9/17/2020 10:29	9/17/2020 13:26	177
Allie	Mathis	allieandaddie@gmail.com	9/17/2020 9:08	9/17/2020 13:26	258
CATHERINE	MATT	cathymatt@kingsporttn.gov	9/17/2020 9:19	9/17/2020 13:26	247
Benjamin	McCurry	bmccurry@fayettevilletn.com	9/17/2020 10:49	9/17/2020 13:26	157
Brooke	McDaniel	info@chesterco911.com	9/17/2020 11:33	9/17/2020 13:26	158
Monica	Moore	mmoore@bhccd.org	9/17/2020 8:54	9/17/2020 13:24	271
sabrina	morgan	smorgan@carroll.tn.org	9/17/2020 8:47	9/17/2020 13:26	279
Teresa	Norris	fentress911@twlakes.net	9/17/2020 9:08	9/17/2020 13:26	258
Rachael	Payne	rachael.payne@robertson911.com	9/17/2020 9:29	9/17/2020 13:26	237
Jason	Pentecost	jason.pentecost@robertson911.com	9/17/2020 8:47	9/17/2020 13:26	279
Michele	Phillips	michele.phillips@tn.gov	9/17/2020 10:00	9/17/2020 13:26	209
Rebecca	Pope	rpope@lookoutmtn.us	9/17/2020 9:45	9/17/2020 13:26	221
Susan	Porter	sporter@blount911.com	9/17/2020 8:46	9/17/2020 13:26	280
Ernest	Qualls	flgis911@gmail.com	9/17/2020 10:25	9/17/2020 13:26	182

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Friday, September 11, 2020
Thursday, September 17, 2020

ATTACHMENT 2

pg. 2

Carlton	Ray	cray@shelbycounty911.org	9/17/2020 9:21	9/17/2020 13:26	245
Melissa	Richardt	mrichardt@opecd.com	9/17/2020 10:30	9/17/2020 13:26	176
Alycia	Rosson	ajrosson86@gmail.com	9/17/2020 10:07	9/17/2020 13:26	200
Seth	Russell	0093@murfreesborotn.gov	9/17/2020 12:31	9/17/2020 13:25	55
misty	sargent	dispatch@lookoutmtn.us	9/17/2020 8:47	9/17/2020 13:26	279
JANISE	SCHOPIERAY	janise30@gmail.com	9/17/2020 9:06	9/17/2020 13:26	260
Camille	Smith	camille.smith@memphistn.gov	9/17/2020 11:14	9/17/2020 13:26	132
Adriana	Sorge	adrianasorge@kingsporttn.gov	9/17/2020 10:06	9/17/2020 13:26	200
Todd	Spence	tspence@seviercountytn.gov	9/17/2020 10:45	9/17/2020 13:25	161
Michael	Spencer	michael.spencer@memphistn.gov	9/17/2020 10:26	9/17/2020 13:25	179
Jamie	Summers	jverner@carroll.tn.org	9/17/2020 9:31	9/17/2020 13:26	278
Pamelia	Tolley	ptolley@henco911.com	9/17/2020 10:56	9/17/2020 13:26	150
Jon	Waddell	jwaddell@greenetn911.org	9/17/2020 9:22	9/17/2020 13:26	252
daphane	ward	dward@chesterco911.com	9/17/2020 8:47	9/17/2020 13:26	279
THERESA	WHINNERY	theresa.whinnery@townofsmyna.org	9/17/2020 9:06	9/17/2020 13:26	260
Jennifer	Winfrey	jrw_8692@yahoo.com	9/17/2020 9:47	9/17/2020 13:26	219
Beverly	Wolfe-Davis	beverly.wolfe-davis@memphistn.gov	9/17/2020 10:26	9/17/2020 13:26	214
17314314645			9/17/2020 12:11	9/17/2020 13:26	75
17316083911			9/17/2020 12:28	9/17/2020 13:26	58
18653221414			9/17/2020 12:28	9/17/2020 13:26	58
David	TENA-Alexander	david.alexander@hced911.org	9/17/2020 9:07	9/17/2020 13:26	204
Kim	TENA-Augustine	kaugustine@madisoncounty911.org	9/17/2020 8:47	9/17/2020 13:26	279
Matthew	TENA-Brown	morganco911@highland.net	9/17/2020 8:48	9/17/2020 13:26	278
Leanna	TENA-Choate-Peek	lchoate@opecd.com	9/17/2020 9:09	9/17/2020 13:26	253
Justin	TENA-Crowther	jcrowther@jce911.org	9/17/2020 8:49	9/17/2020 13:26	277
Maureen	TENA-Culberson	maureen.culberson@gmail.com	9/17/2020 8:46	9/17/2020 13:26	280
Russell	TENA-Freeman	rfreeman@freemanbracey.com	9/17/2020 9:18	9/17/2020 13:26	224
Patricia	TENA-Ledford	pmlledford@chesterco911.com	9/17/2020 9:06	9/17/2020 13:26	260
James	TENA-Long	jlong@blount911.com	9/17/2020 9:50	9/17/2020 13:26	216
Karen	TENA-Moore	kmoore@wilson911.org	9/17/2020 9:47	9/17/2020 13:26	219
Justin	TENA-Whipple	justin.whipple@bentoncounty911.com	9/17/2020 9:20	9/17/2020 13:26	247
Rose	TENA-White	rwhite@loudoncounty911.org	9/17/2020 8:58	9/17/2020 13:26	268
Kim	TENA-White	kbwhite911@gmail.com	9/17/2020 9:22	9/17/2020 13:26	244

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Friday, September 11, 2020
Thursday, September 17, 2020

EXHIBIT 1

Tennessee Emergency Number Association
Financial Report

Rose White, Treasurer
September 11, 2020

First Tennessee Checking Account – 07/15/20	\$ 51,648.06
Deposits	\$ 10,594.94
Expenses	<u>-\$ 5,005.03</u>
First Tennessee Checking Balance – 09/04/2020	\$ 57,237.97

Community Bank Investment Checking Account – 07/15/2020	\$ 56,299.18
Deposits	\$ 0.00
Interest	\$ 100.46
Expenses	<u>-\$ 1.00</u>
Community Bank Checking Balance – 09/04/2020	\$ 56,398.64

PayPal Account – 07/15/2020	\$ 0.00
Deposits	\$ 1,790.00
Transfers to First TN Bank	-\$ 91.94
Transfers to Community Bank	- \$ 1.00
Refunds	-\$ 0.00
Service Charge	<u>-\$ 3.06</u>
PayPal Balance – 09/04/2020	\$1,695.00

Citizen's Bank CD – 07/15/2020	\$101,664.65
Deposits	\$0.00
Expenses	\$0.00
Interest	<u>\$ 0.00</u>
Citizen's Bank CD – 09/04/2020	\$101,664.65

For complete Finance Report, see attached file

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Friday, September 11, 2020

Thursday, September 17, 2020

EXHIBIT 2 Current Budget

page 1

Rev. 09/14/2020

OPERATING REVENUE	2019 ACTUALS	2020 PROPOSED BUDGET	2020 BUDGET AMENDMENTS	2020 ACTUALS	Comments
Membership Dues	\$ 29,626.00	\$ 30,000.00		\$ 29,672.00	
Associate Membership Dues	\$ 1,400.03	\$ 1,300.00			
NENA Dues	\$ 5,029.00	\$ 4,000.00			
Newsletter Banner Ads		\$ 500.00			
ENP Scholarships		\$ 1,000.00			
Interest - Community Bank	\$ 771.50	\$ 500.00		\$ 394.34	
Interest - CD	\$ 1,664.65				
TOTAL OPERATING REVENUE	\$ 38,491.18	\$ 37,300.00		\$ 30,066.34	
CONFERENCE REVENUE	2019 FINAL BUDGET	2020 PROPOSED BUDGET	2020 BUDGET AMENDMENTS	2020 ACTUALS	Comments
Attendee Conference Registration	\$ 86,225.00	\$ 87,000.00		\$ 477.00	
Day Pass	\$ 4,000.00	\$ 3,750.00			
Banquet Tickets	\$ 1,750.00	\$ 1,750.00			
Pre-Conference Course Registration	\$ 6,450.00	\$ 3,000.00			
Golf Tournament Registration	\$ 2,700.00	\$ 2,700.00			
Guest Passes	\$ 1,000.00	\$ 1,000.00			
Super Session Registration	\$ 50.00	\$ 100.00			
Industry Partner Registration	\$ 36,850.00	\$ 39,500.00		\$ 1,000.00	
Additional Exhibit Booth	\$ 1,700.00	\$ 1,700.00			
TN-APCO	\$ 2,500.00	\$ 2,500.00			
Sponsorships - Conference	\$ 32,150.00	\$ 32,000.00		\$ 5,000.00	In-Kind and Monetary
Sponsorships - Golf Tournament	\$ 3,951.84	\$ 3,000.00			In-Kind and Monetary
Sponsorships - IP Event	\$ -	\$ 4,000.00			In-Kind and Monetary
CONFERENCE REVENUE	\$ 179,326.84	\$ 182,000.00		\$ 6,477.00	
TOTAL REVENUE	\$ 217,818.02	\$ 219,300.00		\$ 36,543.34	

OPERATING EXPENSES	2019 OPERATING BUDGET	2020 PROPOSED BUDGET	2020 BUDGET AMENDMENTS	2020 ACTUALS	Comments
Legal Counsel Fees	\$ 19,999.92	\$ 19,999.92		\$ 14,999.94	
Executive Director Contract	\$ 20,697.36	\$ 20,697.36		\$ 15,523.02	
Incentive Pay	\$ 1,200.00	\$ 1,200.00	\$ -		Budget Amendment Approved 11-20-19
Operating Expenses	\$ 1,152.96	\$ 1,300.00		\$ 91.90	
Certificates & Ballots	\$ 269.67	\$ 300.00		\$ 89.89	
Website / Domain Expenses	\$ 257.34	\$ 375.00		\$ 251.40	
Travel Expenses	\$ 1,953.41	\$ 200.00			
ENP Scholarship's	\$ 2,150.00	\$ 5,000.00		\$ 840.00	
Survey Services	\$ 384.00	\$ 400.00			
Audit Expenses	\$ 4,000.00	\$ 4,000.00			
Insurance	\$ 2,304.00	\$ 2,325.00			
Service Charge	\$ 2,587.54	\$ 2,500.00		\$ 835.35	
Surety Bond Expense	\$ 359.00	\$ 400.00			
Event Expenses	\$ 2,306.21	\$ 1,500.00		\$ 408.28	
TERT Expenses	\$ 66.34	\$ 150.00			
TOTAL OPERATING EXPENSES	\$ 59,687.75	\$ 60,347.28		\$ 33,039.78	

CONFERENCE EXPENSES	2019 FINAL BUDGET	2020 PROPOSED BUDGET	2020 BUDGET AMENDMENTS	2020 ACTUALS	Comments
PROGRAM/AGENDA					
Pre-Conference Course Session	\$ 4,150.00	\$ 4,000.00			
Keynote Speaker Session	\$ 2,000.00	\$ 2,500.00			
Conference Instructors	\$ 11,000.00	\$ 15,000.00		\$ 1,000.00	
Speaker Expenses	\$ 1,631.29	\$ 1,000.00			
CEU's	\$ 1,975.00	\$ 2,000.00			

CONFERENCE FOOD & BEVERAGE					
Sunday food and beverage (Embassy Contract)	\$ 14,901.85	\$ 1,000.00			
Monday food and beverage	\$ 16,993.56	\$ 9,000.00			
ENP/RPL Breakfast	\$ -				
Tuesday food and beverage	\$ 36,295.21	\$ 35,000.00			
Wednesday food and beverage	\$ 1,257.47	\$ 1,500.00			

CONFERENCE ENTERTAINMENT					
Conference Entertainment	\$ 3,900.00	\$ -			

OFF-SITE IP EVENT					
Venue Rental	\$ -	\$ 4,000.00			
Sunday IP Event Food and Beverage	\$ -	\$ 15,000.00			
Entertainment	\$ -	\$ 3,000.00			
Transportation	\$ -	\$ 700.00			

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Friday, September 11, 2020
Thursday, September 17, 2020

EXHIBIT 2 cont.

page 2

CONFERENCE SITE FEES

Hotel Rooms	\$ 4,332.69	\$ 5,000.00			
Meeting Rooms	\$ 909.10	\$ 1,000.00			
Comp industry partner registration		\$ -			
Decorator Fees / Booth Setup Fees / Electric	\$ 10,376.86	\$ 11,000.00			
AV Fees	\$ 15,315.91	\$ 17,000.00			

PUBLICITY & PRINTING

Handouts	\$ 1,189.31	\$ 500.00			
Conference Guide	\$ 2,399.06	\$ 2,700.00			
Signs	\$ 854.66	\$ 1,000.00			

REGISTRATION

Conference Refunds	\$ 1,675.00	\$ 2,000.00		\$ 477.00	
Comp Registrations - Attendee		\$ -			
Registration Software	\$ 9,236.23	\$ 9,300.00		\$ 7,621.39	
Registration Supplies	\$ 469.86	\$ 700.00			

TECHNICAL

Technology Supplies	\$ -	\$ 500.00			
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PRIZES

Awards	\$ 372.01	\$ 500.00		\$ 217.24	
Door Prizes	\$ 956.46	\$ 1,000.00			

GOLF TOURNAMENT

Golf Course Fees	\$ 1,360.00	\$ 1,400.00			
Miscellaneous expense	\$ 1,147.93	\$ 1,200.00			
In-Kind Sponsorships	\$ 801.84	\$ 800.00			

MISCELLANEOUS

Conference Bags	\$ 5,000.00	\$ 5,000.00			
Lanyards/Name Badge Holders	\$ 1,233.03	\$ 1,300.00			
Conference Shirts	\$ 276.31	\$ 500.00		\$ 125.09	
Miscellaneous expense	\$ -	\$ 100.00			
Notification System	\$ 499.97	\$ 500.00			

TOTAL CONFERENCE EXPENSES	\$ 152,510.61	\$ 156,700.00		\$ 9,440.72	
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TOTAL EXPENSES	\$ 212,198.36	\$ 217,047.28		\$ 42,480.50	
TOTAL REVENUE	\$ 217,818.02	\$ 219,300.00		\$ 36,543.34	
TOTAL PROFIT/(LOSS)	\$ 5,619.66	\$ 2,252.72		\$ (5,937.16)	

Tennessee Emergency Number Association Financial Report

Rose White, Treasurer
September 11, 2020

First Tennessee Checking Account – 07/15/20	\$ 51,648.06
Deposits	\$ 10,594.94
Expenses	<u>-\$ 5,005.03</u>
First Tennessee Checking Balance – 09/04/2020	\$ 57,237.97

Community Bank Investment Checking Account – 07/15/2020	\$ 56,299.18
Deposits	\$ 0.00
Interest	\$ 100.46
Expenses	<u>-\$ 1.00</u>
Community Bank Checking Balance – 09/04/2020	\$ 56,398.64

PayPal Account – 07/15/2020	\$ 0.00
Deposits	\$ 1,790.00
Transfers to First TN Bank	-\$ 91.94
Transfers to Community Bank	- \$ 1.00
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Service Charge	<u>-\$ 3.06</u>
PayPal Balance – 09/04/2020	\$1,695.00

Citizen's Bank CD – 07/15/2020	\$101,664.65
Deposits	\$0.00
Expenses	\$0.00
Interest	<u>\$ 0.00</u>
Citizen's Bank CD – 09/04/2020	\$101,664.65

TENA - First Tennessee Checking Account

Type	Date	Name	Memo	Budget Line Item	Amount
Check 429	8/11/2020	Freeman & Bracey	Legal Contract	OE - Legal Counsel Contract	-\$1,666.66
Check 430	8/11/2020	Maureen Culberson	ED Contract	OE - ED Contract	-\$1,724.78
Check 431	8/28/2020	Moeltivations	Conference Instructor	CE - Conference Instructors	-\$400.00
Check 432	8/28/2020	Bledsoe County	Conference Refund	CE - Conference Refund	-\$95.00
Check 433	8/28/2020	Weakley County	Conference Refund	CE - Conference Refund	-\$95.00
Check 434	8/28/2020	Hardeman County	Conference Refund	CE - Conference Refund	-\$95.00
Check 435	8/28/2020	Void	Void	Printer Error	Void
Check 436	8/28/2020	Lawrence County	Conference Refund	CE - Conference Refund	-\$95.00
Check 437	8/28/2020	NENA	Conference Refund	CE - Conference Refund	-\$95.00
TOTAL					-\$4,266.44
Journal	8/3/2020	First Data	Credit Card Monthly Fee / Annual Fee	OE - Service Charge	-\$163.85
Journal	8/20/2020	NENA	ENP Scholarship - Self	OE - ENP Scholarship	-\$420.00
Journal	8/20/2020	Election Buddy	Board Elections	OE - Certificates & Ballots	-\$89.89
Journal	9/3/2020	First Data	Credit Card Monthly Fee	OE - Service Charge	-\$64.85
TOTAL					-\$738.59
Deposit	7/17/2020	Roane County	Membership Dues	OR - Membership Dues	\$435.00

Deposit	7/20/2020	McMinn County	Membership Dues	OR - Membership Dues	\$444.00
Deposit	7/20/2020	City of Bristol	Membership Dues	OR - Membership Dues	\$227.00
Deposit	7/20/2020	Overton-Pickett	Membership Dues	OR - Membership Dues	\$231.00
Deposit	7/20/2020	McNairy County	Membership Dues	OR - Membership Dues	\$222.00
Deposit	7/24/2020	Dickson County	Membership Dues	OR - Membership Dues	\$422.00
Deposit	7/24/2020	Giles County	Membership Dues	OR - Membership Dues	\$251.00
Deposit	8/3/1930	PayPal Transfer	PayPal Transfer	Split	\$91.94
Deposit	8/3/2020	Polk County	Membership Dues	OR - Membership Dues	\$143.00
Deposit	8/3/2020	Hamilton County	Membership Dues	OR - Membership Dues	\$600.00
Deposit	8/3/2020	City of Clinton	Membership Dues	OR - Membership Dues	\$100.00
Deposit	8/3/2020	Warren County	Membership Dues	OR - Membership Dues	\$339.00
Deposit	8/3/2020	Sullivan County	Membership Dues	OR - Membership Dues	\$600.00
Deposit	8/3/2020	Houston County	Membership Dues	OR - Membership Dues	\$100.00
Deposit	8/3/2020	The Grove at Williamson Place	Refund of deposit for IP event	CE - Off-Site Venue Rental	\$2,000.00
Deposit	8/3/2020	Hardeman County	Attendee Registration	CR - Attendee Registration	\$95.00
Deposit	8/4/2020	Carter County	Membership Dues	OR - Membership Dues	\$488.00
Deposit	8/4/2020	Claiborne County	Membership Dues	OR - Membership Dues	\$274.00
Deposit	8/4/2020	Weakley County	Attendee Registration	CR - Attendee Registration	\$95.00
Deposit	8/17/2020	Carroll County	Membership Dues	OR - Membership Dues	\$242.00
Deposit	8/17/2020	Bledsoe County	Attendee Registration	CR - Attendee Registration	\$95.00
Deposit	8/26/2020	Southern Software	Sponsorship	CR - Sponsorship	\$2,500.00
Deposit	8/26/2020	Rutherford County	Membership Dues	OR - Membership Dues	\$600.00

TOTAL \$10,594.94

TENA - Citizen's Bank CD

Type	Date	Name	Memo	Budget Line Item	Amount
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TENA - Community Bank Investment Checking Account

Type	Date	Name	Memo	Budget Line Item	Amount
Journal	7/13/2020	Community Bank	TEST - Conference Refund	CE - Conference Refunds	-\$1.00
Deposit	7/29/2020	Community Bank	July Interest	OR - Community Bank Interest	\$50.21
Deposit	8/31/2020	Community Bank	August Interest	OR - Community Bank Interest	\$50.25

TENA - PayPal Account

Type	Date	Name	Memo	Budget Line Item	Amount
Deposit	7/23/2020	Lawrence County	Attendee Registration	CR - Attendee Registration	\$95.00
Deposit	8/3/2020	NENA	Attendee Registration	CR - Attendee Registration	\$95.00
Deposit	8/13/2020	Southern Software	IP Registration	CR - Industry Partner Registration	\$200.00
Deposit	8/14/2020	Applied Digital Solutions	IP Registration	CR - Industry Partner Registration	\$200.00
Deposit	8/27/2020	Columbia Southern University	IP Registration / Sponsor	Split	\$1,200.00

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Monday, November 2, 2020

Pursuant to appropriate notice, and in accordance with organizational bylaws, the Executive Board of the Tennessee Emergency Number Association (TENA) met via Zoom Conference Call following the Pandemic Guidelines recommended by State of Tennessee, Dept. of Public Health on Monday, November 2, 2020 at 1:00 pm (CT).

1120.I Call to Order

President Crowther called the meeting to order.

See Appendix 1 for Board of Directors & staff attendance. James Long and Lynn Thompson were not on the call initially but did log-in later. All others in attendance can be found on Attachment 2.

For the record, this meeting was also posted on the TENA Facebook page:
(www.facebook.com/TENA911).

1120.II Presentation of Minutes from Previous Meeting

Matthew Brown made the motion to approve the minutes of the September meetings as previously sent to the Board. Kim White made the second and the Board voted unanimous approval.

1120.III Ratify Email Votes Since Previous Board Meeting

1. Ratify the vote to change the date of the November Board meeting from November 3 (Election Day) to Monday, November 2 Justin Whipple made the motion and Matthew Brown made the second. The motion passed with unanimous approval by the Board.

1120.IV Announce Election Results

President Crowther announced the results of the Special Election.

2nd Vice President S. Eric Carpenter, Hamblen Co. ECD

Secretary Virginia Smelser, Sullivan Co. ECD

Middle Region Rep. James (Lynn) Thompson, Maury Co. ECD

At-Large Rep. Michael Spencer, Shelby Co. ECD

He congratulated them and asked them to take their seats at the Board table.

1120.V Installation of Officers

Russell Freeman, Legal Counsel administered the Oath of Office to the new officers.

1120.VI Financial Report

Rose White, Treasurer, presented the financial report as of 11/03/2020 (see Exhibit 1).

The balances are as follows:

First Horizon (Tennessee) checking account \$ 36,702.67.

Community Bank investment account \$ 56,447.31.

Citizen's Bank CD account \$ 101,664.65.

PayPal account \$0.00.

Kim White made the motion to approve the financial report as presented and Matthew Brown made the second. The Board voted unanimous approval of this motion with Rose White abstaining.

Ms. White then proposed a budget amendment to allow for paying for three (3) annual audits due to issues within our auditing agency, in the amount of \$ 10,000.00. Motion made by Matthew Brown to approve budget amendment with second made by Virginia Smelser. The Board voted unanimous approval with Rose White abstaining.

Rose White presented the proposed 2021 budget for approval. After discussion, Patricia Ledford made the motion to accept the budget as presented and the second was received by Kim White. With Rose White abstaining, the Board unanimously approved the motion.

Mr. Thompson was now on the call and Mr. Freeman administered the Oath of Office to him.

1120.VII Regional Reports

A. East Region –Kim White & James Long

Kim White reported East Region had an in-person meeting in Sevierville with 10 ECD's attending. Presented the Dispatch of the Year Award to Carter Co. They also discussed the T-CPR training and forthcoming legislation.

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Monday, November 2, 2020

- B. Middle Region – *Leanna Choate-Peek & Lynn Thompson*
Leanna Choate Peek advised they did not host a meeting.
- C. West Region – *Patricia Ledford & Justin Whipple*
Patricia Ledford stated they did not host a meeting.

1120.VIII Report from Legal Counsel – *Russell Freeman*

Mr. Freeman stated the existing Board members, prior to today's meeting should have received an email from him regarding his investigation of the Ethics complaint. He advised he will be scheduling a closed meeting for the Board to discuss this further.

1120.iX 911 Partner Reports

- A. Tennessee Emergency Communications Board
Benjamin Glover advised the Board that Director Sutton was out of the office with COVID-19. He also stated he is doing okay.
He stated there is an amended agenda for the Board meeting which everyone should have received.
- B. NENA
Cassie Lowery, Southeastern Director, stated that NENA has cancelled NG911 Best Practices conference and 911 Goes to Washington.
She also thanked Justin and Maureen for participating in the NENA Virtual Conference conference call. The information they provided to other chapters was extremely helpful.
- C. TN-APCO
Jennifer Schwendimann stated the next meeting scheduled will be a virtual meeting on December 4 at 10:00 am (CT) where they will discuss bylaw amendments.

1120.X Committee Reports

- A. Personal Committee – *Justin Crowther*
Will be handled in New Business.
- B. Bylaws & Policies Committee – *Justin Crowther*
Did refer some questions to E. Carpenter.
- C. Other Committee
No reports

1120.XI Old Business

- A. Service Awards for Retiring Board Members – *Justin Crowther*
President Crowther requested this item be deferred until the January meeting. Board approved unanimously.
- B. Website Review – Board discussion
There was no comments or discussion. Matthew Brown made the motion to close this issue and the second was made by Rose White. There was unanimous approval by the Board. Matthew Brown stated he would prefer not to chair the Golf Committee as he has no experience with golf. He would be more than willing to work with this committee though. With that being said, Matthew Brown made the motion to approve the Standing and Conference Committees as presented. Eric Carpenter made the second and the Board voted unanimous approval in favor of this motion.
- C. Any Additional Old Business
None presented.

1120.XII New Business

- A. Presentation of Standing & Conference Committees - *Justin Crowther*
President Crowther presented his selection for both the Standing and Conference Committees. See Attachment 3. This list has been previously sent to the Board for their review. Matthew Brown stated he would rather not serve as chair of the Golf Committee as he has no experience with golf. He would be willing to work on the committee though. Matthew Brown made the motion to accept the committees as presented with the exception as noted above and Eric Carpenter made the second. The Board voted unanimous approval of this motion.

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Monday, November 2, 2020

B. Present Calendar for 2021 Meetings –Justin Crowther

2021 Proposed Meeting Dates

Monday, Feb. 1 @ 1:00 pm (CT)

Tuesday, Feb. 2 - 911 Day On The Hill

Wednesday, Feb. 3 – TECB mtg

Wednesday, Mar. 17 @ 1:00 pm (CT)

Tuesday, May 4 @ 1:00 pm (CT)

Wednesday, May 5 – TECB mtg

Wednesday, Jul. 21 @ 1:00 pm (CT)

Saturday, Sep. 11 @ 2:00 pm (ET) - Meadowview Marriott

Wednesday, Sep. 15 @ 12:30 pm (ET) approx - Meadowview Marriott

Tuesday, Nov. 2 @ 1:00 pm (CT)

Wednesday, Nov 3 – TECB mtg

The question was asked will these meetings be virtual or in-person? After some discussion, Matthew Brown made the motion to have the meetings in-person at Embassy Suites and make arrangements for them to virtual for those that did not / could not travel and Kim White made the second. The vote was 12 Ayes; 1 Nay (Thompson). This motion passed. President Crowther asked Ms. Culberson to make the arrangements with the Embassy Suites.

C. Consideration of Legal Counsel Contract – *Personnel Committee*

The Personnel Committee has reviewed the upcoming contract and recommends it be accepted as written. Matthew Brown made the motion to accept the committee's recommendation. Justin Whipple made the second and the Board voted unanimously to approve.

D. Consideration of Executive Director Contract – *Personnel Committee*

The Personnel Committee has reviewed the upcoming contract and recommends it be accepted as written. Matthew Brown made the motion to accept the committee's recommendation. Leanna Choate-Peek made the second and the Board voted unanimously to approve.

E. Any Additional New Business

Justin Whipple stated he would like to see the nomination criteria for the Honorary Lifetime Award be changed so that anyone can nominate a person, not just a someone from their District. Vice President Carpenter said he would add that to the list to be discussed by the Bylaws Committee.

Russell Freeman advised he would be working on a Code of Conduct and Ethics policy.

Rose White made the motion to purchase the uniform shirts for the new Board members and Matthew Brown made the second. The Board voted unanimously to approve this motion. President Crowther asked Ms. Culberson to get the ordering information to the new Board members.

1120.XIII Comments/Reports

A. District / PSAP Representatives

No comments

B. Industry Partners

No comments

C. Other Delegates

No comments

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Monday, November 2, 2020

1120.XIV Adjournment

The next meeting is scheduled on Monday, February 1, 2021 at 1:00 pm (CT) and will be in virtual format.

With no further business, and without objection, a motion was made to adjourn by David Alexander and the second was received from Kim White. The meeting was adjourned.

These are the true, accurate and complete minutes of the Executive Board Meeting.

Secretary

Date

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Monday, November 2, 2020

APPENDIX 1 – TENA Board & Staff Attendance

		Present	Absent	Conf. Call
<i>President</i>	Justin Crowther	X		
<i>1st Vice President</i>	David Alexander	X		
<i>2nd Vice President</i>	* Eric Carpenter			
<i>Secretary</i>	* Virginia Smelser			
<i>Treasurer</i>	Rose White	X		
<i>East Region Rep</i>	James Long	X ¹		
<i>East Region Rep</i>	Kim White	X		
<i>Middle Region Rep</i>	Leanna Choate-Peek	X		
<i>Middle Region Rep</i>	* James (Lynn) Thompson	X ¹		
<i>West Region Rep</i>	Patricia Ledford	X		
<i>West Region Rep</i>	Justin Whipple	X		
<i>At-Large NENA Rep</i>	* Michael Spencer	X		
<i>Past President</i>	Matthew Brown	X		
<i>Legal Counsel</i>	Russell Freeman	X		
<i>Executive Director</i>	Maureen Culberson	X		

James Long & Lynn Thompson entered the meeting after roll was called.

* After Oath of Office was administered the new officers took their positions on the Board.

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Monday, November 2, 2020

ATTACHMENT 2 – Attendance

TENA November Board Meeting - PARTICIPANTS

Name			Start Time	End Time	Duration
Crystal	Key		11/2/2020 12:46	11/2/2020 13:59	74
Joey	King		11/2/2020 13:52	11/2/2020 13:55	4
Sean	Lovejoy		11/2/2020 13:02	11/2/2020 13:12	10
Sean	Lovejoy		11/2/2020 13:02	11/2/2020 13:12	10
Sean	Lovejoy#		11/2/2020 13:20	11/2/2020 14:00	40
Cassie	Lowery		11/2/2020 13:01	11/2/2020 14:00	59
Stephen	Martini		11/2/2020 12:52	11/2/2020 14:00	68
Benjamin	Paul		11/2/2020 13:10	11/2/2020 13:35	25
Hope	Petersen		11/2/2020 12:56	11/2/2020 13:59	64
Jennifer	Schwendimann		11/2/2020 13:04	11/2/2020 14:00	56
Adriana	Sorge		11/2/2020 12:57	11/2/2020 14:00	63
Dana	Walker		11/2/2020 12:50	11/2/2020 14:00	70
j	white		11/2/2020 12:58	11/2/2020 14:00	62
KptEOC			11/2/2020 13:00	11/2/2020 14:00	60
	16154182268		11/2/2020 13:12	11/2/2020 13:35	24
	16154468041		11/2/2020 12:59	11/2/2020 13:51	52
	17316083911		11/2/2020 12:46	11/2/2020 14:00	74
	18654589081		11/2/2020 12:59	11/2/2020 13:59	61

TENA BOARD MEMBERS			Start Time	End Time	Duration
David	Alexander	1st VP	11/2/2020 12:58	11/2/2020 14:00	63
Matthew	Brown	Past President	11/2/2020 12:47	11/2/2020 13:59	73
Eric	Carpenter	2nd VP	11/2/2020 12:58	11/2/2020 14:00	62
Leanna	Choate-Peek	Middle Region Rep	11/2/2020 12:59	11/2/2020 14:00	61
Justin	Crowther	President	11/2/2020 12:53	11/2/2020 14:00	67
Patricia	Ledford	West Region Rep	11/2/2020 12:45	11/2/2020 14:00	75
James	Lomg	East Region Rep	11/2/2020 13:15	11/2/2020 14:00	45
VIRGINIA	SMELSER	Secretary	11/2/2020 12:44	11/2/2020 14:00	76
MICHAEL	SPENCER	NENA At-Large Rep	11/2/2020 12:45	11/2/2020 14:00	75
Lynn	Thompson	Middle Region Rep	11/2/2020 13:17	11/2/2020 14:00	43
Justin	Whipple	West Region Rep	11/2/2020 12:58	11/2/2020 14:00	62
Rose	White#	Treasurer	11/2/2020 13:00	11/2/2020 14:00	61
kim	White#	East Region Rep	11/2/2020 12:54	11/2/2020 14:00	66
Russell	Freeman	Legal Counsel	11/2/2020 12:58	11/2/2020 14:00	63
Maureen	Culbertson	Executive Director	11/2/2020 12:42	11/2/2020 14:00	78

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Monday, November 2, 2020

EXHIBIT 1

Tennessee Emergency Number Association
Financial Report

Rose White, Treasurer
November 3, 2020

First Tennessee Checking Account – 09/04/2020	\$ 57,237.97
Deposits	\$ 3,739.21
Expenses	-\$ 24,274.51
First Tennessee Checking Balance – 10/26/2020	\$ 36,702.67

Community Bank Investment Checking Account – 09/04/2020	\$ 56,398.64
Deposits	\$ 0.00
Interest	\$ 48.67
Expenses	-\$ 0.00
Community Bank Checking Balance – 10/26/2020	\$ 56,447.31

PayPal Account – 09/04/2020	\$ 1,695.00
Deposits	\$ 200.00
Transfers to First TN Bank	-\$ 1,838.21
Transfers to Community Bank	- \$ 0.00
Refunds	-\$ 0.00
Service Charge	-\$ 56.79
PayPal Balance – 10/26/2020	\$0.00

Citizen's Bank CD – 09/04/2020	\$101,664.65
Deposits	\$0.00
Expenses	\$0.00
Interest	\$ 0.00
Citizen's Bank CD – 10/26/2020	\$101,664.65

For complete Finance Report, see attached file

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes Monday, November 2, 2020

EXHIBIT 2 Current Budget

page 1

Rev. 10/26/2020

OPERATING REVENUE	2019 ACTUALS	2020 PROPOSED BUDGET	2020 BUDGET AMENDMENTS	2020 ACTUALS	Comments
Membership Dues	\$ 29,626.00	\$ 30,000.00		\$ 29,672.00	
Associate Membership Dues	\$ 1,400.03	\$ 1,300.00			
NENA Dues	\$ 5,029.00	\$ 4,000.00			
Newsletter Banner Ads		\$ 500.00			
ENP Scholarships		\$ 1,000.00			
Interest - Community Bank	\$ 771.50	\$ 500.00		\$ 443.01	
Interest - CD	\$ 1,664.65				
TOTAL OPERATING REVENUE	\$ 38,491.18	\$ 37,300.00		\$ 30,115.01	
CONFERENCE REVENUE	2019 FINAL BUDGET	2020 PROPOSED BUDGET	2020 BUDGET AMENDMENTS	2020 ACTUALS	Comments
Attendee Conference Registration	\$ 86,225.00	\$ 87,000.00		\$ 476.00	
Day Pass	\$ 4,000.00	\$ 3,750.00			
Banquet Tickets	\$ 1,750.00	\$ 1,750.00			
Pre-Conference Course Registration	\$ 6,450.00	\$ 3,000.00			
Golf Tournament Registration	\$ 2,700.00	\$ 2,700.00			
Guest Passes	\$ 1,000.00	\$ 1,000.00			
Super Session Registration	\$ 50.00	\$ 100.00			
Industry Partner Registration	\$ 36,850.00	\$ 39,500.00		\$ 1,200.00	
Additional Exhibit Booth	\$ 1,700.00	\$ 1,700.00			
TN-APCO	\$ 2,500.00	\$ 2,500.00			
Sponsorships - Conference	\$ 32,150.00	\$ 32,000.00		\$ 5,000.00	In-Kind and Monetary
Sponsorships - Golf Tournament	\$ 3,951.84	\$ 3,000.00			In-Kind and Monetary
Sponsorships - IP Event	\$ -	\$ 4,000.00			In-Kind and Monetary
CONFERENCE REVENUE	\$ 179,326.84	\$ 182,000.00		\$ 6,676.00	
TOTAL REVENUE	\$ 217,818.02	\$ 219,300.00		\$ 36,791.01	

OPERATING EXPENSES	2019 OPERATING BUDGET	2020 PROPOSED BUDGET	2020 BUDGET AMENDMENTS	2020 ACTUALS	Comments
Legal Counsel Fees	\$ 19,999.92	\$ 19,999.92		\$ 14,999.94	
Executive Director Contract	\$ 20,697.36	\$ 20,697.36		\$ 17,247.80	
Incentive Pay	\$ 1,200.00	\$ 1,200.00	\$ -		Budget Amendment Approved 11-20-19
Operating Expenses	\$ 1,152.96	\$ 1,300.00		\$ 146.90	
Certificates & Ballots	\$ 269.67	\$ 300.00		\$ 269.67	
Website / Domain Expenses	\$ 257.34	\$ 375.00		\$ 251.40	
Travel Expenses	\$ 1,953.41	\$ 200.00	\$ -		
ENP Scholarships	\$ 2,150.00	\$ 5,000.00	\$ 840.00	\$ 840.00	
Survey Services	\$ 384.00	\$ 400.00	\$ 425.00	\$ 420.48	
Audit Expenses	\$ 4,000.00	\$ 4,000.00	\$ 10,000.00	\$ 10,000.00	
Insurance	\$ 2,304.00	\$ 2,325.00		\$ 2,319.00	
Service Charge	\$ 2,587.54	\$ 2,500.00	\$ 1,860.00	\$ 906.30	
Surety Bond Expense	\$ 359.00	\$ 400.00	\$ 375.00	\$ 359.00	
Event Expenses	\$ 2,306.21	\$ 1,500.00	\$ 500.00	\$ 408.28	
TERT Expenses	\$ 66.34	\$ 150.00			
TOTAL OPERATING EXPENSES	\$ 59,687.75	\$ 60,347.28		\$ 48,168.77	

CONFERENCE EXPENSES	2019 FINAL BUDGET	2020 PROPOSED BUDGET	2020 BUDGET AMENDMENTS	2020 ACTUALS	Comments
PROGRAM/AGENDA					
Pre-Conference Course Session	\$ 4,150.00	\$ 4,000.00			
Keynote Speaker Session	\$ 2,000.00	\$ 2,500.00		\$ 2,000.00	
Conference Instructors	\$ 11,000.00	\$ 15,000.00		\$ 3,250.00	
Speaker Expenses	\$ 1,631.29	\$ 1,000.00			
CEU's	\$ 1,975.00	\$ 2,000.00			

CONFERENCE FOOD & BEVERAGE					
Sunday food and beverage (Embassy Contract)	\$ 14,901.85	\$ 1,000.00			
Monday food and beverage	\$ 16,993.56	\$ 9,000.00			
ENP/RPL Breakfast	\$ -				
Tuesday food and beverage	\$ 36,295.21	\$ 35,000.00			
Wednesday food and beverage	\$ 1,257.47	\$ 1,500.00			

CONFERENCE ENTERTAINMENT					
Conference Entertainment	\$ 3,900.00	\$ -			

OFF-SITE IP EVENT					
Venue Rental	\$ -	\$ 4,000.00			
Sunday IP Event Food and Beverage	\$ -	\$ 15,000.00			
Entertainment	\$ -	\$ 3,000.00			
Transportation	\$ -	\$ 700.00			

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Monday, November 2, 2020

EXHIBIT 2 cont.

page 2

CONFERENCE SITE FEES

Hotel Rooms	\$ 4,332.69	\$ 5,000.00			
Meeting Rooms	\$ 909.10	\$ 1,000.00			
Comp industry partner registration		\$ -			
Decorator Fees / Booth Setup Fees / Electric	\$ 10,376.86	\$ 11,000.00			
AV Fees	\$ 15,315.91	\$ 17,000.00			

PUBLICITY & PRINTING

Handouts	\$ 1,189.31	\$ 500.00			
Conference Guide	\$ 2,399.06	\$ 2,700.00			
Signs	\$ 854.66	\$ 1,000.00			

REGISTRATION

Conference Refunds	\$ 1,675.00	\$ 2,000.00		\$ 477.00	
Comp Registrations - Attendee		\$ -			
Registration Software	\$ 9,236.23	\$ 9,300.00		\$ 7,621.39	
Registration Supplies	\$ 469.86	\$ 700.00			

TECHNICAL

Technology Supplies	\$ -	\$ 500.00		\$ 66.94	
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PRIZES

Awards	\$ 372.01	\$ 500.00	\$ 275.00	\$ 217.24	
Door Prizes	\$ 956.46	\$ 1,000.00	\$ 1,225.00	\$ 1,225.00	

GOLF TOURNAMENT

Golf Course Fees	\$ 1,360.00	\$ 1,400.00			
Miscellaneous expense	\$ 1,147.93	\$ 1,200.00			
In-Kind Sponsorships	\$ 801.84	\$ 800.00			

MISCELLANEOUS

Conference Bags	\$ 5,000.00	\$ 5,000.00			
Lanyards/Name Badge Holders	\$ 1,233.03	\$ 1,300.00			
Conference Shirts	\$ 276.31	\$ 500.00		\$ 125.09	
Miscellaneous expense	\$ -	\$ 100.00			
Notification System	\$ 499.97	\$ 500.00			

TOTAL CONFERENCE EXPENSES	\$ 152,510.61	\$ 156,700.00		\$ 14,982.66	
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TOTAL EXPENSES	\$ 212,198.36	\$ 217,047.28		\$ 63,151.43	
TOTAL REVENUE	\$ 217,818.02	\$ 219,300.00		\$ 36,791.01	
TOTAL PROFIT/(LOSS)	\$ 5,619.66	\$2,252.72		\$ (26,360.42)	

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes Monday, November 2, 2020

EXHIBIT 3 Proposed Budget

page 1

Rev. 10/23/2020

OPERATING REVENUE	2020 ACTUALS	2021 PROPOSED BUDGET	2021 BUDGET AMENDMENTS	2021 ACTUALS	Comments
Membership Dues	\$ 29,672.00	\$ 30,000.00			
Associate Membership Dues		\$ 1,300.00			
NENA Dues		\$ 4,000.00			
Newsletter Banner Ads		\$ 500.00			
ENP Scholarships		\$ 1,000.00			
Interest - Community Bank	\$ 443.01	\$ 500.00			
Interest - CD		\$ 1,400.00			
TOTAL OPERATING REVENUE	\$ 30,115.01	\$ 38,700.00		\$ -	
CONFERENCE REVENUE	2020 FINAL BUDGET	2021 PROPOSED BUDGET	2021 BUDGET AMENDMENTS	2021 ACTUALS	Comments
Attendee Conference Registration	\$ 476.00	\$ 87,000.00			
Day Pass		\$ 3,750.00			
Banquet Tickets		\$ 1,750.00			
Pre-Conference Course Registration		\$ 3,000.00			
Golf Tournament Registration		\$ 2,700.00			
Guest Passes		\$ 1,000.00			
Super Session Registration		\$ 100.00			
Industry Partner Registration	\$ 1,200.00	\$ 39,500.00			
Additional Exhibit Booth		\$ 1,700.00			
TN-APCO		\$ 2,500.00			
Sponsorships - Conference	\$ 5,000.00	\$ 32,000.00			In-Kind and Monetary
Sponsorships - Golf Tournament		\$ 3,000.00			In-Kind and Monetary
Sponsorships - IP Event	\$ -	\$ 4,000.00			In-Kind and Monetary
CONFERENCE REVENUE	\$ 6,676.00	\$ 182,000.00		\$ -	
TOTAL REVENUE	\$ 36,791.01	\$ 220,700.00		\$ -	

OPERATING EXPENSES	2020 OPERATING BUDGET	2021 PROPOSED BUDGET	2021 BUDGET AMENDMENTS	2021 ACTUALS	Comments
Legal Counsel Fees	\$ 14,999.94	\$ 19,999.92			
Executive Director Contract	\$ 17,247.80	\$ 20,697.36			
Operating Expenses	\$ 146.90	\$ 1,300.00			
Certificates & Ballots	\$ 269.67	\$ 300.00			
Website / Domain Expenses	\$ 251.40	\$ 375.00			
Travel Expenses		\$ 200.00			
ENP Scholarship's	\$ 840.00	\$ 5,000.00			
Survey Services	\$ 420.48	\$ 425.00			
Audit Expenses	\$ 10,000.00	\$ 4,000.00			
Insurance	\$ 2,319.00	\$ 2,325.00			
Service Charge	\$ 906.30	\$ 2,500.00			
Surety Bond Expense	\$ 359.00	\$ 400.00			
Event Expenses	\$ 408.28	\$ 1,500.00			
TERT Expenses		\$ 150.00			
TOTAL OPERATING EXPENSES	\$ 48,168.77	\$ 59,172.28		\$ -	

CONFERENCE EXPENSES	2020 FINAL BUDGET	2021 PROPOSED BUDGET	2021 BUDGET AMENDMENTS	2021 ACTUALS	Comments
PROGRAM/AGENDA					
Pre-Conference Course Session		\$ 4,000.00			
Keynote Speaker Session	\$ 2,000.00	\$ 2,500.00			
Conference Instructors	\$ 3,250.00	\$ 15,000.00			
Speaker Expenses		\$ 1,000.00			
CEU's		\$ 2,000.00			

CONFERENCE FOOD & BEVERAGE					
Sunday food and beverage		\$ 1,000.00			
Monday food and beverage		\$ 9,000.00			
ENP/RPL Breakfast					
Tuesday food and beverage		\$ 35,000.00			
Wednesday food and beverage		\$ 1,500.00			

CONFERENCE ENTERTAINMENT					
Conference Entertainment		\$ -			

OFF-SITE IP EVENT					
Venue Rental		\$ 4,000.00			
Sunday IP Event Food and Beverage		\$ 15,000.00			
Entertainment		\$ 3,000.00			
Transportation		\$ 700.00			

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Monday, November 2, 2020

EXHIBIT 3 con't

page 2

CONFERENCE SITE FEES

Hotel Rooms		\$ 5,000.00			
Meeting Rooms		\$ 1,000.00			
Comp industry partner registration		\$ -			
Decorator Fees / Booth Setup Fees / Electric		\$ 11,000.00			
AV Fees		\$ 18,000.00			

PUBLICITY & PRINTING

Handouts		\$ 500.00			
Conference Guide		\$ 2,700.00			
Signs		\$ 1,000.00			

REGISTRATION

Conference Refunds	\$ 477.00	\$ 2,000.00			
Comp Registrations - Attendee		\$ -			
Registration Software	\$ 7,621.39				
Registration Supplies		\$ 700.00			

TECHNICAL

Technology Supplies	\$ 66.94	\$ 500.00			
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PRIZES

Awards	\$ 217.24	\$ 500.00			
Door Prizes	\$ 1,225.00	\$ 1,000.00			

GOLF TOURNAMENT

Golf Course Fees		\$ 1,400.00			
Miscellaneous expense		\$ 1,200.00			
In-Kind Sponsorships		\$ 800.00			

MISCELLANEOUS

Conference Bags		\$ 5,000.00			
Lanyards/Name Badge Holders		\$ 1,300.00			
Conference Shirts	\$ 125.09	\$ 500.00			
Miscellaneous expense		\$ 100.00			
Notification System		\$ 500.00			

TOTAL CONFERENCE EXPENSES	\$ 14,982.66	\$ 148,400.00			
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TOTAL EXPENSES	\$ 63,151.43	\$ 207,572.28		\$ -	
TOTAL REVENUE	\$ 36,791.01	\$ 220,700.00		\$ -	
TOTAL PROFIT/(LOSS)	\$ (26,360.42)	\$13,127.72		\$ -	

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Monday, November 2, 2020

ATTACHMENT 3 – 2021 Standing Committee

10/30/2020

TENA Standing Committees			
Budget		Ethics	
Rose White	Treasurer, Chairperson	Randy Holt	Chairperson
Justin Crowther	President	Dale Blevins	East TENA Member
David Alexander	1st Vice President	Mark Gandee	Middle TENA Member
Eric Carpenter	2nd Vice President	Dana Swims	West TENA Member
Virginia Smelser	Secretary	Russell Freeman	TENA Legal Counsel
Maureen Culbertson	Director/Admin Coordinator		
By-Laws and Policy		Legislative	
Eric Carpenter	2nd Vice Pres, Chairperson	James Long	Chairperson, East Rep
Kim White	East Rep	Crystal Key	East Member Rep
Leanna Choate-Peak	Middle Rep	Steve Smith	Middle Member Rep
Patricia Ledford	West Rep	James Thompson	Middle Rep
Rose White	Board Rep at Large	Justin Whipple	West Rep
Greg Matherly	At Large TENA Member	Dana Swims	West Member Rep
Russell Freeman	TENA Legal Counsel	Russell Freeman	TENA Legal Counsel
Education		Personnel	
Mathew Brown	Chairperson	Justin Crowther	President
Sherri Maxfield	East Member	David Alexander	1st Vice President
Amanda Bateman	Middle Member	Eric Carpenter	2nd Vice President
Sean Lovejoy	West Member		
Election		TERT	
Raymond Chiozza	Chairperson	Brad Gass	Coordinator
Dale Blevins	East Member	Jeff Carney	Deputy Coordinator
Mark Gandee	Middle Member	Richie Kidd	East Rep
Pam Tolley	West Member	Kristie Borden	Middle Rep
Virginia Smelser	Secretary	Kristy Meggs	West Rep
ENP Scholarship			
Kristy Meggs	Chairperson		
Jared Pelham	East Rep		
Linda Nichols	Middle Rep		
Kim Augustine	West Rep		
Karen Moore	At Large TENA Member		

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Monday, November 2, 2020

ATTACHMENT 3 – 2021 Conference Committee

10/30/2020

TENA Conference Committees			
Conference Chair		Senator Joe Haynes Award	
David Alexander	1st Vice President	Justin Crowther	Chairperson
		Leanna Choate-Peek	
Hotel		Raymond Chiozza	
Virginia Smelser	Secretary	Jennifer White	
		Kim Augustine	
Registration		Golf Tournament	
Rose White	Treasure		
Maureen Culberson	Director/Admin Assistant	Matthew Brown	Chairperson
Programs and Agenda		Site Selection Committee	
David Alexander	Conference Chairperson	David Alexander	1st Vice President
Justin Crowther	President	Eric Carpenter	2nd Vice President
Maureen Culberson	Director/Admin Assistant	Kim White	East Board Member
		Leanna Choate-Peek	Middle Board Member
Sponsors and Industry Partners		Justin Whipple	West Board Member
Kim White	Chairperson	Virginia Smelser	Hotel Chair
James Thompson	Middle Board Member		
Patricia Ledford	West Board Member		
Food and Entertainment			
Eric Carpenter	2nd Vice President		
James Long	East Board Member		
Leanna Choate-Peek	Middle Board Member		
Justin Whipple	West Board Member		
Technical			
Eric Ritzman	Chairperson		
Dale Blevins			
Eric Carpenter			
9-1-1 Professional Awards			
Virginia Smelser	Chairperson		
Jimmy Long	East Board Member		
James Thompson	Middle Board Member		
Patricia Ledford	West Board Member		

Tennessee Emergency Number Association Financial Report

Rose White, Treasurer
November 3, 2020

First Tennessee Checking Account – 09/04/2020	\$ 57,237.97
Deposits	\$ 3,739.21
Expenses	<u>-\$ 24,274.51</u>
<i>First Tennessee Checking Balance – 10/26/2020</i>	<i>\$ 36,702.67</i>

Community Bank Investment Checking Account – 09/04/2020	\$ 56,398.64
Deposits	\$ 0.00
Interest	\$ 48.67
Expenses	<u>-\$ 0.00</u>
<i>Community Bank Checking Balance – 10/26/2020</i>	<i>\$ 56,447.31</i>

PayPal Account – 09/04/2020	\$ 1,695.00
Deposits	\$ 200.00
Transfers to First TN Bank	-\$ 1,838.21
Transfers to Community Bank	- \$ 0.00
Refunds	-\$ 0.00
Service Charge	<u>-\$ 56.79</u>
<i>PayPal Balance – 10/26/2020</i>	<i>\$0.00</i>

Citizen's Bank CD – 09/04/2020	\$101,664.65
Deposits	\$0.00
Expenses	\$0.00
Interest	<u>\$ 0.00</u>
<i>Citizen's Bank CD – 10/26/2020</i>	<i>\$101,664.65</i>

TENA - First Tennessee Checking Account

Type	Date	Name	Memo	Budget Line Item	Amount
Check 438	9/9/2020	Maureen Culberson	ED Contract	OE - ED Contract	-\$1,724.78
Check 439	9/9/2020	Freeman & Bracey	Legal Contract	OE - Legal Contract	-\$1,666.66
Check 440	9/18/2020	911 Gold Line Training	Conference Instructor	OE - Conference Instructors	-\$1,500.00
Check 441	9/18/2020	Barry Furey	Conference Instructor	OE - Wednesday Supersession	-\$250.00
Check 442	9/18/2020	Right Way 9-1-1	Conference Instructor	OE - Conference Instructors	-\$500.00
Check 443	9/18/2020	Kyle Plush Foundation	Keynote	CE - Keynote	-\$2,000.00
Check 444	10/2/2020	Maureen Culberson	ED Contract and Zoom Expenses	Split	-\$1,791.72
Check 445	10/2/2020	C N A Surety	Surety Bond	OE - Surety Bond	-\$359.00
Check 446	10/6/2020	VFIS	Insurance Renewal	OE - Insurance	-\$2,319.00
Check 447	10/22/2020	Godwin & Associates	Audits	OE - Audit	-\$10,000.00
TOTAL					-\$22,111.16
Journal	9/4/2020	Office Depot	Conference Awards	CE - Awards	-\$217.24
Journal	9/14/2020	PayPal Refund Test	PayPal Test	CE - Attendee Registration	-\$1.00
Journal	9/15/2020	Amazon	Conference Door Prize Gift Cards	CE - Door Prizes	-\$275.00
Journal	9/16/2020	Amazon	Conference Door Prize Gift Cards	CE - Door Prizes	-\$425.00
Journal	9/17/2020	Amazon	Conference Door Prize Gift Cards	CE - Door Prizes	-\$425.00
Journal	9/18/2020	Amazon	Conference Door Prize Gift Cards	CE - Door Prizes	-\$25.00
Journal	9/18/2020	Amazon	Conference Door Prize Gift Cards	CE - Door Prizes	-\$75.00
Journal	10/2/2020	Election Buddy	TENA Board Election	OE - Certificates & Ballots	-\$69.89
Journal	10/2/2020	Election Buddy	NENA Rep Position	OE - Certificates & Ballots	-\$69.89
Journal	10/5/2020	First Data	Monthly Credit Card Fee	OE - Service Charge	-\$64.85

Journal	10/9/2020	Survey Monkey	Subscription Renewal	OE - Survey Services	-\$420.48
Journal	10/13/2020	USPS	Stamps	OE - Operating Expenses	-\$55.00
TOTAL					-\$2,163.35
Transfer	9/4/2020	Transfer from PayPal	Transfer	Split	\$1,645.31
Deposit	9/14/2020	Concept Seating	IP Registration	CR - IP Registration	\$200.00
Deposit	9/14/2020	GeoConex	Sponsorship	CR - Sponsorship	\$500.00
Deposit	9/14/2020	Columbia Southern	Sponsorship	CR - Sponsorship	\$1,000.00
Deposit	9/14/2020	Columbia Southern	IP Registration	CR - IP Registration	\$200.00
Transfer	9/16/2020	Transfer from PayPal	Transfer	Split	\$193.90
TOTAL					\$3,739.21

TENA - Community Bank Investment Checking Account

Type	Date	Name	Memo	Budget Line Item	Amount
Deposit	9/30/2020	Community Bank	September Interest	OR - Community Bank Interest	\$48.67

TENA - PayPal Account

Type	Date	Name	Memo	Budget Line Item	Amount
Transfer	9/4/2020	Transfer to First Horizon Checking	Transfer	Split	-\$1,645.31
Deposit	9/9/2020	RPSS - Bob Sabin	IP Registration	CR - Industry Partner Registration	\$200.00
Journal	9/14/2020	Service Charge	Service Charge	OE - Service Charge	-\$50.69
Journal	9/16/2020	Service Charge	Service Charge	OE - Service Charge	-\$6.10
Transfer	9/16/2020	Transfer to First Horizon Checking	Transfer	Split	-\$193.90

TENA - Citizen's Bank CD

Type	Date	Name	Memo	Budget Line Item	Amount
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TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Friday, November 20, 2020

Pursuant to appropriate notice, and in accordance with organizational bylaws, the Special Called Meeting of the Executive Board of the Tennessee Emergency Number Association (TENA) met via Zoom Conference Call following the Pandemic Guidelines recommended by State of Tennessee, Dept. of Public Health on Friday, November 20, 2020 at 1:00 pm (CT).

Call to Order

President Crowther called the meeting to order. See below for Board of Directors & staff attendance.

I. **To move the scheduled CMCP Class to a new location to better accommodate social distancing or to postpone it until Fall, 2021.**

Education Committee met and determined if the CMCP currently scheduled for February 2021 were to take place the participants would need to practice social distancing and only 20 could be accommodated comfortably at the Dickson Co ECD classroom. To accommodate the entire list of 35 registered participants, NENA would require two classes at \$20,000.00 each class.

Matthew Brown made the motion to postpone the class until a time when it can be scheduled with the attendee list remaining intact. His motion did not receive a second.

Justin Whipple then made the motion to suspend the class indefinitely until it is comfortable to host the class, keep the registration list active and notify the participants of the delay. Lynn Thompson made the second and the Board voted unanimous approval.

Eric Carpenter stated he would be willing to reach out to Walters State Community College and find out if their large training facility was available.

II. **To rescind previous motion to host 2021 Board meetings in-person at the Embassy Suites and maintain the Virtual Meetings until the pandemic is under better control.**

Ms. Culberson reported that the Embassy Suites would require all attendees to social distance and Rutherford Co. was under a Mask Mandate, so masks would be required by attendees.

The Technical Committee has discussed the hybrid meeting scenario and TENA would need to purchase additional equipment, or rent additional AV for Embassy, at a cost, to make the hybrid meeting work.

The motion was made by Justin Whipple to suspend the prior motion of hybrid meetings and to indefinitely suspend the in-person meetings per recommendations from Legal Counsel and go back to Zoom conference calls. This motion received a second from Kim White. The Board voted unanimously to approve. Rose White was absent for this vote. Mr. Freeman did state this decision can be changed in the future if needed.

President Crowther announced that he has heard from Kristy Meggs, ENP Scholarship Committee chair and they committee has approved three (3) applicants for Winter session testing and Ms. Meggs has obtained three (3) sponsors to host the fees for the applicants.

Adjournment

With no further business, a motion was made to adjourn by David Alexander and the second was received from Matthew Brown. The meeting was adjourned.

These are the true, accurate and complete minutes of the Special Called meeting of the TENA Executive Board.

Secretary

Date

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Friday, November 20, 2020

Board		Present	Absent
<i>President</i>	Justin Crowther	X	
<i>1st Vice President</i>	David Alexander	X	
<i>2nd Vice President</i>	S. Eric Carpenter	X	
<i>Secretary</i>	Virginia Smelser		X
<i>Treasurer</i>	Rose White	X	
<i>East Region Rep</i>	James Long	X	
<i>East Region Rep</i>	Kim White	X	
<i>Middle Region Rep</i>	Leanna Choate-Peek	X	
<i>Middle Region Rep</i>	James (Lynn) Thompson	X	
<i>West Region Rep</i>	Patricia Ledford	X	
<i>West Region Rep</i>	Justin Whipple	X	
<i>Past President</i>	Matthew Brown	X	
Staff			
<i>Legal Counsel</i>	Russell Freeman	X	
<i>Executive Director</i>	Maureen Culberson	X	

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Thursday, January 07, 2021

Pursuant to appropriate notice, and in accordance with organizational bylaws, the Special Called Meeting of the Executive Board of the Tennessee Emergency Number Association (TENA) met via Zoom Conference Call following the Pandemic Guidelines recommended by State of Tennessee, Dept. of Public Health on Thursday, January 07, 2021 at 10:00 am (CT).

Call to Order

President Crowther called the meeting to order

See below for Board of Directors & staff attendance.

President Crowther advised the purpose of this meeting was to discuss the handling of the Certificate of Deposit currently in Citizen's Bank which is due to mature on January 10, 2021.

He then turned the meeting over to Rose White, Treasurer.

Ms. White stated that the current interest rate is 1.85%, however when she called Citizens, they stated the best rate they could offer on a 12 mon. CD was 0.30% and on a 24 mon. CD was 0.35%. She had checked with other banks and the rate was even lower.

The question was asked about the interest rate on the Community Bank Investment Account. and Rose stated that rate was 1.06%. There was not a Community Bank in Loudon Co, but she has communicated with them via email and phone.

Lynn Thompson made the motion to close out the CD and move the money to the Community Bank temporarily, while continuing to research other options. Michael Spence made the second and the Board voted unanimous agreement.

Adjournment

With no further business, a motion was made to adjourn by Rose White and the second was received from Patricia Ledford. The meeting was adjourned.

These are the true, accurate and complete minutes of the Special Called meeting of the TENA Executive Board.

Secretary

Date

Board		Present	Absent
<i>President</i>	Justin Crowther	X	
<i>1st Vice President</i>	David Alexander	X	
<i>2nd Vice President</i>	S. Eric Carpenter	X	
<i>Secretary</i>	Virginia Smelser	X	
<i>Treasurer</i>	Rose White	X	
<i>East Region Rep</i>	James Long		X
<i>East Region Rep</i>	Kim White	X	
<i>Middle Region Rep</i>	Leanna Choate-Peek	X	
<i>Middle Region Rep</i>	James (Lynn) Thompson	X	
<i>West Region Rep</i>	Patricia Ledford	X	
<i>West Region Rep</i>	Justin Whipple	X	
<i>Past President</i>	Matthew Brown		X
Staff			
<i>Legal Counsel</i>	Russell Freeman	X	
<i>Executive Director</i>	Maureen Culberson	X	