

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Wednesday, January 16, 2019

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 Wednesday, January 16, 2019 at 1:00 pm (CT).

0119.I Call to Order

President David Alexander called the meeting to order. All Board members were present with Leanna Choate-Peek attending via conference call, (based on Policy 1.10 she was ineligible to vote). Russell Freeman, Legal Counsel was also on conference call and Maureen Culberson was present in person. For the record, this meeting was broadcast live via TENA Facebook page; (www.facebook.com/TENA911).

0119.II Presentation of November Minutes

Sherri Hanna made the motion to approve the minutes of the November meetings as previously sent to the Board. Matthew Brown made the second and the Board voted unanimous approval.

0119.III Ratify Email Votes Since Previous Board Meeting

Sherri Hanna made the motion to ratify the email vote to approve the new ENP Scholarship application, with Justin Crowther making the second. The Board voted unanimously to approve this motion.

0119.IV Presentation of Financial Report

Rose White, Treasurer, presented the financial report as of 01/07/2019 (see Exhibit 1). The balance in First Tennessee checking account is \$ 60,678.00 and the balance in the Community Bank investment account was \$ 155,237.80. Matthew Brown made the motion to approve the financial report as presented and Patricia Ledford made the second. With Rose White abstaining, the remainder of the Board voted unanimously, to pass this motion.

A. Proposal for Investment Account – R. White

Ms. White advised that she has made inquiries at three (3) different banks regarding the TENA investment checking account and presented a hand-out of the rates and terms. (see Exhibit 3). After discussion the motion was made by Patricia Ledford to transfer \$100,000.00 from the current account at Community Bank to a CD at First Tennessee Bank with an interest rate of 2.53% for a term of 14 months and to leave the balance in the Community Bank account. Justin Crowther made the second. Roll Call vote, with Rose White abstaining, showed unanimous approval, and motion passed.

B. Proposal for Budget Amendment – M. Culberson

Ms. Culberson is requesting an upgrade to a website app, Epic Form Builder, that is used for 12 different forms. Upgrading to a Premium plan would allow integration of PayPal to the forms, which would be a huge convenience, especially at conference time for sponsorships, golf tournament registration, etc. Upgrade would also allow export data to Excel, responses sent to multiple users, and additional features. Cost would be \$4.50/month for an annual subscription of \$54.00. The current website/domain expenses are \$155.00 (website); \$35.34 (domain); with the budget line item set at \$200.00. She requests an increase to the budget to cover the Epic Form Builder annual subscription. Sherri Hanna made the motion to increase the line item to \$250.00 and Matthew Brown made the second. The Board voted unanimously to approve this motion.

0119.V Regional Reports

A. East Region – Justin Crowther & Kim White

Justin Crowther reported that East Region held a meeting on Jan 10, 2019 and there were 14 ECD's and 20 members present. There was a QA session with TECB regarding Financial Good Practices, and Text-to-911. He also said that Curtis Sutton, TECB Executive Director reminded everyone about the regional training classes that were being presented.

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

Karen Moore advised the Middle Region meeting was held Nov. 16, 2019 at the Wilson Co. EMA Building with 14 ECD's present. They discussed the upcoming TECB training classes and other items. The next meeting is scheduled to be held at Overton-Pickett Co. ECD office on Feb. 19, 2019 at 11:00 am and Eddie Burchell, TECB will be there.

C. West Region – Patricia Ledford & Justin Whipple

Patricia Ledford advised, although this wasn't an official TENA West Region meeting, Kim Augustine

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Wednesday, January 16, 2019

requested a meeting with TECB & West TN Directors to discuss – Financial Good Practices with Jim Barnes and Curtis Sutton and 15 ECD's with 20 members attended. They discussed revenue standards, which are very broad however due to differences, Director Sutton suggested not to change the standards at this time.

0119.VI Report from Legal Counsel – *Russell Freeman*

Mr. Freeman reported that he has moved his offices, and his mailing address stays the same, but his physical address is now 885 Conference Dr. Ste. 500, Goodlettsville, TN. His email address has also changed to RFreeman@FreemanBracey.com

He stated he has been actively meeting with the Bylaws committee, after his positive discussions with John Kelly, NENA attorney. Has also met with Legislative Committee and is happy to say this committee is really ramping up. He has reviewed and discussed the Online Board Nomination form and has discussed with Maureen that there may need to be some changes to the wording & classification.

0119.VII 911 Partner Reports

A. Tennessee Emergency Communications Board – *Jamison Peevyhouse*

Mr. Peevyhouse reported the TECB meeting is February 6, 2019, with the Training Advisory Committee on February 5, 2019. He also reminded all about the upcoming training programs in Jefferson Co. and Knox Co.

B. NENA – *Jamison Peevyhouse*

Jamison Peevyhouse advised that NENA was making the final arrangements for the Standards & Best Practices Conference next week in Orlando, FL and also 911 Goes to Washington next month. If anyone is going to 911GTW, please let Amber McDonald know and she will assist you with scheduling.

C. TN-APCO – *Paul McCallister*

Mr. McCallister advised the next Quarterly meeting would be held at 911 Winter Workshop in Gatlinburg and then at the EMS Conference in Jackson in April.

0119.VIII Committee Reports

A. Bylaws & Policy Committee – *Sean Lovejoy*

Vice President Lovejoy advised the committee has tentatively completed the work on bylaw amendments and now will be moving on to policies.

B. ENP Scholarship Committee – *Kim Augustine*

Ms. Augustine reported the new application should be available by end of 1st quarter as there were still 4 people in queue. Bob Sabin, RPSS, offered a joint initiative with Education Committee and the ENP Scholarship Committee to form an ENP Study Group in Tennessee. President Alexander feels this is a good thing and worth the time of the applicants.

C. Education Committee – *Sherri Hanna*

Ms. Hanna stated the first pre-meeting educational session was held this morning and presented by Dickson Co. There were 18 participants present. She thanked Paul McCallister, Director and his staff for taking the time to do this training.

Brad Gass, TN-TERT Coordinator has agreed to do TERT Response & Information training at the regional meetings. The Mental Health of Middle-TN Advisory Council training has been approved for Middle & West TN and she will let the membership know when this training begins. The committee is also looking at Opioid Awareness training and Legislative Affairs training in the future. Again, she will let the Board and members know when these programs are set.

Ms. Hanna continued her report that the Education Committee has received a request for the CMCP program. As all are aware, it was offered by TECB a few years ago; however, with staffing changes, it has been asked for again. NENA was contacted regarding the logistics and she was told the cost per class is \$28,000.00 for a maximum of 30 attendees. The survey showed there is a strong interest to hold this training. She contacted the TECB and was advised there was no budget in 2019-2020 for this training. Education Committee is recommending that TENA use \$28,000.00 and hold this training at no cost for ECD Affiliate members. After a very lengthy discussion, the motion was made by Sherri Hanna and received a second from Matthew Brown for TENA to fund the CMCP training with no registration cost for ECD Affiliate members. Roll call vote showed unanimous approval and this motion

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Wednesday, January 16, 2019

passed.

D. Legislative Affairs Committee – Justin Crowther

Mr. Crowther advised the committee did a “Meet and Greet” on the Hill in December. Due to all the changes, things were chaotic, but they were able to make some introductions.

The committee met with TN911 group at Knox Co. They discussed having the same goals & outlines for 911 funding. The committee is still working on data to come up with strategic funding plan, as well as the reclassification of 911 dispatchers.

He reminded everyone that Tuesday, March 5 will be 911 Day on the Hill and at this time the plans are to be presented to 2 House committees.

President Alexander made the motion to affirm his choice of Mark Gandee, Maury Co. to replace Mr. Cheatwood on Legislative Committee. Kim Augustine made the second and there was unanimous approval from the Board. This motion passed.

Ms. Augustine asked Mr. Crowther if the committee had looked at Senate JR 53 to create a 3-digit Mental Health Crisis Hotline and the impact it could have on the 911 phone lines. He advised they had not looked at that resolution.

E. Professional Awards Committee – Sean Lovejoy

President Alexander reported he was told that a suggestion for a new awards category was received titled, ECD Director of the Year. He is giving this committee ownership of this new category.

President Alexander stated he is looking for a productive year.

F. Other Committees

Vice President Brown stated that he would be convening a Conference Kick-off conference call in early February.

0119.IX Old Business

A. Acceptance of Mark Archer’s Resignation & Remove Him as Signatory – David Alexander

President Alexander advised this was something that should have been done at the time of Mr. Archer’s submission. Sherri Hanna made the motion to accept Mark Archer’s resignation from the TENA Board and remove him as a signatory on the bank(s) account(s). The second was made by Kim White and it received unanimous approval from the Board. This motion passed.

B. Adding Signatory to Community Bank Account – Rose White

Rose White requested the addition of a signatory to the Community Bank account to replace Mr. Archer. Kim Augustine made the motion to add Kim White as signatory and Karen Moore made the second. There was unanimous approval by the Board. This motion passed.

C. Send 2nd Vice President to NENA Conference

Kim Augustine stated that at the November Board meeting, Jennifer Lanter offered a suggestion to send the President to 911 Goes to Washington and possibly send the 2nd Vice President to the NENA Conference and there was no action taken. Sean Lovejoy commented that he feels it should be the 1st Vice President going and not the 2nd. Kim Augustine asked if there was any money budgeted for this expenditure and asked if the Board planned to discuss and take action on this suggestion. President Alexander asked that this item be deferred until the March meeting.

0119.X New Business

A. Affiliate Associations - David Alexander

President Alexander stated the Tennessee Sheriff’s Association Conference is at the Drury Inn in Franklin in February and the registration and membership had to be approved. The combined amount was \$550.00, which he authorized Rose White to pay. The booth will be staffed by the Legislative & IP Committees.

B 911 Goes to Washington – David Alexander

President Alexander advised that all of his travel and accommodation arrangements have been made and he was in the process of making his appointments.

Additional New Business

A. TECB Nominations

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Wednesday, January 16, 2019

Kim Augustine advised there was one (1) position on the TECB Board that would expire in June and wondered if the Board was going to solicit nominations to make a recommendation to the Speaker of the Senate as is typically done. President Alexander asked about the timeline and Ms. Culberson stated that the nomination form should be made available to our members as soon as possible, so the Board can review and vote on the nominees at the March meeting. The Secretary will then need to send them the necessary paperwork to complete and be returned so she can then forward to the Speaker. He advised to go ahead and begin the nomination process.

B. Request from Godwin & Associates – Rose White

Ms. White stated she had been contacted by Godwin & Assoc. who advise it would be April before they can complete the audit. She asked the Board if they wanted to accept the delay and stay with Godwin, or did the Board wish to find a new auditor. The motion to retain Godwin & Assoc. as the TENA auditor was made by Matthew Brown and was seconded by Sherri Hanna. The Board voted unanimously to approve this motion.

0119.XI Comments/Reports

A. District / PSAP Representatives

No comments

B. Industry Partners

No comments

C. Other Delegates

No comments

0119.XII Adjournment

The next meeting is scheduled on Monday, March 4, 2019 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 Matthew Brown 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

Wednesday, January 16, 2019

APPENDIX 1

TENNESSEE EMERGENCY NUMBER ASSOCIATION EXECUTIVE BOARD MEETING

Name	Organization	Email Address
Linda Nichols	Cheatham Co. 911	linda.nichols@cheathamcountytn.gov
Carolann Mason	Fayette Co 911	fc911@bellsouth.net
Hope Petersen	Robertson Co. 911	hpetersen@robertson911.com
Cathy Lowe	Robertson Co. 911	c.lowe@robertson911.com
Jay King	Marshall Co 911	911director@tnweb.com
Mark Bowdee	Mauzy 911.com	Mauzy County 911
Paul McCallister	Dickson ECD	pmccallister@dickson
BOB SABIN	RPSS	BOB.SABIN@RPSS911.COM
Nancy K. Haisel	Cocke Co E-911	director@cockecounty911.org
Cassie Lowery	Rutherford Co ECD	clowery@reed911.org
Eric Ritzman	Cumberland Co ECD	eric.ritzman@cumberland911.org
Jamison Peeryhouse	TECB	jamison.peeryhouse@TN.gov
James Lynn Thompson	Mauzy Co 911	Jthompson@mauzy911.com
Johanna Harrell	Gibson Co 911	johanna.harrell@gibsoncountytn.gov

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Wednesday, January 16, 2019

EXHIBIT 1

Tennessee Emergency Number Association
Financial Report

Rose White, Treasurer
January 7, 2019

First Tennessee Checking Account – 11/5/2018	\$ 63,613.22
Deposits	\$ 5,429.00
Expenses	<u>-\$ 8,364.22</u>
First Tennessee Checking Balance – 01/07/2019	\$ 60,678.00

Community Bank Investment Checking Account – 11/5/2018	\$ 154,964.75
Deposits	\$ 1.00
Expenses	\$ 0.00
Interest	<u>\$ 272.05</u>
Community Bank Checking Balance – 01/07/2019	\$ 155,237.80

PayPal Account – 11/5/2018	\$ 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 – 01/07/2019	\$ 0.00

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Wednesday, January 16, 2019

EXHIBIT 1 con't

Page

TENA - First Tennessee Checking Account

Type	Date	Name	Memo	Budget Line Item	Amount
Check 338	12/5/2018	Haynes, Freeman & Bracey, PLC	Legal Counsel Contract	OE - Legal Counsel	-\$3,333.32
Check 339	12/5/2018	Maureen Culberson	ED Contract	OE - ED Contract	-\$1,724.78
Check 340	12/5/2018	Community Bank	Avoid Dormant Account	OE - Operating Expenses	-\$1.00
Check 341	12/6/2018	Columbia State Community College	Conference CEUs	CE - CEUs	-\$2,500.00
Debit Card	11/16/2018	TACP	2019 Mid-Year Expo	OE - Event Expenses	-\$542.33
Debit Card	11/19/2018	QuickBooks	QuickBooks Online	OE - Operating Expenses	-\$65.70
Debit Card	11/30/2018	QuickBooks	QuickBooks Desktop Pro	OE - Operating Expenses	-\$197.09
Deposit	11/15/2018	Deposit First TN Checking	Coffee County	CR - Attendee Registration	\$250.00
Deposit	11/15/2018	Deposit First TN Checking	NENA	OR - NENA Dues	\$4,629.00
Deposit	11/27/2018	Deposit First TN Checking	Clay County	CR - Attendee Registration	\$500.00
Deposit	11/27/2018	Deposit First TN Checking	Cristen Cross	CR - Banquet Ticket	\$50.00

OR - Operating Revenue
 OE - Operating Expenses
 CR - Conference Revenue
 CE - Conference Expenses

TENA - Community Bank Investment Checking Account

Type	Date	Name	Memo	Budget Line Item	Amount
Journal	11/30/2018	Community Bank	November Interest	OR - Community Bank - Interest	\$133.74
Deposit	12/10/2018	Community Bank	Deposit	OR - Community Bank	\$1.00
Journal	12/31/2018	Community Bank	December Interest	OR - Community Bank - Interest	\$138.31

TENA - PayPal Account

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

Executive Board Meeting Minutes Wednesday, January 16, 2019

EXHIBIT 2 Current Budget

page 1

Rev. 01/07/2019

OPERATING REVENUE	2017-2018 OPERATING BUDGET	7/1/2018- 12/31/2018 PROPOSED BUDGET	7/1/2018- 12/31/2018 BUDGET AMENDMENTS	7/1/2018- 12/31/2018 ACTUALS	Comments
Membership Dues	\$ 29,800.00	\$ 11,000.00		\$ 8,883.00	
Associate Membership Dues				\$ 1,233.34	
NENA Dues	\$ 3,500.00	\$ 3,500.00		\$ 4,629.00	
Newsletter Banner Ads		\$ 1,500.00		\$ 1,000.00	
Interest - Community Bank	\$ 500.00	\$ 750.00		\$ 823.59	
TOTAL OPERATING REVENUE	\$ 33,800.00	\$ 16,750.00		\$ 16,568.93	
CONFERENCE REVENUE	2017 FINAL CONFERENCE BUDGET	2018 PROPOSED CONFERENCE BUDGET	2018 BUDGET AMENDMENTS	2018 ACTUALS	Comments
Attendee Conference Registration	\$ 92,069.75	\$ 93,000.00		\$ 89,175.00	
Day Pass	\$ 6,125.00	\$ 6,125.00		\$ 3,750.00	
Banquet Tickets	\$ 1,350.00	\$ 1,350.00		\$ 2,225.00	
Pre-Conference Course Registration	\$ 2,400.00	\$ 2,400.00		\$ 3,450.00	
Golf Tournament Registration	\$ 2,401.00	\$ 2,400.00		\$ 2,850.00	
Guest Passes	\$ 1,375.00	\$ 1,375.00		\$ 500.00	
Super Session Registration	\$ 100.00	\$ 100.00		\$ 450.00	
Industry Partner Registration	\$ 43,950.00	\$ 47,500.00		\$ 35,400.00	
Additional Exhibit Booth	\$ 3,400.00	\$ 3,400.00		\$ 1,700.00	
TN-APCO		\$ 3,022.42		\$ 2,500.00	AV Cost (522.42) Silver Sponsor (2,500)
Sponsorships	\$ 35,539.30	\$ 35,550.00		\$ 37,789.48	
CONFERENCE REVENUE	\$ 188,710.05	\$ 196,222.42		\$ 179,789.48	
TOTAL REVENUE	\$ 222,510.05	\$ 212,972.42		\$ 196,358.41	

OPERATING EXPENSES	2017-2018 OPERATING BUDGET	7/1/2018- 12/31/2018 PROPOSED BUDGET	7/1/2018- 12/31/2018 BUDGET AMENDMENTS	7/1/2018- 12/31/2018 ACTUALS	Comments
Legal Counsel Fees	\$ 20,000.00	\$ 10,100.00		\$ 9,999.96	
Executive Director Contract	\$ 20,271.60	\$ 10,425.00		\$ 10,313.20	
Incentive Pay	\$ 1,200.00	\$ 1,200.00		\$ 1,200.00	
Operating Expenses	\$ 2,200.00	\$ 1,100.00	\$ 3,015.00	\$ 1,634.21	Board approved 10-26-18
Certificates & Ballots	\$ 250.00	\$ 125.00	\$ 200.00	\$ 179.78	Board approved 10-26-18
Website / Domain Expenses	\$ 200.00	\$ -			Already paid for 2018
Travel Expenses	\$ 2,000.00	\$ 500.00			
ENP Scholarship's	\$ 2,350.00	\$ 1,175.00	\$ 2,300.00	\$ 1,880.00	Board approved 10-12-18
Survey Services	\$ 120.00	\$ 50.00	\$ 450.00	\$ 421.00	Board approved 10-12-18
Audit Expenses	\$ 4,000.00	\$ 4,000.00	\$ -		Board approved 10-12-18
Insurance	\$ 2,500.00	\$ 2,300.00	\$ 2,305.00	\$ 2,304.00	Board approved 10-26-18
Service Charge	\$ 2,500.00	\$ 1,500.00	\$ 1,980.00	\$ 1,978.15	Board approved 10-26-18
Surety Bond Expense	\$ 400.00	\$ 400.00		\$ 359.00	
Event Expenses	\$ 3,000.00	\$ 1,000.00		\$ 978.96	
TERT Expenses	\$ 250.00	\$ 250.00		\$ 34.17	
TOTAL OPERATING EXPENSES	\$ 61,241.60	\$ 34,125.00		\$ 31,282.43	

CONFERENCE EXPENSES	2017 FINAL BUDGET	2018 PROPOSED BUDGET	2018 BUDGET AMENDMENTS	2018 ACTUALS	Comments for Proposed Budget
PROGRAM/AGENDA					
Pre-Conference Course Session	\$ 2,000.00	\$ 1,500.00		\$ 1,500.00	
Keynote Speaker Session	\$ 1,500.00	\$ 800.00		\$ 800.00	
Conference Instructors	\$ 13,500.00	\$ 22,000.00		\$ 22,000.00	
Speaker Expenses	\$ 1,005.74	\$ 1,000.00		\$ 245.78	
CEU's	\$ 2,740.00	\$ 3,000.00		\$ 2,500.00	

CONFERENCE FOOD & BEVERAGE					
Sunday food and beverage (Embassy Contract)	\$ 668.22	\$ 750.00	\$ 520.00	\$ 517.14	Board approved 10-26-18
Monday food and beverage	\$ 7,153.26	\$ 7,250.00	\$ 5,550.00	\$ 5,541.59	Board approved 10-26-18
ENP/RPL Breakfast	\$ 1,700.91	\$ 2,000.00	\$ 1,775.00	\$ 1,769.17	Board approved 10-26-18
Tuesday food and beverage	\$ 33,213.56	\$ 34,000.00	\$ 32,900.00	\$ 32,879.34	Board approved 10-26-18
Wednesday food and beverage	\$ 735.71	\$ 1,000.00	\$ 6,225.00	\$ 6,212.51	Board approved 10-26-18

CONFERENCE ENTERTAINMENT					
Conference Entertainment	\$ 2,299.00	\$ 3,000.00		\$ 2,799.00	\$500 in-kind sponsorship for photo booth

OFF-SITE IP EVENT					
Venue Rental	\$ 3,500.00	\$ 4,000.00		\$ 4,000.00	
Sunday IP Event Food and Beverage	\$ 12,602.00	\$ 13,500.00	\$ 15,925.00	\$ 15,909.43	Board approved 10-26-18
Entertainment	\$ 2,900.00	\$ 3,200.00	\$ 3,000.00	\$ 3,000.00	Board approved 10-26-18

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes Wednesday, January 16, 2019

EXHIBIT 2 cont.

page 2

Transportation	\$ 700.00	\$ 900.00	\$ 700.00	\$ 700.00	Board approved 10-26-18
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CONFERENCE SITE FEES

Hotel Rooms	\$ 6,469.08	\$ 7,000.00	\$ 4,020.00	\$ 3,686.40	Board approved 10-26-18
Meeting Rooms	\$ 1,700.25	\$ 3,250.00	\$ 1,280.00	\$ 919.87	Board approved 10-26-18
Comp industry partner registration		\$ 5,950.00			
Decorator Fees / Booth Setup Fees / Electric	\$ 9,138.99	\$ 10,000.00		\$ 9,920.96	
AV Fees	\$ 10,822.70	\$ 17,000.00		\$ 15,127.13	

PUBLICITY & PRINTING

Handouts	\$ 321.97	\$ 300.00	\$ 1,985.00	\$ 1,980.54	\$1709.90 printing of survey results Board approved 10-26-18
Conference Guide	\$ 2,839.73	\$ 3,200.00	\$ 2,745.00	\$ 2,743.75	Board approved 10-26-18
Signs	\$ 871.04	\$ 2,300.00	\$ 2,025.00	\$ 2,014.57	Board approved 10-26-18

REGISTRATION

Conference Refunds	\$ 3,168.75	\$ 3,000.00		\$ 2,500.00	
Comp Registrations - Attendee		\$ 1,500.00			
Registration Software	\$ 3,008.88	\$ 9,650.00		\$ 9,474.82	
Registration Supplies	\$ 3,684.49	\$ 800.00		\$ 712.90	

TECHNICAL

Technology Supplies	\$ 1,261.32	\$ 1,500.00		\$ 1,391.41	Board Approved on 04-12-18 Conference call
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PRIZES

Awards	\$ 648.52	\$ 1,300.00		\$ 669.15	
Door Prizes	\$ 1,201.84	\$ 1,000.00		\$ 981.45	

GOLF TOURNAMENT

Golf Course Fees	\$ 1,056.00	\$ 1,200.00	\$ 1,280.00	\$ 1,280.00	Board approved 10-26-18
Miscellaneous expense	\$ 916.00	\$ 1,000.00	\$ 3,925.00	\$ 3,912.38	\$2489.48 were in-kind sponsorships - Board approved 10-26-18

MISCELLANEOUS

Conference Bags	\$ 5,789.30	\$ 5,789.30	\$ 5,200.30	\$ 5,200.00	Board approved 10-26-18
Lanyards/Name Badge Holders	\$ 1,130.00	\$ 1,300.00	\$ 1,265.00	\$ 1,262.07	Board approved 10-26-18
Conference Shirts	\$ 457.11	\$ 400.00	\$ 309.00	\$ 108.68	Board approved 10-26-18
Miscellaneous expense	\$ 344.99	\$ 350.00	\$ 410.00	\$ 408.49	Board approved 10-26-18
Notification System	\$ 2,500.00	\$ 2,500.00	\$ 150.00	\$ 149.99	EventsXD Board Approved 11-15-18 / Board approved 10-26-18

TOTAL CONFERENCE EXPENSES	\$ 143,549.36	\$ 178,189.30		\$ 164,818.52	
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TOTAL EXPENSES	\$ 204,790.96	\$ 212,314.30		\$ 196,100.95	
TOTAL REVENUE	\$ 222,510.05	\$ 212,972.42		\$ 196,358.41	
TOTAL PROFIT/(LOSS)	\$ 17,719.09	\$ 658.12		\$ 257.46	

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Wednesday, January 16, 2019

EXHIBIT 3

United Community Bank

7 month 1.90%

13 month 2.20%

25 month 2.30%

Regions

12-17 months 2.23%

18-23 months 2.47%

30-35 months 2.57%

First Tennessee

14 month 2.53%

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Monday, March 04, 2019

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 04, 2019 at 1:00 pm (CT).

0319.I Call to Order

President David Alexander called the meeting to order. Kim Augustine, Sean Lovejoy and Karen Moore were absent. Russell Freeman, Legal Counsel and Maureen Culberson were also present. For the record, this meeting was broadcast live via TENA Facebook page; (www.facebook.com/TENA911).

In the absence of Kim Augustine, President Alexander motioned that Maureen Culberson will handle all roll calls and Justin Crowther made the second. The Board gave unanimous approval.

0319.II Presentation of January Minutes

Matthew Brown made the motion to approve the minutes of the January meeting as previously sent to the Board. Justin Whipple made the second and the Board voted unanimous approval.

0319.III Ratify Email Votes Since Previous Board Meeting

Matthew Brown made the motion to ratify the email vote to approve the Online Nomination Form , with Patricia Ledford making the second. The Board voted unanimously to approve this motion.

0319.IV Presentation of Financial Report

Rose White, Treasurer, presented the financial report as of 03/04/2019 (see Exhibit 1). The balance in First Tennessee checking account is \$ 42,602.81 and the balance in the Community Bank investment account was \$ 155,376.24. Sherri Hanna made the motion to approve the financial report as presented and Matthew Brown made the second. With Rose White abstaining, the remainder of the Board voted unanimously, to pass this motion.

Ms. White advised she was working on getting the signatures gathered for the change-over of the Community Bank account.

0319.V Regional Reports

A. East Region – Justin Crowther & Kim White

Kim White reported there was no meeting.

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

Karen Moore advised the Middle Region meeting was held Feb. 19, 2019 at the Overton-Pickett ECD Office with 7 ECD's represented. Eddie Burchell, TECB talked about the ANI/ALI issues.

C. West Region – Patricia Ledford & Justin Whipple

Patricia Ledford advised West TENA had a conference call with approx. 10 ECD's joining in. They discussed the proposed Bylaw changes regarding the TENA/NENA grievance, as well as the legislation currently on the floor of the General Assembly.

0319.VI Report from Legal Counsel – Russell Freeman

Mr. Freeman reported that he has been active with the Nomination Form, as well as the Legislative Committee and the Bylaws & Policy Committee. He will be talking with John Kelly, NENA, in hopes of finding an acceptable solution to the grievance.

0319.VII 911 Partner Reports

A. Tennessee Emergency Communications Board

No report

B. NENA – David Alexander

President Alexander advises there will be a NENA Chapter Leadership call this afternoon at 3:00 pm to discuss the 911 Saves Act being proposed by Congresswoman Norma Torres, CA.

He felt that 911 Goes to Washington was a good event. He felt that the Tennessee delegation was well-received as they met with their delegates.

He also stated he was surprised to learn that the Kelsey Smith Act, which Tennessee enacted a few years ago is only in 23 states and he has been contacted by other states as they push forward.

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Monday, March 04, 2019

Cassie Lowery, Rutherford Co ECD advised she attended the NENA Standards & Best Practices Conference recently held and she found this to be an excellent learning opportunity.

C. TN-APCO – Steve Martini

Mr. Martini advised the Spring Quarterly meeting would be held in Jackson on April 3rd which will include the officer's elections. They have opened the Call for Papers through the TENA website and the Awards nomination.

0319.VIII Committee Reports

A. Programs & Agenda Committee – Matthew Brown

Vice President Brown advised that the Putnam Co. EMA will be presenting a 2-day program at the Conference titled "PIO in the ECD/ECC". In lieu of payment, they are requesting two (2) comp'd conference registrations for the Putnam Co. ECC dispatchers to attend. Matthew Brown made the motion to comp two (2) full conference registrations and Sherri Hanna made the second. The Board voted unanimous approval. This motion passed.

B. ENP Scholarship Committee – David Alexander

President Alexander advised the Board that Ms. Augustine has stepped down from the position of chair of this committee due to work and personal obligations. He would like to appoint Sherri Hanna to fulfill the remaining chairmanship term. President Alexander made that motion. Matthew Brown made the second and the Board, with Sherri Hanna abstaining, voted unanimously to approve. This motion passed.

C. Bylaws & Policy Committee – David Alexander

President Alexander advised that Mr. Lovejoy could not attend today's meeting, but did send a report. See Appendix 2.

President Alexander states that the committee has met regularly to try to correct the TENA/NENA grievance, however it has come to his attention that membership is not happy with one representative from each region going to a NENA representative. President Alexander has asked Mr. Freeman to reach out to John Kelly from NENA and see if NENA would be acceptable to one (1) statewide representative to represent the NENA members.

D. Education Committee – Sherri Hanna

Ms. Hanna reports that the Educational Session will be held tomorrow in conjunction with 911 On the Hill Day. It will involve a session on how the legislative process works.

She also advised that her & President Alexander have met with Drew Hooker, EMS Director at Motlow Community College, who was in attendance, to create a certification program for Emergency Telecommunicators. They discussed having a multi-step training program involving classroom, clinical and skills components with the hopes of having an individual work-ready on completion of the training. They have discussed the possibility of this training being eligible for financial assistance. They are also discussing the possibility of this program working towards an Associate Degree. There was a lengthy discussion.

E. Legislative Affairs Committee – Jennifer Lanter

Ms. Lanter stated that the results of the survey sent out shows that approx. 40 people will be attending tomorrow's event, 911 On the Hill. She then went over the schedule for tomorrow.

The pending legislation was discussed. Following are the current bills on the floor and the committee's recommendations.

HB 0937 / SB 0793	Lamberth / Johnson	Increases pay supplement from \$600 to \$800 for police officers and firefighters who complete 40 hours of in-service training – Committee recommends to remain Neutral
HB 0602 / SB 1443	Marsh / Bailey	Prohibits a local government from requiring an alarm systems contractor or business to acquire permits for the operation of alarm systems; prohibits local governments from imposing fines or fees on an alarm systems contractor or business for false alarms. Committee recommends to oppose as written
HB 0335 / SB 0386	Tillis / Reeves	Designates 911 calls, recordings, and transmissions as confidential except for certain purposes or unless a recorded caller consents to the release of such records. Committee recommends to support as written

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Monday, March 04, 2019

SB 0175 / HB 0191	Gardenhire / Carter	Changes from six months to 180 days the frequency by which the legislative body of a county or municipality must provide an updated list of modifications or changes to all house, road, or street names or numbers to the local county election commission. <i>Committee recommends to support as written</i>
SB 0200 / HB 0780	Briggs / Ramsey	Creates a presumption that a firefighter or emergency medical services personnel diagnosed with post-traumatic stress disorder (PTSD) sustained the injury in the line of duty for purposes of workers' compensation; allows for the presumption to be rebutted by evidence that the PTSD was caused by nonservice-connected risk factors or exposure. <i>Committee recommends to support as written</i>
SB 0824 / HB 0413	Akbari / Lamar	Clarifies video taken by a law enforcement body camera is a public record open to public inspection; removes termination date on exceptions; provides a process for attorneys to access confidential recordings for use in civil litigation. <i>Committee recommends No Stance – not applicable to 911</i>
SB 1237 / HB 0623	Pody / Hulsey	Enables a police officer who is a member of the state retirement system to be eligible for service retirement upon completion of 25 years of creditable service. <i>Committee recommends to support as written</i>
SB 1256 / HB 0957	Gresham / Gant	Allows governmental entities to publish notices on their websites in lieu of other methods of publication. <i>Committee recommends to support as written</i>
HB 0626 / SB 0590	Lamberth / Tillis	Authorizes a records custodian to petition a court for an injunction to prohibit a person from making records requests that constitute harassment <i>Committee recommends to support as written</i>

After discussion of these bills, the motion was made by Sherri Hanna to accept the Legislative Committee's recommendations on all current bills with the committee's suggested modifications. Matthew Brown made the second and the Board voted unanimous approval.

Ms. Lanter advised the Board the Legislative Committee has been asked to promulgate ECD Director's qualification like the EMA Director's qualifications as written in the TCA. She stated the committee feels this is something that membership should decide if they want the committee to work on.

Ms. Lanter stated that Justin Crowther has chaired a subcommittee to work on increasing the funding for ECD's. This subcommittee has been working with the TECB on various models. He provided the Board with a packet of their work to date. Due to the size of the packet, it will be sent as a separate attachment to the minutes.

President Alexander has been communicating with Ms. Lanter and Ms. McDonald about tomorrow's event and feels it would be a good gesture to provide boxed lunches for those attending as well as the legislators and their key staff people. He asked Ms. Culberson to investigate the possibility and she stated she has spoke with Panera Bread, who can handle our needs and deliver the lunches for approx. \$12.45 per person. Matthew Brown made the motion to provide enough box lunches from Panera in an amount not to exceed \$ 900.00. This motion received a second from Justin Whipple with the Board unanimously approving. This motion passed. Ms. Rose White cautioned the Board to not overextend the finances, as items such as these have not been budgeted for.

F. Other Committees

Vice President Brown stated that he would be convening a Conference Kick-off conference call after the TIES Conference.

0319.IX Old Business

A. Sending the 1st Vice President to NENA Conference – Matthew Brown

Vice President Brown advised he has gotten the pricing for the registration; hotel; and air fare and the total costs would be \$ 1,998.00. His ECD would cover the per diem costs. After discussion, the motion was made by Justin Whipple with a second made by Justin Crowther not to send the Vice President this year as it was not budgeted for. Board vote as follows; 6 Ayes; 2 Nays (Hanna, Choate-Peek); 1 abstention (Brown). This motion passed.

B. TECB Nominations – David Alexander

President Alexander stated there were two (2) nominations received for the one position. He stated that Ms. Culberson has forwarded their forms to the Board. She stated she is prepared if the Board

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Monday, March 04, 2019

would rather do a secret ballot, or simply affirm the 2 nominees, who are Matthew Brown, Morgan Co. ECD and Brian Hitchcock, Montgomery Co. ECD. Justin Crowther made the motion to affirm both nominees. Justin Whipple made the second. With Matthew Brown abstaining, the remainder of the Board voted unanimously to approve this motion. Ms. Culberson stated, on behalf of Ms. Augustine that the application packets would be forwarded to each and once she received them back, she will send them to the Speaker of the Senate.

0319.X New Business

A. Online Nomination Form - *David Alexander*

President Alexander stated the newly formatted online nomination form will simplify the process. He thanked all who were involved in the process and it will now be used.

B. 2019 Conference Rates – *Matthew Brown*

Prior to discussion, Maureen Culberson suggested this item be deferred to the Kick-Off Conference Call, so further discussion can take place. Sherri Hanna made the motion and Matthew Brown made the second. There was unanimous approval by the Board.

0319.XI Comments/Reports

A. District / PSAP Representatives

No comments

B. Industry Partners

No comments

C. Other Delegates

No comments

0319.XII Adjournment

The next meeting is scheduled on Wednesday, May 15, 2019 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 Whipple 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.

TENA Secretary

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Monday, March 04, 2019

APPENDIX 1

TENNESSEE EMERGENCY NUMBER ASSOCIATION

EXECUTIVE BOARD MEETING

MARCH 4, 2019

	Name	Organization	Email Address
1	Eric Ritzman	Cumb. Co. ECP	eric.ritzman@cumberlandtn911.org
2	Robert Howell	Crockett Co. 911	roberthowell@crockett911.com
3	ROBERT J. PERRY	C POCKETT CO.	
4	Pam Springfield	Jefferson Co 911	pspringfield@jce911.org
5	CHRIS MASTINGALE	QUENTON/FCHT	SPLASNG88@Gmail.com
6	Sherri Maxfield	Bradley County 911	smaxfield@clevelandtn911.com
7	Gay Murrell	Hawkins Co 911	gmurrell911@gmail.com
8	Linda Nichols	Cheatham Co. 911	linda.nichols@cheathamcountytn.gov
9	Hope Petersen	Robertson 911	hpetersen@robertson911.com
10	Calvin Love	Robertson 911	callove@robertson911.com
11	Johnny Long	Blount 911	jlong@blount911.com
12	Dale Blevins	Carter co 911	dblevins@cctn911.org
13	Matt Bailey	Carter co 911	m.bailey@cctn911.org
14	Cassie Lowery	Ruth Co ECD	clowery@reed911.org
15	Stephen Martini	Williamson Co ECD	stephen.martini@williamsoncountytn.gov
16	Joey King	Marshall 911	911director@tnweb.com
17	Drew Hooker	Motlow State EMS	dhooker@mscc.edu
18	John Silverman	HC ECD	silvermanjo@HC911.ORG
19	Jennifer Canter	London Co 911	j@londoncounty911.org
20			
21			
22			
23			
24			
25			

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Monday, March 04, 2019

EXHIBIT 1

Tennessee Emergency Number Association
Financial Report

Rose White, Treasurer
March 4, 2019

First Tennessee Checking Account – 01/07/2019	\$ 60,678.00
Deposits	\$ 216.69
Expenses	<u>-\$ 18,291.88</u>
First Tennessee Checking Balance – 02/25/2019	\$ 42,602.81

Community Bank Investment Checking Account – 01/07/2019	\$ 155,237.80
Deposits	\$ 0.00
Expenses	\$ 0.00
Interest	<u>\$ 138.44</u>
Community Bank Checking Balance – 01/07/2019	\$ 155,376.24

PayPal Account – 01/07/2019	\$ 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 – 02/25/2019	\$ 0.00

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Monday, March 04, 2019

EXHIBIT 1 con't

Page 2

TENA - First Tennessee Checking Account

Type	Date	Name	Memo	Budget Line Item	Amount
Check 342	1/10/2019	Maureen Culberson	ED Contract	OE - ED Contract	-\$1,724.78
Check 343	1/15/2019	Embassy Suites	Board Meeting	OE - Event Expenses	-\$408.28
Check 344	12/6/2018	FedEx	Legislative Handouts	OE - Operating Expenses	-\$360.41
Check 345	1/24/2019	Embassy Suites	AV for training prior to board meeting	OE - Event Expenses	-\$374.24
Check 346	1/24/2019	Hardin County	911GTW	OE - Travel Expenses	-\$1,658.88
Check 347	1/28/2019	Freeman & Bracey, PLC	Legal Contract	OE - Legal Contract	-\$1,666.66
Check 348	2/13/2019	Maureen Culberson	ED Contract	OE - ED Contract	-\$1,724.78
Check 349	2/13/2019	Cvent	Cvent Contract	CE - Registration Software	-\$2,750.00
Check 350	2/13/2019	Cvent	Cvent Contract	CE - Registration Software	-\$6,486.23
Check 351	2/25/2019	David Alexander	911GTW	Split	-\$251.31
Debit Card	1/3/2019	Full Source	TENA Shirts	CE - Conference Shirts	-\$276.31
Debit Card	1/7/2019	TN Sheriff's Assoc	TSA Winter Conference & Expo	OE - Event Expenses	-\$503.00
Debit Card	1/18/2019	TN Sheriff's Assoc	TSA Membership Dues	OE - Operating Expenses	-\$53.00
Debit Card	2/12/2019	Wix.Com	Epic Form Builder	OE - Website	-\$54.00
Deposit	2/4/2019	Deposit First TN Checking	True North	OR - Associate Membership	\$116.67
Deposit	2/4/2019	Deposit First TN Checking	Central Square	OR - Associate Membership	\$100.02

TENA - Community Bank Investment Checking Account

Type	Date	Name	Memo	Budget Line Item	Amount
Journal	1/31/2019	Community Bank	January Interest	OR - Community Bank - Interest	\$138.44

TENA - PayPal Account

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

Executive Board Meeting Minutes Monday, March 04, 2019

EXHIBIT 2 Current Budget

page 1

Rev. 02/25/2019

OPERATING REVENUE	2017-2018 OPERATING BUDGET	7/1/2018- 12/31/2018 PROPOSED BUDGET	7/1/2018- 12/31/2018 BUDGET AMENDMENTS	7/1/2018- 12/31/2018 ACTUALS	Comments
Membership Dues	\$ 29,800.00	\$ 11,000.00		\$ 8,883.00	
Associate Membership Dues				\$ 1,233.34	
NENA Dues	\$ 3,500.00	\$ 3,500.00		\$ 4,629.00	
Newsletter Banner Ads		\$ 1,500.00		\$ 1,000.00	
Interest - Community Bank	\$ 500.00	\$ 750.00		\$ 823.59	
TOTAL OPERATING REVENUE	\$ 33,800.00	\$ 16,750.00		\$ 16,568.93	
CONFERENCE REVENUE	2017 FINAL CONFERENCE BUDGET	2018 PROPOSED CONFERENCE BUDGET	2018 BUDGET AMENDMENTS	2018 ACTUALS	Comments
Attendee Conference Registration	\$ 92,069.75	\$ 93,000.00		\$ 89,175.00	
Day Pass	\$ 6,125.00	\$ 6,125.00		\$ 3,750.00	
Banquet Tickets	\$ 1,350.00	\$ 1,350.00		\$ 2,225.00	
Pre-Conference Course Registration	\$ 2,400.00	\$ 2,400.00		\$ 3,450.00	
Golf Tournament Registration	\$ 2,401.00	\$ 2,400.00		\$ 2,850.00	
Guest Passes	\$ 1,375.00	\$ 1,375.00		\$ 500.00	
Super Session Registration	\$ 100.00	\$ 100.00		\$ 450.00	
Industry Partner Registration	\$ 43,950.00	\$ 47,500.00		\$ 35,400.00	
Additional Exhibit Booth	\$ 3,400.00	\$ 3,400.00		\$ 1,700.00	
TN-APCO		\$ 3,022.42		\$ 2,500.00	AV Cost (\$22.42) Silver Sponsor (2,500)
Sponsorships	\$ 35,539.30	\$ 35,550.00		\$ 37,789.48	
CONFERENCE REVENUE	\$ 188,710.05	\$ 196,222.42		\$ 179,789.48	
TOTAL REVENUE	\$ 222,510.05	\$ 212,972.42		\$ 196,358.41	

OPERATING EXPENSES	2017-2018 OPERATING BUDGET	7/1/2018- 12/31/2018 PROPOSED BUDGET	7/1/2018- 12/31/2018 BUDGET AMENDMENTS	7/1/2018- 12/31/2018 ACTUALS	Comments
Legal Counsel Fees	\$ 20,000.00	\$ 10,100.00		\$ 9,999.96	
Executive Director Contract	\$ 20,271.60	\$ 10,425.00		\$ 10,313.20	
Incentive Pay	\$ 1,200.00	\$ 1,200.00		\$ 1,200.00	
Operating Expenses	\$ 2,200.00	\$ 1,100.00	\$ 3,015.00	\$ 1,994.62	Board approved 10-26-18
Certificates & Ballots	\$ 250.00	\$ 125.00	\$ 200.00	\$ 179.78	Board approved 10-26-18
Website / Domain Expenses	\$ 200.00	\$ -			Already paid for 2018
Travel Expenses	\$ 2,000.00	\$ 500.00			
ENP Scholarship's	\$ 2,350.00	\$ 1,175.00	\$ 2,300.00	\$ 1,880.00	Board approved 10-12-18
Survey Services	\$ 120.00	\$ 50.00	\$ 450.00	\$ 421.00	Board approved 10-12-18
Audit Expenses	\$ 4,000.00	\$ 4,000.00	\$ -		Board approved 10-12-18
Insurance	\$ 2,500.00	\$ 2,300.00	\$ 2,305.00	\$ 2,304.00	Board approved 10-26-18
Service Charge	\$ 2,500.00	\$ 1,500.00	\$ 1,980.00	\$ 1,978.15	Board approved 10-26-18
Surety Bond Expense	\$ 400.00	\$ 400.00		\$ 359.00	
Event Expenses	\$ 3,000.00	\$ 1,000.00		\$ 978.96	
TERT Expenses	\$ 250.00	\$ 250.00		\$ 34.17	
TOTAL OPERATING EXPENSES	\$ 61,241.60	\$ 34,125.00		\$ 31,642.84	

CONFERENCE EXPENSES	2017 FINAL BUDGET	2018 PROPOSED BUDGET	2018 BUDGET AMENDMENTS	2018 ACTUALS	Comments for Proposed Budget
PROGRAM/AGENDA					
Pre-Conference Course Session	\$ 2,000.00	\$ 1,500.00		\$ 1,500.00	
Keynote Speaker Session	\$ 1,500.00	\$ 800.00		\$ 800.00	
Conference Instructors	\$ 13,500.00	\$ 22,000.00		\$ 22,000.00	
Speaker Expenses	\$ 1,005.74	\$ 1,000.00		\$ 245.78	
CEU's	\$ 2,740.00	\$ 3,000.00		\$ 2,500.00	

CONFERENCE FOOD & BEVERAGE					
Sunday food and beverage (Embassy Contract)	\$ 668.22	\$ 750.00	\$ 520.00	\$ 517.14	Board approved 10-26-18
Monday food and beverage	\$ 7,153.26	\$ 7,250.00	\$ 5,550.00	\$ 5,541.59	Board approved 10-26-18
ENP/RPL Breakfast	\$ 1,700.91	\$ 2,000.00	\$ 1,775.00	\$ 1,769.17	Board approved 10-26-18
Tuesday food and beverage	\$ 33,213.56	\$ 34,000.00	\$ 32,900.00	\$ 32,879.34	Board approved 10-26-18
Wednesday food and beverage	\$ 735.71	\$ 1,000.00	\$ 6,225.00	\$ 6,212.51	Board approved 10-26-18

CONFERENCE ENTERTAINMENT					
Conference Entertainment	\$ 2,299.00	\$ 3,000.00		\$ 2,799.00	\$500 in-kind sponsorship for photo booth

OFF-SITE IP EVENT					
Venue Rental	\$ 3,500.00	\$ 4,000.00		\$ 4,000.00	
Sunday IP Event Food and Beverage	\$ 12,602.00	\$ 13,500.00	\$ 15,925.00	\$ 15,909.43	Board approved 10-26-18
Entertainment	\$ 2,900.00	\$ 3,200.00	\$ 3,000.00	\$ 3,000.00	Board approved 10-26-18

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Monday, March 04, 2019

EXHIBIT 2 cont.

page 2

Transportation	\$ 700.00	\$ 900.00	\$ 700.00	\$ 700.00	Board approved 10-26-18
CONFERENCE SITE FEES					
Hotel Rooms	\$ 6,469.08	\$ 7,000.00	\$ 4,020.00	\$ 3,686.40	Board approved 10-26-18
Meeting Rooms	\$ 1,700.25	\$ 3,250.00	\$ 1,280.00	\$ 919.87	Board approved 10-26-18
Comp industry partner registration		\$ 5,950.00			
Decorator Fees / Booth Setup Fees / Electric	\$ 9,138.99	\$ 10,000.00		\$ 9,920.96	
AV Fees	\$ 10,822.70	\$ 17,000.00		\$ 15,127.13	
PUBLICITY & PRINTING					
Handouts	\$ 321.97	\$ 300.00	\$ 1,985.00	\$ 1,980.54	\$1709.90 printing of survey results Board approved 10-26-18
Conference Guide	\$ 2,839.73	\$ 3,200.00	\$ 2,745.00	\$ 2,743.75	Board approved 10-26-18
Signs	\$ 871.04	\$ 2,300.00	\$ 2,025.00	\$ 2,014.57	Board approved 10-26-18
REGISTRATION					
Conference Refunds	\$ 3,168.75	\$ 3,000.00		\$ 2,500.00	
Comp Registrations - Attendee		\$ 1,500.00			
Registration Software	\$ 3,008.88	\$ 9,650.00		\$ 9,474.82	
Registration Supplies	\$ 3,684.49	\$ 800.00		\$ 712.90	
TECHNICAL					
Technology Supplies	\$ 1,261.32	\$ 1,500.00		\$ 1,391.41	Board Approved on 04-12-18 Conference call
PRIZES					
Awards	\$ 648.52	\$ 1,300.00		\$ 669.15	
Door Prizes	\$ 1,201.84	\$ 1,000.00		\$ 981.45	
GOLF TOURNAMENT					
Golf Course Fees	\$ 1,056.00	\$ 1,200.00	\$ 1,280.00	\$ 1,280.00	Board approved 10-26-18
Miscellaneous expense	\$ 916.00	\$ 1,000.00	\$ 3,925.00	\$ 3,912.38	\$2489.48 were in-kind sponsorships - Board approved 10-26-18
MISCELLANEOUS					
Conference Bags	\$ 5,789.30	\$ 5,789.30	\$ 5,200.30	\$ 5,200.00	Board approved 10-26-18
Lanyards/Name Badge Holders	\$ 1,130.00	\$ 1,300.00	\$ 1,265.00	\$ 1,262.07	Board approved 10-26-18
Conference Shirts	\$ 457.11	\$ 400.00	\$ 309.00	\$ 108.68	Board approved 10-26-18
Miscellaneous expense	\$ 344.99	\$ 350.00	\$ 410.00	\$ 408.49	Board approved 10-26-18
Notification System	\$ 2,500.00	\$ 2,500.00	\$ 150.00	\$ 149.99	EventsXD Board Approved 11-15-18 / Board approved 10-26-18
TOTAL CONFERENCE EXPENSES					
	\$ 143,549.36	\$ 178,189.30		\$ 164,818.52	
TOTAL EXPENSES					
	\$ 204,790.96	\$ 212,314.30		\$ 196,461.36	
TOTAL REVENUE					
	\$ 222,510.05	\$ 212,972.42		\$ 196,358.41	
TOTAL PROFIT/(LOSS)					
	\$ 17,719.09	\$658.12		\$ (102.95)	

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Monday, March 04, 2019

APPENDIX 2

March 1, 2019

President David Alexander, ENP

Tennessee Emergency Number Association

President Alexander,

As previously discussed, I will not be able to attend the March 4th, 2019 Executive Board meeting in Murfreesboro, TN due to a family medical situation. As the current 2nd Vice-President of the Association, and Chairman of the Policy and By-Laws committee, I respectfully submit this report on the current business of my Committee.

Policy and By-Laws Committee Report

The Policy and By-Laws committee has continued to meet regularly to resolve the NENA / TENA grievance. Over the last month, it has been mentioned that some of the Membership has raised concerns over the current proposal to allow 3 of the current Regional Representatives (1 from each region) to be elected solely by the NENA membership. During a committee conference call that was held on 2/28/19, we discussed these concerns at length. Because of those concerns, alternate solutions are now being explored and vetted. Ultimately, it is the will of the membership that drives this process and our committee remains focused in our efforts to successfully address the grievance, while acting in the best interest of TENA. I am always available to any board member, or any member of TENA, should they have concerns or questions regarding the business of this committee.

I would like to express my deepest gratitude to the Executive Board and general membership of TENA for their understanding regarding my absence.

Respectfully,



Sean Lovejoy, ENP, RPL

2nd Vice President – Tennessee Emergency Number Association

901-417-1578

79 Flicker Street

Memphis, Tennessee 38104

sean.lovejoy@memphistn.gov



Memorandum

March 2019

Goals for 911 Funding

1. Term "Excess" Funding
2. Base Rate of \$1.29 (CPI Inflation)
3. TECB Authority to adjust the rate at a by a reasonable amount.

Funding:

The value of \$1.16 in 2018 shows to be \$1.29 by the CPI Inflation Calculator referenced.

2012- \$1.16

2018- \$1.29

<https://data.bls.gov/cgi-bin/cpicalc.pl>

The funding presentation (West Tennessee) recommended \$1.26 - \$1.30. I am not sure how the figure was come to; however, it is in line with the CPI Inflation calculation.

Depreciation:

One way to measure financial health of a company is to look at its increase or decrease in net position overtime. Increases in net position, in general, are signs that a company's financial health is improving. Decrease may indicate that its financial health is deteriorating. I think that it is important that we review the districts that have a negative change, even taking depreciation into consideration. Usually when a district has a negative change in net assets the fund balance is used to balance the budget taking away from future capital projects which the depreciation schedule has saved for. This is very important now that we don't receive grants to help with capital projects.

Number of Districts with Negative Change in Net Assets:					
2012	2013	2014	2015	2016	2017
12	7	20	30	33	16
	1 2nd Year	2 2nd Year	10 2nd Year	13 2nd Year 3 3rd Year	5 2nd Year 3 3rd Year

TECB Financial Reports from Jim Barnes

Funding Comparison 2005-2011(Before) 2012-2018 (After):

The payment schedule that Jim put out is a start, however I would like to see the Operational Funding and Grants and Reimbursements that districts received in 2005-2011. Reviewing the data for my district I had a lot more revenue in 2005-2011 than what is reported due to operational funding and grants.

ECD	2012-2018	2005-2011
Anderson	2,153,309	1,604,141
Bedford	3,631,533	2,954,034
Benton	1,471,093	828,346
Bledsoe	1,727,559	1,007,388
Blount	8,870,662	7,549,568
Bradley	8,010,257	7,514,010
Brentwood	4,934,198	3,631,852
Bristol	2,775,599	1,913,825
Campbell	2,675,988	2,239,053
Cannon	1,691,436	856,031
Carroll	2,202,474	1,438,222
Carter	4,626,581	3,843,574
Cheatham	2,742,428	2,292,690
Chester	1,731,229	698,728
Claiborne	3,076,605	2,343,837
Clay	1,291,488	509,697
Clinton	1,134,522	614,582

Cocke	2,999,203	2,287,707
Coffee	3,444,672	2,424,834
Crockett	1,235,263	599,106
Cumberland	5,301,887	4,482,445
Davidson	40,421,363	37,564,503
Decatur	1,266,389	618,947
DeKalb	2,316,261	1,033,744
Dickson	2,812,219	2,035,000
Dyer	3,302,213	1,771,563
Fayette	3,068,390	1,965,995
Fentress	1,719,388	921,702
Franklin	2,688,278	1,900,492
Gibson	4,557,355	3,589,413
Giles	3,238,745	2,326,708
Grainger	2,119,883	1,471,533
Greene	4,595,712	3,036,224
Grundy	1,739,784	894,558
Hamblen	5,330,617	4,401,433
Hamilton	31,311,767	28,084,650
Hancock	1,119,304	527,929
Hardeman	1,993,848	1,198,648
Hardin	2,357,901	1,182,570
Hawkins	4,223,775	2,863,579
Haywood	1,518,205	714,786
Henderson	2,127,700	1,311,198
Henry	2,624,281	1,692,755
Hickman	1,706,536	970,517
Houston	1,355,071	728,477
Humphreys	2,078,287	1,658,234
Jackson	1,511,208	899,705
Jefferson	3,956,065	2,922,141
Johnson	2,227,755	1,450,333
Kingsport	4,272,732	3,287,804
Knox	36,451,354	31,374,801
Lafollette	1,252,579	688,154
Lake	926,183	292,865
Lauderdale	2,220,894	1,614,508
Lawrence	3,557,448	3,206,576
Lewis	1,274,433	555,243
Lincoln	2,390,083	1,580,943
Loudon	3,539,930	2,098,910
Macon	2,408,161	1,052,998
Madison	6,758,638	4,689,656
Marion	1,980,024	1,367,520
Marshall	3,028,032	2,207,139
Maury	6,225,208	4,398,485
McMinn	3,429,752	2,420,726
McNairy	2,240,192	1,718,812
Meigs	1,256,274	717,426
Monroe	2,798,950	1,806,137

Montgomery	11,788,579	10,462,507
Moore	891,198	262,525
Morgan	1,974,710	1,352,607
Oak Ridge	3,058,897	3,034,791
Obion	3,124,174	1,855,484
Overton Pickett	3,507,726	2,229,610
Perry	1,441,617	677,184
Polk	1,390,027	742,214
Putnam	4,925,476	3,564,630
Rhea	2,806,189	2,207,529
Roane	3,868,040	3,789,475
Robertson	4,799,939	4,224,911
Rutherford	10,405,718	8,206,731
Scott	1,772,239	1,119,709
Sequatchie	1,541,488	1,017,548
Sevier	6,097,983	4,945,144
Shelby	57,007,940	49,556,123
Smith	1,582,677	833,338
Stewart	1,381,546	639,886
Sullivan	6,674,412	5,776,851
Sumner	8,332,784	5,476,501
Tipton	4,391,314	3,991,834
Trousdale	972,277	324,656
Unicoi	1,995,357	1,386,557
Union	1,640,632	1,277,989
Van Buren	1,129,426	301,098
Warren	4,053,666	3,049,515
Washington	11,370,463	9,795,827
Wayne	1,653,295	982,368
Weakley	2,430,658	1,597,892
White	2,798,351	2,116,079
Williamson	10,150,931	7,384,246
Wilson	6,427,779	4,343,940

Surrounding States:

State	Wireline	Wireless	VOIP
Missouri	2%-15% of Base Rate (45 Counties) 1/8% - 1% of Sales Tax (51 Counties) Unfunded (19 Counties)	None	None
Kentucky	\$0.36-\$4.50	\$0.53 1.06% of Retail Sale - Prepaid	\$0.36-\$4.50
Virginia	\$0.75	\$0.75 \$0.50 – Prepaid	\$0.75
North Carolina	\$0.60	\$0.60 \$0.60 – Prepaid	\$0.60
Georgia	\$1.50	\$1.00 – \$0.75 – Prepaid	\$1.50
Alabama	\$1.75	\$1.75 \$1.75 – Prepaid	\$1.75
Mississippi	\$1.05 Residential \$2.05 Commercial	\$1.00 \$1.00 – Prepaid	\$1.00
Arkansas	5% - 12% of Tariff Rates	\$0.65 \$0.65 – Prepaid	\$0.65

<https://www.nena.org/page/911RateByState>

How much revenue is a Penny Increase?

Tennessee Emergency Communications Board Calculation of Effect of Payment to ECDs

Enter Amount **840,000**

District	Base Amount	% of Base Funding	Excess Distribution
Anderson	403,494	0.49043%	4,120
Bedford	611,706	0.74351%	6,245
Benton	286,236	0.34791%	2,922
Bledsoe	292,854	0.35596%	2,990
Blount	1,426,740	1.73416%	14,567
Bradley	1,292,694	1.57123%	13,198
Brentwood	864,126	1.05032%	8,823
Bristol	497,574	0.60479%	5,080
Campbell	479,820	0.58321%	4,899
Cannon	291,630	0.35447%	2,978
Carroll	412,920	0.50189%	4,216
Carter	775,092	0.94210%	7,914
Cheatham	492,036	0.59806%	5,024
Chester	299,784	0.36438%	3,061
Claiborne	534,510	0.64968%	5,457
Clay	254,928	0.30986%	2,603
Clinton	228,966	0.27830%	2,338
Cocke	537,756	0.65363%	5,490
Coffee	635,334	0.77223%	6,487
Crockett	253,980	0.30871%	2,593
Cumberland	877,776	1.06691%	8,962
Davidson	6,684,210	8.12446%	68,245
Decatur	257,106	0.31250%	2,625
DeKalb	412,098	0.50089%	4,207
Dickson	515,160	0.62616%	5,260
Dyer	610,746	0.74234%	6,236
Fayette	537,174	0.65292%	5,485
Fentress	333,468	0.40532%	3,405
Franklin	494,568	0.60113%	5,050
Gibson	763,350	0.92783%	7,794
Giles	543,360	0.66044%	5,548
Grainger	388,560	0.47228%	3,967
Greene	748,464	0.90974%	7,642
Grundy	315,168	0.38308%	3,218
Hamblen	904,362	1.09923%	9,233
Hamilton	5,095,614	6.19357%	52,026
Hancock	225,900	0.27457%	2,306
Hardeman	380,580	0.46258%	3,886
Hardin	435,864	0.52978%	4,450
Hawkins	734,580	0.89286%	7,500
Haywood	318,876	0.38758%	3,256
Henderson	405,750	0.49318%	4,143
Henry	467,784	0.56858%	4,776
Hickman	334,974	0.40715%	3,420
Houston	264,744	0.32179%	2,703
Humphreys	378,654	0.46024%	3,866
Jackson	282,414	0.34327%	2,883
Jefferson	702,786	0.85422%	7,175
Johnson	373,758	0.45429%	3,816
Kingsport	769,230	0.93498%	7,854

97,423,443 Cash Collections Through 6/30/2018

116 911 Surcharge pennies

839,857 Revenue collected from one penny

District	Base Amount	% of Base Funding	Excess Distribution
Knox	5,938,206	7.21771%	60,629
Lafollette	249,936	0.30379%	2,552
Lake	201,414	0.24481%	2,056
Lauderdale	395,316	0.48049%	4,036
Lawrence	601,494	0.73110%	6,141
Lewis	259,992	0.31601%	2,655
Lincoln	442,776	0.53818%	4,521
Loudon	591,444	0.71888%	6,039
Macon	422,376	0.51339%	4,312
Madison	1,194,906	1.45237%	12,200
Marion	366,372	0.44531%	3,741
Marshall	528,432	0.64229%	5,395
Maury	1,141,992	1.38806%	11,660
McMinn	612,204	0.74412%	6,251
McNairy	408,282	0.49625%	4,169
Meigs	248,472	0.30201%	2,537
Monroe	499,842	0.60754%	5,103
Montgomery	1,971,228	2.39597%	20,126
Moore	197,094	0.23956%	2,012
Morgan	362,988	0.44120%	3,706
Oak Ridge	525,054	0.63819%	5,361
Obion	554,196	0.67361%	5,658
Overton-Pickett	644,520	0.78339%	6,581
Perry	263,562	0.32035%	2,691
Polk	279,096	0.33923%	2,850
Putnam	800,646	0.97316%	8,175
Rhea	496,824	0.60387%	5,073
Roane	664,518	0.80770%	6,785
Robertson	808,842	0.98312%	8,258
Rutherford	1,736,058	2.11013%	17,725
Scott	335,226	0.40746%	3,423
Sequatchie	311,052	0.37807%	3,176
Sevier	1,091,250	1.32638%	11,142
Shelby	9,327,186	11.33692%	95,230
Smith	308,958	0.37553%	3,154
Stewart	271,986	0.33059%	2,777
Sullivan	1,019,424	1.23908%	10,408
Sumner	1,421,196	1.72742%	14,510
Tipton	729,642	0.88686%	7,450
Trousdale	211,470	0.25704%	2,159
Unicoi	364,716	0.44330%	3,724
Union	311,250	0.37832%	3,178
Van Buren	231,672	0.28159%	2,365
Warren	673,152	0.81820%	6,873
Washington	1,839,444	2.23579%	18,781
Wayne	314,844	0.38268%	3,215
Weakley	451,836	0.54919%	4,613
White	479,496	0.58281%	4,896
Williamson	1,581,396	1.92214%	16,146
Wilson	1,160,154	1.41013%	11,845
Total	82,272,690	100.00%	840,001

How much revenue is a (13) Pennies Increase?

Tennessee Emergency Communications Board Calculation of Effect of Payment to ECDs

Enter Amount **10,920,000**

District	Base Amount	% of Base Funding	Excess Distribution
Anderson	403,494	0.49043%	53,555
Bedford	611,706	0.74351%	81,191
Benton	286,236	0.34791%	37,992
Bledsoe	292,854	0.35596%	38,870
Blount	1,426,740	1.73416%	189,370
Bradley	1,292,694	1.57123%	171,578
Brentwood	864,126	1.05032%	114,695
Bristol	497,574	0.60479%	66,043
Campbell	479,820	0.58321%	63,686
Cannon	291,630	0.35447%	38,708
Carroll	412,920	0.50189%	54,807
Carter	775,092	0.94210%	102,877
Cheatham	492,036	0.59806%	65,308
Chester	299,784	0.36438%	39,790
Claiborne	534,510	0.64968%	70,945
Clay	254,928	0.30986%	33,836
Clinton	228,966	0.27830%	30,391
Cocke	537,756	0.65363%	71,376
Coffee	635,334	0.77223%	84,327
Crockett	253,980	0.30871%	33,711
Cumberland	877,776	1.06691%	116,507
Davidson	6,684,210	8.12446%	887,191
Decatur	257,106	0.31250%	34,126
DeKalb	412,098	0.50089%	54,697
Dickson	515,160	0.62616%	68,377
Dyer	610,746	0.74234%	81,064
Fayette	537,174	0.65292%	71,299
Fentress	333,468	0.40532%	44,261
Franklin	494,568	0.60113%	65,644
Gibson	763,350	0.92783%	101,319
Giles	543,360	0.66044%	72,120
Grainger	388,560	0.47228%	51,573
Greene	748,464	0.90974%	99,343
Grundy	315,168	0.38308%	41,832
Hamblen	904,362	1.09923%	120,035
Hamilton	5,095,614	6.19357%	676,337
Hancock	225,900	0.27457%	29,984
Hardeman	380,580	0.46258%	50,514
Hardin	435,864	0.52978%	57,852
Hawkins	734,580	0.89286%	97,500
Haywood	318,876	0.38758%	42,324
Henderson	405,750	0.49318%	53,855
Henry	467,784	0.56858%	62,089
Hickman	334,974	0.40715%	44,461
Houston	264,744	0.32179%	35,139
Humphreys	378,654	0.46024%	50,258
Jackson	282,414	0.34327%	37,485
Jefferson	702,786	0.85422%	93,280
Johnson	373,758	0.45429%	49,609
Kingsport	769,230	0.93498%	102,099

97,423,443 Cash Collections Through 6/30/2018
116 911 Surcharge pennies

839,857 Revenue collected from one penny

District	Base Amount	% of Base Funding	Excess Distribution
Knox	5,938,206	7.21771%	788,174
LaFollette	249,936	0.30379%	33,174
Lake	201,414	0.24481%	26,734
Lauderdale	395,316	0.48049%	52,470
Lawrence	601,494	0.73110%	79,836
Lewis	259,992	0.31601%	34,509
Lincoln	442,776	0.53818%	58,769
Loudon	591,444	0.71888%	78,502
Macon	422,376	0.51339%	56,062
Madison	1,194,906	1.45237%	158,599
Marion	366,372	0.44531%	48,628
Marshall	528,432	0.64229%	70,138
Mauzy	1,141,992	1.38806%	151,576
McMinn	612,204	0.74412%	81,257
McNairy	408,282	0.49625%	54,191
Meigs	248,472	0.30201%	32,980
Monroe	499,842	0.60754%	66,344
Montgomery	1,971,228	2.39597%	261,640
Moore	197,094	0.23956%	26,160
Morgan	362,988	0.44120%	48,179
Oak Ridge	525,054	0.63819%	69,690
Obion	554,196	0.67361%	73,558
Overton-Pickett	644,520	0.78339%	85,547
Perry	263,562	0.32035%	34,982
Polk	279,096	0.33923%	37,044
Putnam	800,646	0.97316%	106,269
Rhea	496,824	0.60387%	65,943
Roane	664,518	0.80770%	88,201
Robertson	808,842	0.98312%	107,357
Rutherford	1,736,058	2.11013%	230,426
Scott	335,226	0.40746%	44,494
Sequatchie	311,052	0.37807%	41,286
Sevier	1,091,250	1.32638%	144,841
Shelby	9,327,186	11.33692%	1,237,991
Smith	308,958	0.37553%	41,008
Stewart	271,986	0.33059%	36,101
Sullivan	1,019,424	1.23908%	135,307
Sumner	1,421,196	1.72742%	188,634
Tipton	729,642	0.88686%	96,845
Trousdale	211,470	0.25704%	28,068
Unicoi	364,716	0.44330%	48,409
Union	311,250	0.37832%	41,312
Van Buren	231,672	0.28159%	30,750
Warren	673,152	0.81820%	89,347
Washington	1,839,444	2.23579%	244,148
Wayne	314,844	0.38268%	41,789
Weakley	451,836	0.54919%	59,972
White	479,496	0.58281%	63,643
Williamson	1,581,396	1.92214%	209,898
Wilson	1,160,154	1.41013%	153,986
Total	82,272,690	100.00%	10,920,001

Tennessee Emergency Communications Board
Excess Wireless Collections Distribution to 911 Districts
For Period From July 1, through June 30, 2015

Date 9/1/2015

Distribution Number _____

@ 100%

Tennessee Code Annotated § 7-86-130 Any 911 surcharge revenue collected in excess of the annual fiscal requirements of the board and the mandatory every two (2) months payments to emergency communications districts shall not revert to the general fund. The board shall distribute a minimum of fifty percent (50%) of any revenue collected in excess of its annual fiscal requirements to the emergency communications districts in accordance with policies adopted by the board.

Tennessee Code Annotated §§ 7-86-303(d) All current funds, . . . shall be deposited in the state treasury in a separate interest-bearing fund to be known as the 911 Emergency Communications Fund. Disbursements from this fund shall be limited solely to the operational and administrative expenses of the board and the purposes as expressed in this part 3. (f) The board's operational expenses shall include the implementation and maintenance of an IP-based next generation 911 network and any future 911 system advancements the board deems necessary . . . The board's operational expenses shall also include funding to the Tennessee regulatory authority for the Tennessee relay services/telecommunications devices access program . . .

Collections	81,586,826
Less Fiscal Requirements of TECB and Mandatory Distributions	80,040,241
Excess	1,546,585

= 1,546,585 Rounded

District	Vendor Number	Base Amount	% of Base Funding	Excess Distribution	Voucher Number
Anderson	3937	390,210	0.48611%	7,518	
Bedford	1889	611,706	0.76203%	11,786	
Benton	3854	281,904	0.35118%	5,431	
Bledsoe	4021*	292,854	0.36482%	5,642	
Blount	3861	1,395,630	1.73861%	26,889	
Bradley	3980	1,292,694	1.61038%	24,906	
Brentwood	2124*	864,126	1.07649%	16,649	
Bristol	3965	473,664	0.59007%	9,126	
Campbell	3938	479,820	0.59774%	9,245	
Cannon	2040*	291,630	0.36330%	5,619	
Carroll	3856	396,564	0.49402%	7,640	
Carter	3933	775,092	0.96557%	14,933	
Cheatham	3919	484,602	0.60369%	9,337	
Chester	2915	291,342	0.36294%	5,613	
Claiborne	3948	534,510	0.66587%	10,298	
Clay	4166*	254,928	0.31758%	4,912	
Clinton	4066*	223,554	0.27849%	4,307	
Cocke	3860	529,164	0.65921%	10,195	
Coffee	1896	600,504	0.74808%	11,570	
Crockett	3911	246,954	0.30764%	4,758	
Cumberland	3884	871,794	1.08604%	16,797	
Davidson	3859	6,352,152	7.91322%	122,385	
Decatur	3931	249,090	0.31030%	4,799	
DeKalb	3909	412,098	0.51337%	7,940	
Dickson	3927	487,764	0.60763%	9,398	
Dyer	1907	595,050	0.74129%	11,465	
Fayette	3905	537,174	0.66919%	10,350	
Fentress	4032	320,898	0.39976%	6,183	
Franklin	3870	473,622	0.59002%	9,125	
Gibson	1894	763,350	0.95095%	14,707	
Giles	3945	543,360	0.67689%	10,469	
Grainger	2952	388,560	0.48405%	7,486	
Greene	3855	713,502	0.88885%	13,747	
Grundy	4040	315,168	0.39262%	6,072	
Hamblen	1910	894,924	1.11485%	17,242	
Hamilton	1829	5,095,614	6.34788%	98,175	
Hancock	2602*	225,900	0.28142%	4,352	
Hardeman	3864	368,166	0.45864%	7,093	
Hardin	1928	416,328	0.51864%	8,021	
Hawkins	3921	713,610	0.88898%	13,749	
Haywood	0003*	311,136	0.38760%	5,995	
Henderson	4221*	389,808	0.48560%	7,510	
Henry	3850	446,592	0.55634%	8,604	
Hickman	3902	323,916	0.40352%	6,241	
Houston	2845*	264,744	0.32981%	5,101	
Humphreys	3858	378,654	0.47171%	7,295	
Jackson	3883	282,414	0.35182%	5,441	
Jefferson	3853	692,004	0.86207%	13,333	
Johnson	3943	373,758	0.46561%	7,201	
Kingsport	3962	712,182	0.88720%	13,721	

District	Vendor Number	Base Amount	% of Base Funding	Excess Distribution	Voucher Number
Knox	2699*	5,938,206	7.39754%	114,409	
LaFollette	3992	249,936	0.31136%	4,815	
Lake	160626	198,678	0.24750%	3,828	
Lauderdale	3977	389,958	0.48579%	7,513	
Lawrence	1902	601,494	0.74931%	11,589	
Lewis	3904	252,372	0.31439%	4,862	
Lincoln	0032*	424,242	0.52850%	8,174	
Loudon	3906	572,430	0.71311%	11,029	
Macon	3887	422,376	0.52618%	8,138	
Madison	1876	1,115,310	1.38940%	21,488	
Marion	3936	352,290	0.43887%	6,787	
Marshall	3957	528,432	0.65830%	10,181	
Maury	3885	1,141,992	1.42264%	22,002	
McMinn	2889	582,480	0.72563%	11,222	
McNairy	3961	402,204	0.50105%	7,749	
Meigs	3949	248,472	0.30953%	4,787	
Monroe	3910	481,482	0.59981%	9,277	
Montgomery	0036*	1,971,228	2.45566%	37,979	
Moore	2730*	194,004	0.24168%	3,738	
Morgan	3914	362,988	0.45219%	6,994	
Oak Ridge	2875*	525,054	0.65409%	10,116	
Obion	1903	536,064	0.66780%	10,328	
Overton-Pickett	3898	644,520	0.80291%	12,418	
Perry	159438	263,562	0.32833%	5,078	
Polk	1900	270,738	0.33727%	5,216	
Putnam	1927	756,126	0.94195%	14,568	
Rhea	3900	496,824	0.61892%	9,572	
Roane	3912	664,518	0.82783%	12,803	
Robertson	1866	808,842	1.00762%	15,584	
Rutherford	1892	1,627,038	2.02689%	31,348	
Scott	3930	322,044	0.40119%	6,205	
Sequatchie	4024	311,052	0.38749%	5,993	
Sevier	1898	1,019,718	1.27032%	19,647	
Shelby	1856	8,837,052	11.00879%	170,260	
Smith	2756*	302,676	0.37706%	5,832	
Stewart	1947	267,810	0.33363%	5,160	
Sullivan	1864	1,019,424	1.26995%	19,641	
Sumner	111450	1,360,488	1.69483%	26,212	
Tipton	1925	729,642	0.90895%	14,058	
Trousdale	3879	208,506	0.25975%	4,017	
Unicoi	3979	364,716	0.45435%	7,027	
Union	3901	311,250	0.38774%	5,997	
Van Buren	2943	231,672	0.28861%	4,464	
Warren	3916	673,152	0.83858%	12,969	
Washington	1859	1,839,444	2.29149%	35,440	
Wayne	4001	310,374	0.38665%	5,980	
Weakley	3973	436,416	0.54367%	8,408	
White	3908	479,496	0.59733%	9,238	
Williamson	1913	1,507,320	1.87775%	29,041	
Wilson	1923	1,091,796	1.36011%	21,035	
Total		80,272,692	100.00%	1,546,585	

Tennessee Emergency Communications Board
Excess Wireless Collections Distribution to 911 Districts
For Period From July 1, through June 30, 2016

Date 11/2/2016

Distribution Number _____

Tennessee Code Annotated § 7-86-130 Any 911 surcharge revenue collected in excess of the annual fiscal requirements of the board and the mandatory every two (2) months payments to emergency communications districts shall not revert to the general fund. The board shall distribute a minimum of fifty percent (50%) of any revenue collected in excess of its annual fiscal requirements to the emergency communications districts in accordance with policies adopted by the board.

Tennessee Code Annotated §§ 7-86-303(d) All current funds, . . . shall be deposited in the state treasury in a separate interest-bearing fund to be known as the 911 Emergency Communications Fund. Disbursements from this fund shall be limited solely to the operational and administrative expenses of the board and the purposes as expressed in this part 3. (f) The board's operational expenses shall include the implementation and maintenance of an IP-based next generation 911 network and any future 911 system advancements the board deems necessary . . . The board's operational expenses shall also include funding to the Tennessee regulatory authority for the Tennessee relay services/telecommunications devices access program . . .

Collections	102,564,546		
Less Fiscal Requirements of TECB and Mandatory Distributions	97,200,706		
Excess	5,363,840	=	5,363,840 Rounded at 100% of Excess

District	Vendor Number	2016 Base Amount	% of Base Funding	Excess Distribution	Voucher Number
Anderson	3937	403,494	0.49043%	26,306	
Bedford	1889	611,706	0.74351%	39,881	
Benton	3854	286,236	0.34791%	18,661	
Bledsoe	4021*	292,854	0.35596%	19,093	
Blount	3861	1,426,740	1.73416%	93,018	
Bradley	3980	1,292,694	1.57123%	84,278	
Brentwood	2124*	864,126	1.05032%	56,337	
Bristol	3965	497,574	0.60479%	32,440	
Campbell	3938	479,820	0.58321%	31,282	
Cannon	2040*	291,630	0.35447%	19,013	
Carroll	3856	412,920	0.50189%	26,921	
Carter	3933	775,092	0.94210%	50,533	
Cheatham	3919	492,036	0.59806%	32,079	
Chester	2915	299,784	0.36438%	19,545	
Claiborne	3948	534,510	0.64968%	34,848	
Clay	4166*	254,928	0.30986%	16,620	
Clinton	4066*	228,966	0.27830%	14,928	
Cocke	3860	537,756	0.65363%	35,059	
Coffee	1896	635,334	0.77223%	41,421	
Crockett	3911	253,980	0.30871%	16,558	
Cumberland	3884	877,776	1.06691%	57,227	
Davidson	3859	6,684,210	8.12446%	435,783	
Decatur	3931	257,106	0.31250%	16,762	
DeKalb	3909	412,098	0.50089%	26,867	
Dickson	3927	515,160	0.62616%	33,586	
Dyer	1907	610,746	0.74234%	39,818	
Fayette	3905	537,174	0.65292%	35,022	
Fentress	4032	333,468	0.40532%	21,741	
Franklin	3870	494,568	0.60113%	32,244	
Gibson	1894	763,350	0.92783%	49,767	
Giles	3945	543,360	0.66044%	35,425	
Grainger	2952	388,560	0.47228%	25,333	
Greene	3855	748,464	0.90974%	48,797	
Grundy	4040	315,168	0.38308%	20,548	
Hamblen	1910	904,362	1.09923%	58,961	
Hamilton	1829	5,095,614	6.19357%	332,213	
Hancock	2602*	225,900	0.27457%	14,728	
Hardeman	3864	380,580	0.46258%	24,812	
Hardin	1928	435,864	0.52978%	28,417	
Hawkins	3921	734,580	0.89286%	47,892	
Haywood	0003*	318,876	0.38758%	20,789	
Henderson	4221*	405,750	0.49318%	26,453	
Henry	3850	467,784	0.56858%	30,498	
Hickman	3902	334,974	0.40715%	21,839	
Houston	2845*	264,744	0.32179%	17,260	
Humphreys	3858	378,654	0.46024%	24,687	
Jackson	3883	282,414	0.34327%	18,412	
Jefferson	3853	702,786	0.85422%	45,819	
Johnson	3943	373,758	0.45429%	24,367	
Kingsport	3962	769,230	0.93498%	50,151	

District	Vendor Number	Base Amount	% of Base Funding	Excess Distribution	Voucher Number
Knox	2699*	5,938,206	7.21771%	387,147	
LaFollette	3992	249,936	0.30379%	16,295	
Lake	160626	201,414	0.24481%	13,131	
Lauderdale	3977	395,316	0.48049%	25,773	
Lawrence	1902	601,494	0.73110%	39,215	
Lewis	3904	259,992	0.31601%	16,950	
Lincoln	0032*	442,776	0.53818%	28,867	
Loudon	3906	591,444	0.71888%	38,560	
Macon	3887	422,376	0.51339%	27,537	
Madison	1876	1,194,906	1.45237%	77,903	
Marion	3936	366,372	0.44531%	23,886	
Marshall	3957	528,432	0.64229%	34,452	
Maury	3885	1,141,992	1.38806%	74,453	
McMinn	2889	612,204	0.74412%	39,913	
McNairy	3961	408,282	0.49625%	26,618	
Meigs	3949	248,472	0.30201%	16,199	
Monroe	3910	499,842	0.60754%	32,588	
Montgomery	0036*	1,971,228	2.39597%	128,516	
Moore	2730*	197,094	0.23956%	12,850	
Morgan	3914	362,988	0.44120%	23,665	
Oak Ridge	2875*	525,054	0.63819%	34,231	
Obion	1903	554,196	0.67361%	36,131	
Overton-Pickett	3898	644,520	0.78339%	42,020	
Perry	159438	263,562	0.32035%	17,183	
Polk	1900	279,096	0.33923%	18,196	
Putnam	1927	800,646	0.97316%	52,199	
Rhea	3900	496,824	0.60387%	32,391	
Roane	3912	664,518	0.80770%	43,324	
Robertson	1866	808,842	0.98312%	52,733	
Rutherford	1892	1,736,058	2.11013%	113,184	
Scott	3930	335,226	0.40746%	21,855	
Sequatchie	4024	311,052	0.37807%	20,279	
Sevier	1898	1,091,250	1.32638%	71,145	
Shelby	1856	9,327,186	11.33692%	608,094	
Smith	2756*	308,958	0.37553%	20,143	
Stewart	1947	271,986	0.33059%	17,732	
Sullivan	1864	1,019,424	1.23908%	66,462	
Sumner	111450	1,421,196	1.72742%	92,656	
Tipton	1925	729,642	0.88686%	47,570	
Trousdale	3879	211,470	0.25704%	13,787	
Unicoi	3979	364,716	0.44330%	23,778	
Union	3901	311,250	0.37832%	20,292	
Van Buren	2943	231,672	0.28159%	15,104	
Warren	3916	673,152	0.81820%	43,887	
Washington	1859	1,839,444	2.23579%	119,924	
Wayne	4001	314,844	0.38268%	20,527	
Weakley	3973	451,836	0.54919%	29,458	
White	3908	479,496	0.58281%	31,261	
Williamson	1913	1,581,396	1.92214%	103,100	
Wilson	1923	1,160,154	1.41013%	75,637	
Total		82,272,690	100.00%	5,363,840	

Tennessee Emergency Communications Board

100% Schedule

Excess Wireless Collections Distribution to 911 Districts

For Period From July 1, through June 30, 2017

Date 11/1/2017

Distribution Number

Tennessee Code Annotated § 7-86-130 Any 911 surcharge revenue collected in excess of the annual fiscal requirements of the board and the mandatory every two (2) months payments to emergency communications districts shall not revert to the general fund. The board shall distribute a minimum of fifty percent (50%) of any revenue collected in excess of its annual fiscal requirements to the emergency communications districts in accordance with policies adopted by the board.

Tennessee Code Annotated §§ 7-86-303(d) All current funds, . . . shall be deposited in the state treasury in a separate interest-bearing fund to be known as the 911 Emergency Communications Fund. Disbursements from this fund shall be limited solely to the operational and administrative expenses of the board and the purposes as expressed in this part 3. (f) The board's operational expenses shall include the implementation and maintenance of an IP-based next generation 911 network and any future 911 system advancements the board deems necessary . . . The board's operational expenses shall also include funding to the Tennessee regulatory authority for the Tennessee relay services/telecommunications devices access program . . .

Less Fiscal Requirements of TECB and Mandatory Distributions											
						Collections					
						101,583,552					
						97,541,188					
						Excess					
						4,042,364	=	4,042,364	Rounded		
District	Edison Vendor Number	2016 Base Amount	% of Base Funding	Excess Distribution	Voucher Number		Edison Vendor Number	Base Amount	% of Base Funding	Excess Distribution	Voucher Number
Anderson	3937	403,494	0.49043%	19,825		Knox	2699*	5,938,206	7.21771%	291,766	
Bedford	1889	611,706	0.74351%	30,055		LaFollette	3992	249,936	0.30379%	12,280	
Benton	3854	286,236	0.34791%	14,064		Lake	160626	201,414	0.24481%	9,896	
Bledsoe	4021*	292,854	0.35596%	14,389		Lauderdale	3977	395,316	0.48049%	19,423	
Blount	3861	1,426,740	1.73416%	70,101		Lawrence	1902	601,494	0.73110%	29,554	
Bradley	3980	1,292,694	1.57123%	63,515		Lewis	3904	259,992	0.31601%	12,774	
Brentwood	2124*	864,126	1.05032%	42,458		Lincoln	0032*	442,776	0.53818%	21,755	
Bristol	3965	497,574	0.60479%	24,448		Loudon	3906	591,444	0.71888%	29,060	
Campbell	3938	479,820	0.58321%	23,575		Macon	3887	422,376	0.51339%	20,753	
Cannon	2040*	291,630	0.35447%	14,329		Madison	1876	1,194,906	1.45237%	58,710	
Carroll	3856	412,920	0.50189%	20,288		Marion	3936	366,372	0.44531%	18,001	
Carter	3933	775,092	0.94210%	38,083		Marshall	3957	528,432	0.64229%	25,964	
Cheatham	3919	492,036	0.59806%	24,176		Maury	3885	1,141,992	1.38806%	56,110	
Chester	2915	299,784	0.36438%	14,730		McMinn	2889	612,204	0.74412%	30,080	
Claiborne	3948	534,510	0.64968%	26,262		McNairy	3961	408,282	0.49625%	20,060	
Clay	4166*	254,928	0.30986%	12,526		Meigs	3949	248,472	0.30201%	12,208	
Clinton	4066*	228,966	0.27830%	11,250		Monroe	3910	499,842	0.60754%	24,559	
Cocke	3860	537,756	0.65363%	26,422		Montgomery	0036*	1,971,228	2.39597%	96,854	
Coffee	1896	635,334	0.77223%	31,216		Moore	2730*	197,094	0.23956%	9,684	
Crockett	3911	253,980	0.30871%	12,479		Morgan	3914	362,988	0.44120%	17,835	
Cumberland	3884	877,776	1.06691%	43,128		Oak Ridge	2875*	525,054	0.63819%	25,798	
Davidson	3859	6,684,210	8.12446%	328,420		Obion	1903	554,196	0.67361%	27,230	
Decatur	3931	257,106	0.31250%	12,633		Overton-Pickett	3898	644,520	0.78339%	31,668	
DeKalb	3909	412,098	0.50089%	20,248		Perry	159438	263,562	0.32035%	12,950	
Dickson	3927	515,160	0.62616%	25,312		Polk	1900	279,096	0.33923%	13,713	
Dyer	1907	610,746	0.74234%	30,008		Putnam	1927	800,646	0.97316%	39,339	
Fayette	3905	537,174	0.65292%	26,393		Rhea	3900	496,824	0.60387%	24,411	
Fentress	4032	333,468	0.40532%	16,385		Roane	3912	664,518	0.80770%	32,650	
Franklin	3870	494,568	0.60113%	24,300		Robertson	1866	808,842	0.98312%	39,741	
Gibson	1894	763,350	0.92783%	37,506		Rutherford	1892	1,736,058	2.11013%	85,299	
Giles	3945	543,360	0.66044%	26,697		Scott	3930	335,226	0.40746%	16,471	
Grainger	2952	388,560	0.47228%	19,091		Sequatchie	4024	311,052	0.37807%	15,283	
Greene	3855	748,464	0.90974%	36,775		Sevier	1898	1,091,250	1.32638%	53,617	
Grundy	4040	315,168	0.38308%	15,485		Shelby	1856	9,327,186	11.33692%	458,279	
Hamblen	1910	904,362	1.09923%	44,435		Smith	2756*	308,958	0.37553%	15,180	
Hamilton	1829	5,095,614	6.19357%	250,366		Stewart	1947	271,986	0.33059%	13,364	
Hancock	2602*	225,900	0.27457%	11,099		Sullivan	1864	1,019,424	1.23908%	50,088	
Hardeman	3864	380,580	0.46258%	18,699		Sumner	111450	1,421,196	1.72742%	69,829	
Hardin	1928	435,864	0.52978%	21,416		Tipton	1925	729,642	0.88686%	35,850	
Hawkins	3921	734,580	0.89286%	36,093		Trousdale	3879	211,470	0.25704%	10,390	
Haywood	0003*	318,876	0.38758%	15,668		Unicoi	3979	364,716	0.44330%	17,920	
Henderson	4221*	405,750	0.49318%	19,936		Union	3901	311,250	0.37832%	15,293	
Henry	3850	467,784	0.56858%	22,984		Van Buren	2943	231,672	0.28159%	11,383	
Hickman	3902	334,974	0.40715%	16,459		Warren	3916	673,152	0.81820%	33,074	
Houston	2845*	264,744	0.32179%	13,008		Washington	1859	1,839,444	2.23579%	90,379	
Humphreys	3858	378,654	0.46024%	18,605		Wayne	4001	314,844	0.38268%	15,469	
Jackson	3883	282,414	0.34327%	13,876		Weakley	3973	451,836	0.54919%	22,200	
Jefferson	3853	702,786	0.85422%	34,530		White	3908	479,496	0.58281%	23,559	
Johnson	3943	373,758	0.45429%	18,364		Williamson	1913	1,581,396	1.92214%	77,700	
Kingsport	3962	769,230	0.93498%	37,795		Wilson	1923	1,160,154	1.41013%	57,003	
						Total		82,272,690	100.00%	4,042,364	

Tennessee Emergency Communications Board

Excess Wireless Collections Distribution to 911 Districts

For Period From July 1, through June 30, 2018

Date 11/7/2018

Distribution Number

Tennessee Code Annotated § 7-86-130 Any 911 surcharge revenue collected in excess of the annual fiscal requirements of the board and the mandatory every two (2) months payments to emergency communications districts shall not revert to the general fund. The board shall distribute a minimum of fifty percent (50%) of any revenue collected in excess of its annual fiscal requirements to the emergency communications districts in accordance with policies adopted by the board.

Tennessee Code Annotated § 7-86-303(d) All current funds, . . . shall be deposited in the state treasury in a separate interest-bearing fund to be known as the 911 Emergency Communications Fund. Disbursements from this fund shall be limited solely to the operational and administrative expenses of the board and the purposes as expressed in this part 3. (f) The board's operational expenses shall include the implementation and maintenance of an IP-based next generation 911 network and any future 911 system advancements the board deems necessary . . . The board's operational expenses shall also include funding to the Tennessee regulatory authority for the Tennessee relay services/telecommunications devices access program . . .

100% Schedule

911 Surcharge Collections and Interest 111,227,735
Less Fiscal Requirements of TECB and Mandatory Distributions 98,909,221
Excess 12,318,514

= 12,318,516 Rounded

District	Edison Vendor Number	2016 Base Amount	% of Base Funding	Excess Distribution	Voucher Number
Anderson	3937	403,494	0.49043%	60,414	
Bedford	1889	611,706	0.74351%	91,589	
Benton	3854	286,236	0.34791%	42,858	
Bledsoe	4021*	292,854	0.35596%	43,848	
Blount	3861	1,426,740	1.73416%	213,623	
Bradley	3980	1,292,694	1.57123%	193,552	
Brentwood	2124*	864,126	1.05032%	129,384	
Bristol	3965	497,574	0.60479%	74,501	
Campbell	3938	479,820	0.58321%	71,842	
Cannon	2040*	291,630	0.35447%	43,665	
Carroll	3856	412,920	0.50189%	61,826	
Carter	3933	775,092	0.94210%	116,053	
Cheatham	3919	492,036	0.59806%	73,672	
Chester	2915	299,784	0.36438%	44,886	
Claiborne	3948	534,510	0.64968%	80,031	
Clay	4166*	254,928	0.30986%	38,170	
Clinton	4066*	228,966	0.27830%	34,283	
Cocke	3860	537,756	0.65363%	80,517	
Coffee	1896	635,334	0.77223%	95,127	
Crockett	3911	253,980	0.30871%	38,028	
Cumberland	3884	877,776	1.06691%	131,428	
Davidson	3859	6,684,210	8.12446%	1,000,813	
Decatur	3931	257,106	0.31250%	38,496	
DeKalb	3909	412,098	0.50089%	61,703	
Dickson	3927	515,160	0.62616%	77,134	
Dyer	1907	610,746	0.74234%	91,446	
Fayette	3905	537,174	0.65292%	80,430	
Fentress	4032	333,468	0.40532%	49,929	
Franklin	3870	494,568	0.60113%	74,051	
Gibson	1894	763,350	0.92783%	114,295	
Giles	3945	543,360	0.66044%	81,356	
Grainger	2952	388,560	0.47228%	58,178	
Greene	3855	748,464	0.90974%	112,066	
Grundy	4040	315,168	0.38308%	47,189	
Hamblen	1910	904,362	1.09923%	135,408	
Hamilton	1829	5,095,614	6.19357%	762,955	
Hancock	2602*	225,900	0.27457%	33,824	
Hardeman	3864	380,580	0.46258%	56,983	
Hardin	1928	435,864	0.52978%	65,261	
Hawkins	3921	734,580	0.89286%	109,987	
Haywood	0003*	318,876	0.38758%	47,745	
Henderson	4221*	405,750	0.49318%	60,752	
Henry	3850	467,784	0.56858%	70,040	
Hickman	3902	334,974	0.40715%	50,155	
Houston	2845*	264,744	0.32179%	39,640	
Humphreys	3858	378,654	0.46024%	56,695	
Jackson	3883	282,414	0.34327%	42,285	
Jefferson	3853	702,786	0.85422%	105,227	
Johnson	3943	373,758	0.45429%	55,962	
Kingsport	3962	769,230	0.93498%	115,175	

District	Edison Vendor Number	Base Amount	% of Base Funding	Excess Distribution	Voucher Number
Knox	2699*	5,938,206	7.21771%	889,115	
LaFollette	3992	249,936	0.30379%	37,422	
Lake	160626	201,414	0.24481%	30,157	
Lauderdale	3977	395,316	0.48049%	59,190	
Lawrence	1902	601,494	0.73110%	90,060	
Lewis	3904	259,992	0.31601%	38,928	
Lincoln	0032*	442,776	0.53818%	66,296	
Loudon	3906	591,444	0.71888%	88,556	
Macon	3887	422,376	0.51339%	63,241	
Madison	1876	1,194,906	1.45237%	178,911	
Marion	3936	366,372	0.44531%	54,856	
Marshall	3957	528,432	0.64229%	79,121	
Mauzy	3885	1,141,992	1.38806%	170,988	
McMinn	2889	612,204	0.74412%	91,664	
McNairy	3961	408,282	0.49625%	61,131	
Meigs	3949	248,472	0.30201%	37,203	
Monroe	3910	499,842	0.60754%	74,840	
Montgomery	0036*	1,971,228	2.39597%	295,148	
Moore	2730*	197,094	0.23956%	29,510	
Morgan	3914	362,988	0.44120%	54,349	
Oak Ridge	2875*	525,054	0.63819%	78,615	
Obion	1903	554,196	0.67361%	82,979	
Overton-Pickett	3898	644,520	0.78339%	96,503	
Perry	159438	263,562	0.32035%	39,463	
Polk	1900	279,096	0.33923%	41,788	
Putnam	1927	800,646	0.97316%	119,879	
Rhea	3900	496,824	0.60387%	74,388	
Roane	3912	664,518	0.80770%	99,497	
Robertson	1866	808,842	0.98312%	121,106	
Rutherford	1892	1,736,058	2.11013%	259,936	
Scott	3930	335,226	0.40746%	50,193	
Sequatchie	4024	311,052	0.37807%	46,573	
Sevier	1898	1,091,250	1.32638%	163,391	
Shelby	1856	9,327,186	11.33692%	1,396,540	
Smith	2756*	308,958	0.37553%	46,260	
Stewart	1947	271,986	0.33059%	40,724	
Sullivan	1864	1,019,424	1.23908%	152,636	
Sumner	111450	1,421,196	1.72742%	212,793	
Tipton	1925	729,642	0.88686%	109,248	
Trousdale	3879	211,470	0.25704%	31,663	
Unicoi	3979	364,716	0.44330%	54,608	
Union	3901	311,250	0.37832%	46,603	
Van Buren	2943	231,672	0.28159%	34,688	
Warren	3916	673,152	0.81820%	100,790	
Washington	1859	1,839,444	2.23579%	275,416	
Wayne	4001	314,844	0.38268%	47,141	
Weakley	3973	451,836	0.54919%	67,652	
White	3908	479,496	0.58281%	71,794	
Williamson	1913	1,581,396	1.92214%	236,779	
Wilson	1923	1,160,154	1.41013%	173,707	
Total		82,272,690	100.00%	12,318,516	

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Wednesday, May 15, 2019

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 Wednesday, May 15, 2019 at 1:00 pm (CT).

0519.I Call to Order

President David Alexander called the meeting to order. All Board members were present with Karen Moore participating via conference call, Russell Freeman and Maureen Culberson was also present. For the record, this meeting was broadcast live via TENA Facebook page; (www.facebook.com/TENA911).

0519.II Presentation of March Minutes

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

0519.III Ratify Email Votes Since Previous Board Meeting

1. Ratify email vote changing the rate of the CD approved in January with First Tennessee Bank to 2.45% for a term of 8 months. Motion made by Matthew Brown with second received from Sherri Hanna. Board voted unanimous approval.
2. Ratify email vote, "The TENA Board will work to provide support for Chapter Members in their efforts when running for a national NENA office. When / if multiple Chapter Members seek the same office, they will receive an equal level of support from the Chapter." Sherri Hanna made the motion with second received from Justin Crowther. Board voted unanimous approval.
3. Ratify conference call vote for conference registration rates to remain the same for the 2019 conference. Matthew Brown made the motion with second received from Kim White. Board voted unanimous approval.
4. Ratify conference call vote for memorial service to be in the guidebook and will consist of only people since previous conference. Since this is a policy change, it will go out to membership for a vote.
5. Ratify conference call vote to purchase the Clover POS system at an initial cost of \$199 with 2.9% plus 10 cent per transaction fee. Matthew Brown made the motion with second received from Kim White. Board voted unanimous approval.

0519.IV Presentation of Financial Report

Rose White, Treasurer, presented the financial report as of 05/08/2019 (see Exhibit 1). The balance in First Tennessee checking account is \$ 46,522.11 and the balance in the Community Bank investment account was \$ 55,616.10 and the balance in the First Tennessee investment account was \$ 100,000.00. Justin Crowther made the motion to approve the financial report as presented and Sherri Hanna made the second. With Rose White abstaining, the remainder of the Board voted unanimously, to pass this motion.

0519.V Regional Reports

A. East Region – Justin Crowther & Kim White

Justin Crowther reported that East Region held a meeting on May 8, 2019 and there were 10 ECD's and 20 members present. They discussed the resignation of the TENA 2nd VP; conference hotel opening; and the upcoming TECB meeting. He made a request that membership be notified via email of the conference calls. He also asked why the RFP section of the website was for "Members only" and stated this should be available to all. He then made the motion to post all RFP's on the TENA website for public view instead of members only. This motion received a second from Matthew Brown. There was unanimous approval by the Board for this motion.

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

Karen Moore advised there was no Middle Region meeting. She said they have sent emails to the members asking for their input as to the next meeting.

C. West Region – Patricia Ledford & Justin Whipple

Patricia Ledford advised they had a conference call with approximately 10 Districts participating. They discussed the TECB meeting, the conference hotel reservations opening and the Sunday evening IP event.

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Wednesday, May 15, 2019

0519.VI Report from Legal Counsel – *Russell Freeman*

Mr. Freeman reported that he continues to review the appointment & removal of ECD Board members and will continue to formulate questions for the Attorney General's opinion. He has completed the Disclaimer language and forwarded to Maureen and would like to see used on the registration software and the Call for Papers (see Appendix 2). The motion was made by Kim Augustine to approve the disclaimers and have them added to the conference registration process and Leanna Choate-Peek made the second, with the Board voting unanimously to approve. He also advised he will continue to work on Excess Funding by working with Jim Barnes and Benjamin Glover. He has reviewed the overflow Hotel contracts sent to him by Kim Augustine. He also advised the Board that the Bylaws Committee is still meeting on a regular basis and are looking at a different solution for the grievance by having one statewide representative elected by the NENA members, which he has discussed with NENA Legal Counsel, John Kelly. It is his understanding this new position will not be implemented in 2019.

0519.VII 911 Partner Reports

A. Tennessee Emergency Communications Board – *Benjamin Glover*

Mr. Glover advised there was a special meeting on June 11. He also stated that the MCP survey went out yesterday and this would be a preliminary information gathering survey.

B. NENA – *Jamison Peevyhouse*

Jamison Peevyhouse advised the Conference will be next month and he looks forward to seeing Tennessee well-represented.

C. TN-APCO – *Steve Martini*

Mr. Martini introduced the new TN-APCO officers. Kerry Lampley and Shauna Atchison,

0519.VIII Committee Reports

A. Legislative Affairs Committee – *Jennifer Lanter*

Ms. Lanter advised that all the legislation TENA supported has moved through. The issue with ECD appointments has been brought to the committee and as reported by Mr. Freeman, is being investigated. She advised the committee is continuing to work on the funding issue. The survey that TENA recently put out about the ECD Director requirements showed that 61 ECD's answered the survey and 43% of those ECD's want it to be reviewed.

B. Education and ENP Scholarship Committee – *Sherri Hanna*

Ms. Hanna stated the training preceding this meeting was on Suicide Prevention and was well-received. She is still working with the TN. Board of Regents. The CMCP course will be scheduled for 2020. She also advised that the ENP Summer testing session is now closed.

President Alexander stated he is still working with Motlow Community College on the TC classes and credentialing. He also advised that TENA has budgeted for more ENP scholarships than ever before because of the Associate Members participation.

C. Bylaws Committee – *David Alexander*

President Alexander advised the policy regarding the Memorial Service needs to be amended. The Committee suggests the following;

6.02.K Memorial Service

Purpose:

To maintain and update the TENA Memorial each year for presentation at the Annual Conference. The TENA Memorial will ~~show~~ **LIST** members of the Tennessee 911 industry (dispatchers/telecommunicators, Board members, administrative staff and industry partners) who have passed away. ~~The memorial will include persons who have passed away in the past two (2) years plus the current year.~~

Change the word show → LIST and remove the last sentence

He also advised the committee is recommending policy regarding the Clara Hitson Award be amended to include ECD Directors. The Committee suggests the following;

7.02.B.5 Clara Hitson Award

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Wednesday, May 15, 2019

The Clara Hitson **PSAP Manager of the Year** Award is bestowed upon an individual who has not only excelled in his or her everyday job as **an ECD Director** or Manager of a Public Safety Answering Point (PSAP) but has gone above and beyond to further the goals of the Tennessee Emergency Number Association (TENA) during the year.

REMOVE PSAP Manager of the Year and ADD ECD Director

Kim Augustine made the motion to recommend the policy changes for both the Memorial Service and the Clara Hitson Award be sent to membership for a vote. The second was made by Leanna Choate-Peek. There was unanimous approval by the Board to pass this motion.

D. TERT – Brad Gass

No report.

E. Conference Committees

Vice President Brown reminded all present Hotel reservations would open next week and registration is scheduled to open on June 1. After the last Conference Planning Call, he, Kim White, Kim Augustine & Maureen Culberson had a call to discuss having more exclusive Vendor time and this is their proposal. Opening Session be held on Sunday evening from 6p-7p; with the Welcome Reception following from 7p-11p. This reception would include an appetizer buffet and entertainment. On Monday, the educational sessions would be from 8:30a-12:00p then Exclusive Vendor hours would run from 12:00p-4:00p, with an Ice Cream Social in the Vendor Hall that afternoon. Tuesday's and Wednesday educational sessions would remain as they were last year. After discussion, Mr. Brown asked for any concerns or questions and there was no opposition to this agenda change.

Vice President Brown then opened discussion about the Welcome Reception. Some Board members stated that members in their regions liked the off-site event and would prefer for it to continue. They did understand though that the Embassy's contract for food concession must be met. He has received a bid from Hawk Specialty to provide karaoke, DJ services and casino entertainment in the amount of \$ 3,900.00. The motion was made to approve Casino Night and Karaoke for 2019 Conference with David Hale, Hawk Specialty by Patricia Ledford with the second made by Justin Crowther. There was unanimous approval by the Board.

Mr. Brown advised there would be no entertainment after the Tuesday Banquet. All awards will be given after the Banquet, including the Joe Haynes Award, the 911 Professional Awards and the TN-APCO awards.

He also advised the ENP/RPL luncheon last year was not well-attended and the Food Committee is suggesting to not have it this year. It was suggested to have a slideshow during the Banquet featuring pictures of each of the ENP's/RPL's.

0519.IX Old Business

No old business

0519.X New Business

A. Extension of the Executive Director/Admin Coordinator Contract- David Alexander

President Alexander advised he is recommending to extend Maureen Culberson's contract until December, like what was done last year with Mr. Freeman's contract. This will put her on the calendar year budget. Matthew Brown made the motion to give a six- month extension for the Executive Director contract, with Leanna Choate-Peek making the second and the Board voting unanimously to approve.

B Letter of Resignation from Sean Lovejoy – David Alexander

President Alexander advised that he received Mr. Lovejoy's letter of resignation. Matthew Brown made the motion to accept Mr. Lovejoy's resignation. Sherri Hanna made the second and there was unanimous approval from the Board to approve.

President Alexander stated he spoke with Mr. Freeman about the election. The Second Vice President will be elected during the regular Board elections and whomever is elected will immediately move up to the First Vice President position. TENA will then hold a special election to fill the position of Second Vice President.

Additional New Business

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Wednesday, May 15, 2019

A. Election Timeline – *Raymond Chiozza, Election Committee Chair*

In the absence of Mr. Chiozza, Maureen Culberson advised of the Election timeline

Nominations Open Monday, Jun. 24 @ 7:00 am (CT)

Nominations Close Friday, Aug. 02 @ 5:00 pm (CT)

Election Opens Friday, Aug. 09 @ 7:00 am (CT)

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

The positions open this year are as follows;

2nd Vice President

R White, Treasurer

K White, East Region Rep.

L Choate-Peek, Middle Region Rep.

P Ledford, West Region Rep.

B Ratify Committee Appointments – *David Alexander*

President Alexander stated that with the resignation of Sean Lovejoy from the Bylaws & Personnel Committee and Johnny Cheatwood from the Legislative Committee, he is recommending the following appointments for approval. Ratify the appointment of Justin Whipple to the Legislative Committee and Chuck Haston to the Bylaws Committee and Rose White to the Personnel Committee. He will also become the Interim Chair of the Bylaws Committee. Kim Augustine made the motion as recommended by President Alexander and Kim White made the second. There was unanimous approval by the Board to approve.

C. Purchase Table Cover and Side Banners for Partner Assoc. Booths – *Maureen Culberson*

Maureen advised it was suggested that TENA purchase a table cover and side banners similar to Jefferson Co and Maury Co for use at the Partner Association events. She contact SoftSpace in Columbia and for a 6' table cloth and two side banners the cost would be \$ 900.00 and for the tablecloth only it would be \$ 375.00. The motion was made by Sherri Hanna to purchase the tablecloth for the TENA booth at a cost not to exceed \$375 plus tax and shipping. The second was made by Kim Augustine and the Board unanimously approved.

0519.XI Comments/Reports

A. District / PSAP Representatives

No comments

B. Industry Partners

No comments

C. Other Delegates

No comments

0519.XII Adjournment

The next meeting is scheduled on Monday, July 22, 2019 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 Matthew Brown and the second was received from Sherri Hanna. 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, May 15, 2019

APPENDIX 1

TENNESSEE EMERGENCY NUMBER ASSOCIATION EXECUTIVE BOARD MEETING

Name	Organization	Email Address
Paul McCallister	DCECD	pmccallister@dicksoncountytngov
Rosalind Sewell	DCECD	rsowell@dicksonpd.org
Shauna Atchison	DCECD	satchison@dicksonpd.org
Kerry Lampley	DCECD	klampley@dicksonpd.org
Brian Hitchcock	Montgomery 911	bhitchcock@mcgth.net
James Long	Bleunt ECD	jlong@bleunt911.com
Jennifer Lanter	Loudon Co ECD	j@loudoncounty911.org
Kaitlyn Hunter	CRS	Kaitlyn.Hunter@crsnc.com
Jamison Peeryhouse	TECB	jamison.peeryhouse@tn.gov
Berfan Glover	TECB	berfan.glover@tn.gov
Cynthia Hunter	Bradley Co ECD	cgunter@clevelandtn911.com
Sheree Maxfield	Bradley Co	smaxfield@clevelandtn911.com
Johanna Harrell	Gibson Co	johanna.harrell@gibsoncountytngov
Dana Walker	Lauderdale Co	lauderdate.911@outlook.com

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Wednesday, May 15, 2019

EXHIBIT 1

Tennessee Emergency Number Association
Financial Report

Rose White, Treasurer
May 8, 2019

First Tennessee Checking Account – 02/25/2019	\$ 42,602.81
Deposits	\$ 17,551.35
Expenses	<u>-\$ 13,632.05</u>
First Tennessee Checking Balance – 05/08/2019	\$ 46,522.11
Community Bank Investment Checking Account – 02/25/2019	\$ 155,376.24
Deposits	\$ 0.00
Expenses (Transfer to First TN CD)	<u>-\$100,000.00</u>
Interest	<u>\$ 239.86</u>
Community Bank Checking Balance – 05/08/2019	\$ 55,616.10
PayPal Account – 02/25/2019	\$ 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 – 05/08/2019	\$ 0.00
First Tennessee CD	
Deposits	\$100,000.00
Expenses	\$0.00
Interest	<u>\$0.00</u>
First Tennessee CD – 05/08/2019	\$100,000.00

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes Wednesday, May 15, 2019

EXHIBIT 1 con't

Page 2

TENA - First Tennessee Checking Account

Type	Date	Name	Memo	Budget Line Item	Amount
Check 352	3/12/2019	Maureen Culberson	ED Contract and office supplies	Split	-\$1,790.06
Check 353	3/26/2019	FedEx	Late fee	OE - Operating Expenses	-\$25.00
Check 354	3/26/2019	Freeman & Bracey, PLC	Legal Contract	OE - Legal Contract	-\$3,333.32
Check 355	4/4/2019	Tim Eggebraaten	Conference Super Session	CE - Instructors	-\$3,000.00
Check 356	4/12/2019	FedEx	911 Day on the Hill	OE - Operating Expenses	-\$151.19
Check 357	4/12/2019	Maureen Culberson	ED Contract	OE - Exec Director Contract	-\$1,724.78
Check 358	4/25/2019	Freeman & Bracey, PLC	Legal Contract	OE - Legal Contract	-\$1,666.66
Debit Card	3/6/2019	Panera Bread	911 Day on the Hill	OE - Event Expenses	-\$897.70
Debit Card	3/6/2019	Wix.Com	Website	OE - Website/Domain	-\$168.00
Debit Card	3/8/2019	Panera Bread	Refund	OE - Event Expenses	\$897.70
Debit Card	3/11/2019	NENA	ENP Scholarship Hopson	OE - ENP Scholarship	-\$420.00
Debit Card	3/11/2019	NENA	ENP Scholarship Everett	OE - ENP Scholarship	-\$420.00
Debit Card	4/15/2019	1&1	Website Domain	OE - Website/Domain	-\$35.34
Deposit	4/10/2019	Deposit First TN Checking	Applied Digital Solutions	OR - Associate Membership	\$66.65
Deposit	4/10/2019	Deposit First TN Checking	Marion County	OR - Membership Dues	\$240.00
Deposit	4/10/2019	Deposit First TN Checking	Hardin County	OR - Membership Dues	\$221.00
Deposit	4/10/2019	Deposit First TN Checking	Jefferson County	OR - Membership Dues	\$437.00
Deposit	4/10/2019	Deposit First TN Checking	Monroe County	OR - Membership Dues	\$378.00
Deposit	4/10/2019	Deposit First TN Checking	Johnson County	OR - Membership Dues	\$155.00
Deposit	4/10/2019	Deposit First TN Checking	Coffee County	OR - Membership Dues	\$449.00
Deposit	4/10/2019	Deposit First TN Checking	Bledsoe County	OR - Membership Dues	\$109.00
Deposit	4/10/2019	Deposit First TN Checking	Anderson County	OR - Membership Dues	\$332.00
Deposit	4/11/2019	Deposit First TN Checking	Carter County	OR - Membership Dues	\$488.00
Deposit	4/11/2019	Deposit First TN Checking	Humphreys County	OR - Membership Dues	\$158.00
Deposit	4/12/2019	Deposit First TN Checking	Sumner County	OR - Membership Dues	\$600.00
Deposit	4/12/2019	Deposit First TN Checking	Morgan County	OR - Membership Dues	\$187.00
Deposit	4/12/2019	Deposit First TN Checking	Shelby County	OR - Membership Dues	\$600.00
Deposit	4/12/2019	Deposit First TN Checking	Weakley County	OR - Membership Dues	\$298.00
Deposit	4/12/2019	Deposit First TN Checking	Trousdale County	OR - Membership Dues	\$100.00
Deposit	4/12/2019	Deposit First TN Checking	City of Kingsport	OR - Membership Dues	\$410.00
Deposit	4/15/2019	Deposit First TN Checking	Perry County	OR - Membership Dues	\$100.00
Deposit	4/15/2019	Deposit First TN Checking	Macon County	OR - Membership Dues	\$189.00
Deposit	4/15/2019	Deposit First TN Checking	Chester County	OR - Membership Dues	\$146.00
Deposit	4/15/2019	Deposit First TN Checking	Henderson County	OR - Membership Dues	\$236.00
Deposit	4/15/2019	Deposit First TN Checking	City of LaFollette	OR - Membership Dues	\$100.00
Deposit	4/15/2019	Deposit First TN Checking	Cumberland County	OR - Membership Dues	\$476.00
Deposit	4/15/2019	Deposit First TN Checking	Lauderdale County	OR - Membership Dues	\$236.00

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Wednesday, May 15, 2019

EXHIBIT 1 con't

Page 3

Deposit	4/15/2019	Deposit First TN Checking	Cocke County	OR - Membership Dues	\$303.00
Deposit	4/15/2019	Deposit First TN Checking	Claiborne County	OR - Membership Dues	\$274.00
Deposit	4/15/2019	Deposit First TN Checking	White County	OR - Membership Dues	\$220.00
Deposit	4/17/2019	Deposit First TN Checking	Tipton County	OR - Membership Dues	\$519.00
Deposit	4/17/2019	Deposit First TN Checking	Obion County	OR - Membership Dues	\$270.00
Deposit	4/17/2019	Deposit First TN Checking	Sequatchie County	OR - Membership Dues	\$120.00
Deposit	4/17/2019	Deposit First TN Checking	Carroll County	OR - Membership Dues	\$242.00
Deposit	4/17/2019	Deposit First TN Checking	Washington County	OR - Membership Dues	\$600.00
Deposit	4/17/2019	Deposit First TN Checking	Van Buren County	OR - Membership Dues	\$100.00
Deposit	4/17/2019	Deposit First TN Checking	Meigs County	OR - Membership Dues	\$100.00
Deposit	4/22/2019	Deposit First TN Checking	Haywood County	OR - Membership Dues	\$160.00
Deposit	4/22/2019	Deposit First TN Checking	Fayette County	OR - Membership Dues	\$327.00
Deposit	4/22/2019	Deposit First TN Checking	Moore County	OR - Membership Dues	\$100.00
Deposit	4/22/2019	Deposit First TN Checking	Wilson County	OR - Membership Dues	\$600.00
Deposit	4/22/2019	Deposit First TN Checking	Bedford County	OR - Membership Dues	\$383.00
Deposit	4/22/2019	Deposit First TN Checking	Lawrence County	OR - Membership Dues	\$356.00
Deposit	4/22/2019	Deposit First TN Checking	Clay County	OR - Membership Dues	\$100.00
Deposit	4/22/2019	Deposit First TN Checking	Blount County	OR - Membership Dues	\$600.00
Deposit	4/22/2019	Deposit First TN Checking	Gibson County	OR - Membership Dues	\$422.00
Deposit	4/22/2019	Deposit First TN Checking	Putnam County	OR - Membership Dues	\$600.00
Deposit	4/22/2019	Deposit First TN Checking	McNairy County	OR - Membership Dues	\$222.00
Deposit	4/22/2019	Deposit First TN Checking	Campbell County	OR - Membership Dues	\$283.00
Deposit	4/22/2019	Deposit First TN Checking	Scott County	OR - Membership Dues	\$189.00
Deposit	4/22/2019	Deposit First TN Checking	Marshall County	OR - Membership Dues	\$260.00
Deposit	4/22/2019	Deposit First TN Checking	Cheatham County	OR - Membership Dues	\$332.00
Deposit	4/25/2019	Deposit First TN Checking	Hickman County	OR - Membership Dues	\$210.00
Deposit	4/25/2019	Deposit First TN Checking	Franklin County	OR - Membership Dues	\$349.00
Deposit	4/26/2019	Deposit First TN Checking	Sevier County	OR - Membership Dues	\$600.00
Deposit	5/1/2019	Deposit First TN Checking	Cannon County	OR - Membership Dues	\$117.00
Deposit	5/1/2019	Deposit First TN Checking	Greene County	OR - Membership Dues	\$585.00
Deposit	5/7/2019	Deposit First TN Checking	Crockett County	OR - Membership Dues	\$124.00
Deposit	5/7/2019	Deposit First TN Checking	Henry County	OR - Membership Dues	\$275.00

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Wednesday, May 15, 2019

EXHIBIT 1 con't

Page 4

TENA - Community Bank Investment Checking Account

Type	Date	Name	Memo	Budget Line Item	Amount
Journal	2/28/2019	Community Bank	February Interest	OR - Community Bank - Interest	\$125.15
Journal	3/7/2019	Community Bank	Open CD at First TN		-\$100,000.00
Journal	3/29/2019	Community Bank	March Interest	OR - Community Bank - Interest	\$63.56
Journal	4/30/2019	Community Bank	April Interest	OR - Community Bank - Interest	\$51.15

TENA - First Tennessee CD

Type	Date	Name	Memo	Budget Line Item	Amount
Deposit	3/7/2019	First TN CD	Opening Account	OR - First TN CD	\$100,000.00

TENA - PayPal Account

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

Executive Board Meeting Minutes Wednesday, May 15, 2019

EXHIBIT 2 Current Budget

page 1

Rev. 05/08/2019

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		\$ 16,587.00	
Associate Membership Dues	\$ 1,233.34	\$ 2,000.00		\$ 283.34	
NENA Dues	\$ 4,629.00	\$ 3,500.00			
Newsletter Banner Ads	\$ 1,000.00	\$ 3,000.00			
ENP Scholarships		\$ 2,500.00			\$ at \$500 each from industry partners
Interest - Community Bank	\$ 823.59	\$ 1,500.00		\$ 378.30	
TOTAL OPERATING REVENUE	\$ 16,568.93	\$ 42,224.00		\$ 17,248.64	
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			
Day Pass	\$ 3,750.00	\$ 3,500.00			
Banquet Tickets	\$ 2,225.00	\$ 2,000.00			
Pre-Conference Course Registration	\$ 3,450.00	\$ 2,500.00			
Golf Tournament Registration	\$ 2,850.00	\$ 2,000.00			
Guest Passes	\$ 500.00	\$ 500.00			
Super Session Registration	\$ 450.00	\$ 250.00			
Industry Partner Registration	\$ 35,400.00	\$ 35,000.00			
Additional Exhibit Booth	\$ 1,700.00	\$ 1,700.00			
TN-APCO	\$ 2,500.00	\$ 2,500.00			
Sponsorships - Conference	\$ 37,789.48	\$ 27,650.00			In-Kind and Monetary
Sponsorships - Golf Tournament	\$ -	\$ 5,539.48			In-Kind and Monetary
Sponsorships - IP Event	\$ -	\$ 6,750.00			In-Kind and Monetary
CONFERENCE REVENUE	\$ 179,789.48	\$ 177,889.48		\$ -	
TOTAL REVENUE	\$ 196,358.41	\$ 220,113.48		\$ 17,248.64	

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		\$ 6,666.64	
Executive Director Contract	\$ 10,313.20	\$ 20,700.00		\$ 6,899.12	
Incentive Pay	\$ 1,200.00	\$ 1,200.00			
Operating Expenses	\$ 1,994.62	\$ 1,300.00		\$ 294.47	
Certificates & Ballots	\$ 179.78	\$ 400.00			
Website / Domain Expenses		\$ 200.00	\$ 250.00	\$ 257.34	Budget Amendment Approved 01-16-19
Travel Expenses		\$ 2,000.00		\$ 1,860.19	
ENP Scholarship's	\$ 1,880.00	\$ 5,000.00		\$ 890.00	
Survey Services	\$ 421.00	\$ 400.00			
Audit Expenses		\$ 8,000.00			FYE 06-30-18 and 6 month budget cycle
Insurance	\$ 2,304.00	\$ 2,325.00			
Service Charge	\$ 1,978.15	\$ 1,000.00			
Surety Bond Expense	\$ 359.00	\$ 400.00			
Event Expenses	\$ 978.96	\$ 3,600.00		\$ 1,285.52	
TERT Expenses	\$ 34.17	\$ 250.00			
TOTAL OPERATING EXPENSES	\$ 31,642.84	\$ 66,780.00		\$ 18,153.28	

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			
Keynote Speaker Session	\$ 800.00	\$ 2,500.00			
Conference Instructors	\$ 22,000.00	\$ 15,000.00		\$ 3,000.00	
Speaker Expenses	\$ 245.78	\$ 250.00			
CEU's	\$ 2,500.00	\$ 2,500.00			

CONFERENCE FOOD & BEVERAGE					
Sunday food and beverage (Embassy Contract)	\$ 517.14	\$ 517.14			
Monday food and beverage	\$ 5,541.59	\$ 5,541.59			
ENP/RPL Breakfast	\$ 1,769.17	\$ 1,769.17			
Tuesday food and beverage	\$ 32,879.34	\$ 32,879.34			
Wednesday food and beverage	\$ 6,212.51	\$ 2,500.00			

CONFERENCE ENTERTAINMENT					
Conference Entertainment	\$ 2,799.00	\$ 2,500.00			

OFF-SITE IP EVENT					
Venue Rental	\$ 4,000.00	\$ -			
Sunday IP Event Food and Beverage	\$ 15,909.43	\$ 15,909.43			

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Wednesday, May 15, 2019

EXHIBIT 2 cont.

page 2

Entertainment	\$ 3,000.00	\$ 1,500.00			
Transportation	\$ 700.00	\$ -			
CONFERENCE SITE FEES					
Hotel Rooms	\$ 3,686.40	\$ 5,500.00			
Meeting Rooms	\$ 919.87	\$ 1,000.00			
Comp industry partner registration		\$ -			
Decorator Fees / Booth Setup Fees / Electric	\$ 9,920.96	\$ 10,000.00			
AV Fees	\$ 15,127.13	\$ 17,000.00			
PUBLICITY & PRINTING					
Handouts	\$ 1,980.54	\$ 350.00			
Conference Guide	\$ 2,743.75	\$ 3,000.00			
Signs	\$ 2,014.57	\$ 1,000.00			
REGISTRATION					
Conference Refunds	\$ 2,500.00	\$ 2,500.00			
Comp Registrations - Attendee		\$ -			
Registration Software	\$ 9,474.82	\$ 9,500.00		\$ 9,236.23	
Registration Supplies	\$ 712.90	\$ 800.00			
TECHNICAL					
Technology Supplies	\$ 1,391.41	\$ 500.00			
PRIZES					
Awards	\$ 669.15	\$ 700.00			
Door Prizes	\$ 981.45	\$ 1,000.00			
GOLF TOURNAMENT					
Golf Course Fees	\$ 1,280.00	\$ 1,000.00			
Miscellaneous expense	\$ 1,422.90	\$ 2,500.00			
In-Kind Sponsorships	\$ 2,489.48	\$ 1,500.00			
MISCELLANEOUS					
Conference Bags	\$ 5,200.00	\$ 5,200.00			
Lanyards/Name Badge Holders	\$ 1,262.07	\$ 1,500.00			
Conference Shirts	\$ 108.68	\$ 700.00		\$ 276.31	
Miscellaneous expense	\$ 408.49	\$ 100.00			
Notification System	\$ 149.99	\$ 500.00			
TOTAL CONFERENCE EXPENSES					
	\$ 164,818.52	\$ 151,716.67		\$ 12,512.54	
TOTAL EXPENSES					
	\$ 196,461.36	\$ 218,496.67		\$ 30,665.82	
TOTAL REVENUE					
	\$ 196,358.41	\$ 220,113.48		\$ 17,248.64	
TOTAL PROFIT/(LOSS)					
	\$ (102.95)	\$ 1,616.81		\$ (13,417.18)	

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Wednesday, May 15, 2019

APPENDIX 2

Conference Attendees:

As an Attendee of the TENA Conference, I agree and acknowledge that the TENA Board, or any of its Representatives or agents, reserves the right to remove from its premises or exclude from the Conference any person, or any content or materials, in its sole discretion, it deems necessary and in the best interest of the other Attendees, Speakers/Presenters, and/or Industry Partners, or TENA. This includes, but is not limited to, removal of my presence due to inappropriate behavior, or any content or materials, which in the discretion of TENA disrupts or threatens to disrupt the Conference program and/or the enjoyment of the Conference by other Attendees, Speakers/Presenters and/or Industry Partners. TENA, and/or any of its representatives or agents, has the discretion and ability to refuse entry to anyone who fails to abide by state, federal or local laws. Anyone asked to cease unacceptable behavior at the direction of TENA, and/or any of its representatives or agents, is expected to comply immediately and TENA, and/or its representatives or agents, may take any action deemed lawful and appropriate, and in the best interests of the other Attendees, Speakers/Presenters, and/or Industry Partners, up to and including removal and expulsion of an Attendee from the Conference and Conference premises without refund of any expenses, costs or conference fees accordingly.

Conference Speakers/Presenters:

In the event the Speaker/Presenter fails to speak or perform within the scope of the presentation and/or course outline, as approved by TENA and in conformity to Continuing Education Accreditation, or is not ready to perform at the Conference's designated starting time, or if the Speaker/Presenter arrives at the Conference in such a condition as to appear to a reasonable person to be incapable of performing in a reasonably acceptable manner, then TENA, and/or its representatives or agents, shall have the absolute right, in its sole discretion, to cancel the presentation or current activity or terminate the presentation or current activity in progress, and remove and expel the Speaker/Presenter from the Conference premises and to refuse payment and reimbursement of any expenses and costs accordingly. Further, TENA Board, or any of its representatives or agents, reserves the right to cancel or revise any presentation in its discretion at any time. In the event of cancellation or termination of presentation due to the fault of Speaker/Presenter, TENA shall not be liable for any expenses, costs, or Conference fees incurred by the Speaker/Presenter.

Industry Partners:

As an Industry Partner of the TENA Conference, I agree and acknowledge that the TENA Board, or any of its representatives or agents, reserves the right to remove from its premises or exclude from the Conference any person, or any content or materials, in its sole discretion, it deems necessary and in the best interest of the other Attendees, Speakers/Presenters, and/or Industry Partners, or TENA. This includes, but is not limited to, removal of my presence due to inappropriate behavior and removal of any content or materials, which in the discretion of TENA disrupts or threatens to disrupt the Conference program and/or the enjoyment of the Conference by other Attendees, Speakers/Presenters and/or Industry Partners. TENA, and/or any of its representatives or agents, has the discretion and ability to refuse entry to anyone who fails to abide by state, federal or local laws. Anyone asked to stop unacceptable behavior at the direction of TENA, and/or any of its representatives or agents, is expected to comply immediately and TENA, and/or its representatives or agents, may take any action deemed lawful and appropriate, and in the best interests of the other Attendees, Speakers/Presenters, and/or Industry Partners, up to and including removal of any Industry Partner, its agents, employees, or representatives present at the Conference and Conference premises without refund of any expenses, costs or conference fees accordingly.

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Monday, July 22, 2019

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, July 22, 2019 at 1:00 pm (CT).

0719.I Call to Order

President David Alexander called the meeting to order. Sherri Hanna was absent with the rest of the Board members present. Russell Freeman and Maureen Culberson were also present. A list of all others attending can be found in Appendix 1.

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

0719.II Presentation of May Minutes

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

0719.III Ratify Email Votes Since Previous Board Meeting

1. Ratify email vote to advance one-month compensation to Executive Director. Motion made by Matthew Brown with second received from Justin Crowther. Board voted unanimous approval.

0719.IV Presentation of Financial Report

Rose White, Treasurer, presented the financial report as of 07/15/2019 (see Exhibit 1). The balance in First Tennessee checking account is \$71,040.40. The balance in the Community Bank investment account was \$55,710.54 and the balance in the First Tennessee investment account was \$100,000.00. There was also a balance in the PayPal account of \$2,550.00. Kim White made the motion to approve the financial report as presented and Patricia Ledford made the second. With Rose White abstaining, the remainder of the Board voted unanimously, to pass this motion.

Ms. Rose White advised the Board that Bethany Godwin, Godwin & Associates, has completed the audit and there were no findings. Maureen Culberson will scan the document, email it to the Board and put it on the website for membership to view.

0719.V Regional Reports

A. East Region – Justin Crowther & Kim White

Justin Crowther reported that East Region held a conference call on June 22 with the discussion focused on the Rate Restoration effort.

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

Karen Moore advised they met at White Co. ECD and there were 5 ECD's represented. Their discussion also was focused on the Rate Restorations efforts.

C. West Region – Patricia Ledford & Justin Whipple

Patricia Ledford advised they had a regional meeting hosted by Shelby Co. ECD, which included a tour of their new center. They discussed the Rate Restoration effort, as well as the upcoming TENA elections. Ms. Ledford encouraged other regions to go to PSAP's in their regions, as it gives a different perspective.

0719.VI Report from Legal Counsel – Russell Freeman

Mr. Freeman reported that he continues to work with the Bylaws Committee as they finalize the proposed amendments. He has also worked with the Legislative Committee on the Rate Restoration and he has reviewed some of the Conference contracts.

0719.VII 911 Partner Reports

A. Tennessee Emergency Communications Board – Curtis Sutton

Mr. Sutton advised at the August 7 meeting, the Board will receive the information that was garnered from the Public Hearing. There is no current proposal for Rate Restoration.

Eddie Burchell advised the TECB was still gearing up on nationwide EsiNet, AT&T will be presenting their information at the TECB meeting.

1. Discussion on 911 Rate Pubic Hearing Held on July 16, 2019

President Alexander served as representative for our membership and presented 69 resolutions. He stated he now has 76 resolutions in hand (72 ECD's and 4 County

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Monday, July 22, 2019

Commissions). After the August TECB meeting, he will start to work further with the County Commissions across the state.

Mr. Sutton advised the TECB must establish a need for a rate increase and suggested that comments showing that would be most helpful. He also stated the TECB must delineate between desire and need. Benjamin Glover said the request must also meet "the lowest practical amount". Karen Moore stated that each ECD is different and some have significant reserves. Mr. Sutton responded this fact will be a hurdle. TECB will not make recommendations and any dollar amount that the TECB comes up with will be based on the information the staff has provided.

B. NENA

No report.

C. TN-APCO – Jennifer Schwendimann

Ms. Schwendimann introduced herself as the new TN-APCO Vice President. She advised that TN-APCO has closed their "Call For Papers" and would be working with TENA to provide all the necessary information. She also advised that TN-APCO would be offering 4 RPL scholarships until the end of July and interested parties can go to the TN-APCO website for further information.

0719.VIII Committee Reports

A. Bylaws Committee – David Alexander

President Alexander reported that the Committee has moved the final proposals to the Board for approval to go to ballot on the post-conference Special Election. The proposal is to add one (1) at-large member to the TENA Board from the Tennessee NENA Public Sector membership. He reminded the Board these amendments are contingent on NENA's approval. Matthew Brown made Motion to approve to send amended bylaws and amended policies to membership for approval contingent upon NENA approving the final draft. The second was received by Justin Whipple and the Board passed this motion unanimously. President Alexander stated this is a very positive solution with NENA as a member in good standing.

B. Education Committee – David Alexander

In the absence of Sherri Hanna, President Alexander presented the following report. He has signed the contract with NENA for the CMCP Class to be held in May 2020. He stated that Motlow State Community College is pushing forward with the Telecommunicator Class and has submitted plans for initiating the certificate program.

C. ENP Committee – David Alexander

Again, due to the absence of Sherri Hanna, President Alexander reported that this committee has awarded one (1) scholarship and has placed one (1) in que.

D. Legislative Committee – Justin Crowther

Mr. Crowther stated the committee would continue working towards establishing the need for a rate restoration, but we will wait until after the August TECB meeting.

The recent survey showed support for Directors requirement like those of the EMA Director so a sub-committee will be formed to work on that. The Committee is actively seeking potential participants for that committee so please let Jennifer or David know if you are interested in serving.

E. TERT – Brad Gass

No report.

F. Conference Committees – Matthew Brown

1. Vice President Brown thanked Rose for the recent Registration updates
2. Mr. Brown stated that Brad Gass, TN-TERT has requested that TENA pay lodging expense at Embassy Suites for the TN-TERT representative for the TENA Conference and plus pay for booth in the exhibit hall. Rose White made the motion with Patricia Ledford making the second. The Board voted unanimous approval, with Justin Crowther abstaining.
3. Replay would like their photo booth to be at the Welcome Reception on Sunday evening. There were no objections.

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Monday, July 22, 2019

4. Election nominations are due by August 2 and Awards nominations are due by August 8.
5. RapidSOS is considering a Photo Booth on Tuesday evening after the Banquet.
6. Kim Augustine advised she was starting to receive a few room cancellations and reminded everyone to go through her with the cancellations, otherwise the rooms would be put in the General block and not be eligible for the Conference discounted rate and the deadline for rooms cancellations is August 6.
7. Ms. Augustine also advised the conference app is now up and running. Go to EventsXD, then to TENA 2019. She also reminded the Board that schedules are subject to change.
8. Mr. Brown continued that TN-APCO advised they did not receive any awards nominations so they would not be presenting on Tuesday night.
9. Kim White suggested doing an IP Bingo which should help with attendance in the Exhibit Hall. Matthew Brown made the motion to implement the IP bingo and fund any printing costs in the budget and Justin Crowther seconded. The Board unanimously approved.

0719.IX Old Business

No old business

0719.X New Business

No new business

0719.XI Comments/Reports

A. District / PSAP Representatives

No comments

B. Industry Partners

1. Bob Sabin, RPSS, stated the ENP Study Group wasn't moving as quickly as he thought it would and his hopes are it would be available by conference.
2. Kaitlyn, Carolina Recording, advised her company was also offering ENP Scholarships for interested parties.
3. Lee Canipe, Zetron, all the testing has been completed and the updates are now available.

C. Other Delegates

No comments

0719.XII Adjournment

The next meeting is scheduled on Saturday, September 7, 2019 at Embassy Suites Convention Center, Murfreesboro, TN at 2:00 pm (CT).

With no further business, and without objection, a motion was made to adjourn by Matthew Brown and the second was received from Karen Moore. 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, July 22, 2019

APPENDIX 1

TENNESSEE EMERGENCY NUMBER ASSOCIATION EXECUTIVE BOARD MEETING

Name	Organization	Email Address
Jennifer Schwedimann	Williamson County ECD	jennifer.schwedimann@williamson-tn.gov
Robert Howell	Crockett Co 911	
April Gibbons	Dyer Co	agibbons@co.tn
Cathy Cojane	Robertson Co.	c.lowe@robertson911.com
Hopet Petersen	Robertson Co.	hpetersen@robertson911.com
Diane Angeraves	Coffee Co 911	diane@coffeecounty911.com
John Skermer	Hamilton Co 911	skermernjo@hcc911.org
Mina Walker	Lauderdale Co. 911	lauderdale.911@outlook.com
Johanna Harrell	Gibson Co-911	johanna.harrell@gibsoncounty-tn.gov
Curtis Sutton	TECB	Curtis.Sutton@TN.Gov
Benjamin Glover	TECB	Benjamin.Glover@TN.Gov
Eric Ritzman	Cumb Co 911	ericritzman@cumbcounty911.org
Linda Nufes	Cheatham Co. 911	linda.nufes@cheathamcounty.tn.gov
Jan Helly	Henderson Co 911	ptolley@henco911.com
Shannon Woodward	Henderson Co 911	swoodward@henco911.com
Alycia Basson	Perry Co 911	Plountyc-911@yahoo.com
Mary Henderson	Hardeman Co 911	hndmn911admin@bellsouth.net
Bob Sabin	RYAN PUBLIC SAFETY	BOB.SABIN@RPSS911.com

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Monday, July 22, 2019

EXHIBIT 1

Tennessee Emergency Number Association
Financial Report

Rose White, Treasurer
July 15, 2019

First Tennessee Checking Account – 05/08/2019	\$ 46,522.11
Deposits	\$ 38,538.45
Expenses	<u>-\$ 14,020.16</u>
First Tennessee Checking Balance – 07/15/2019	\$ 71,040.40

Community Bank Investment Checking Account – 05/08/2019	\$ 55,616.10
Deposits	\$ 0.00
Interest	<u>\$ 94.44</u>
Community Bank Checking Balance – 07/15/2019	\$ 55,710.54

PayPal Account – 05/08/2019	\$ 0.00
Deposits	\$ 20,600.00
Transfers to First TN Bank	-\$ 17,521.45
Transfers to Community Bank	\$ 0.00
Service Charge	<u>-\$ 528.55</u>
PayPal Balance – 07/15/2019	\$ 2,550.00

First Tennessee CD – 05/08/2019	\$100,000.00
Deposits	\$0.00
Expenses	\$0.00
Interest	<u>\$0.00</u>
First Tennessee CD – 07/15/2019	\$100,000.00

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Monday, July 22, 2019

EXHIBIT 1 con't

Page 2

TENA - First Tennessee Checking Account

Type	Date	Name	Memo	Budget Line Item	Amount
Check 359	5/8/2019	Maureen Culberson	ED Contract	OE - ED Contract	-\$1,724.78
Check 360	5/28/2019	Maureen Culberson	ED Contract	OE - ED Contract	-\$1,724.78
Check 361	6/4/2019	Freeman & Bracey, PLC	Legal Contract	OE - Legal Contract	-\$1,666.66
Check 362	7/8/2019	Freeman & Bracey, PLC	Legal Contract	OE - Legal Contract	-\$1,666.66
Check 363	7/8/2019	Maureen Culberson	ED Contract	OE - ED Contract	-\$1,724.78
Check 364	7/8/2019	NENA	Turbeville ENP Scholarship	OE - ENP Scholarship	-\$420.00
Check 365	7/8/2019	Godwin & Associates, PLLC	Audit FYE 06-30-18	OE - Audit Expenses	-\$4,000.00
Debit Card	5/28/2019	Election Buddy	Policy Updates	OE - Certificates & Ballots	-\$89.89
Journal	7/3/2018	First Data	Credit Card System Activation	OE - Operating Expenses	-\$287.85
Journal	7/8/2019	Merchant Services	Credit Card Payment Fee for AT&T	OE - Service Charge	-\$138.87
Debit Card	7/9/2019	United States Postal Service	Stamps	OE - Operating Expenses	-\$55.00
Debit Card	7/10/2019	Events XD	Conference Notification System	CE - Notification System	-\$499.97
Journal	7/12/2019	Merchant Services	Credit Card Fee For Knox County	OE - Service Charge	-\$20.92
Deposit	5/10/2019	Deposit First TN Checking	Hardeman County	OR - Membership Dues	\$232.00
Deposit	5/28/2019	Deposit First TN Checking	Wayne County	OR - Membership Dues	\$145.00
Deposit	5/28/2019	Deposit First TN Checking	Smith County	OR - Membership Dues	\$163.00
Deposit	5/28/2019	Deposit First TN Checking	Benton County	OR - Membership Dues	\$140.00
Deposit	5/28/2019	Deposit First TN Checking	Hamblen County	OR - Membership Dues	\$532.00
Deposit	5/28/2019	Deposit First TN Checking	Hamilton County	OR - Membership Dues	\$600.00
Deposit	5/31/2019	Deposit First TN Checking	Dyer County	OR - Membership Dues	\$326.00
Deposit	6/7/2019	Deposit First TN Checking	Maury County	OR - Membership Dues	\$600.00
Deposit	6/21/2019	Deposit First TN Checking	Lincoln County	CR - Attendee Registration	\$1,250.00
Deposit	6/21/2019	Deposit First TN Checking	Lincoln County	CR - Day Passes	\$250.00
Deposit	6/21/2019	Deposit First TN Checking	Anderson County	CR - Attendee Registration	\$500.00
Deposit	6/21/2019	Deposit First TN Checking	Cheatham County	CR - Attendee Registration	\$1,250.00
Deposit	6/21/2019	Deposit First TN Checking	Cheatham County	CR - Pre Conference Course	\$750.00
Deposit	6/21/2019	Deposit First TN Checking	True North	CR - IP Registration	\$850.00
Deposit	6/27/2019	Deposit First TN Checking	Replay Systems	CR - IP Registration	\$850.00
Deposit	6/27/2019	Deposit First TN Checking	Rhea County	CR - Attendee Registration	\$1,750.00
Deposit	6/27/2019	Deposit First TN Checking	Rhea County	CR - Banquet Ticket	\$50.00
Deposit	7/5/2019	Deposit First TN Checking	Scott County	CR - Attendee Registration	\$250.00
Deposit	7/5/2019	Deposit First TN Checking	Scott County	CR - Banquet Ticket	\$50.00
Deposit	7/5/2019	Deposit First TN Checking	Loudon County	OR - Membership Dues	\$413.00
Deposit	7/5/2019	Deposit First TN Checking	Cocke County	CR - Attendee Registration	\$500.00
Journal	7/5/2019	Deposit First TN Checking	PayPal Transfer	Split	\$17,521.45
Deposit	7/9/2019	Deposit First TN Checking	Dickson County	OR - Membership Dues	\$422.00
Deposit	7/9/2019	Deposit First TN Checking	City of Clinton	OR - Membership Dues	\$100.00
Deposit	7/9/2019	Deposit First TN Checking	Decatur County	OR - Membership Dues	\$100.00
Deposit	7/9/2019	Deposit First TN Checking	Madison County	OR - Membership Dues	\$600.00
Credit Card	7/8/2019	Deposit First TN Checking	AT&T	CR - Sponsorship	\$5,000.00
Deposit	7/11/2019	Deposit First TN Checking	Lewis County	OR - Membership Dues	\$103.00
Deposit	7/11/2019	Deposit First TN Checking	Robertson County	OR - Membership Dues	\$563.00
Deposit	7/11/2019	Deposit First TN Checking	Giles County	OR - Membership Dues	\$251.00
Deposit	7/11/2019	Deposit First TN Checking	City of Bristol	OR - Membership Dues	\$227.00
Credit Card	7/11/2019	Deposit First TN Checking	Knox County	OR - Membership Dues	\$600.00
Deposit	7/15/2019	Deposit First TN Checking	Wilson County	CR - Attendee Registration	\$1,000.00
Deposit	7/15/2019	Deposit First TN Checking	Bradley County	OR - Membership Dues	\$600.00

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Monday, July 22, 2019

EXHIBIT 1 con't

Page 3

TENA - PayPal Account

Type	Date	Name	Memo	Budget Line Item	Amount
Deposit	6/10/2019	Benton County	Attendee Registration	CR - Attendee Conf Registration	\$500.00
Deposit	6/10/2019	Franklin County	Attendee Registration	CR - Attendee Conf Registration	\$250.00
Deposit	6/10/2019	Southern Software	IP Registration	CR - Industry Partner Registration	\$850.00
Deposit	6/10/2019	Applied Digital Solutions	IP Registration	CR - Industry Partner Registration	\$850.00
Deposit	6/10/2019	Carolina Recording Systems	IP Registration	CR - Industry Partner Registration	\$850.00
Deposit	6/10/2019	Motorola	Sponsor/Banquet	Split	\$5,150.00
Deposit	6/10/2019	Maury County	Registration/Banquet	Split	\$300.00
Deposit	6/11/2019	Davidson County	Registration/Pre-Con	Split	\$400.00
Deposit	6/11/2019	Central Square Technologies	IP Registration/Banquet	Split	\$950.00
Deposit	6/12/2019	Everbridge	IP Registration	CR - Industry Partner Registration	\$850.00
Deposit	6/13/2019	PowerPhone	IP Registration	CR - Industry Partner Registration	\$850.00
Deposit	6/20/2019	Avtec Inc	IP Registration	CR - Industry Partner Registration	\$850.00
Deposit	6/21/2019	ID Networks	IP/Booth/Sponsor/Banquet	Split	\$2,000.00
Deposit	6/24/2019	ADSi	IP Registration	CR - Industry Partner Registration	\$850.00
Deposit	6/25/2019	Xybix	IP Registration	CR - Industry Partner Registration	\$850.00
Deposit	6/27/2019	Revcord	IP Registration	CR - Industry Partner Registration	\$850.00
Deposit	6/27/2019	RapidDeploy	IP Registration	CR - Industry Partner Registration	\$850.00
Transfer	7/5/2019	Transfer to First TN Checking	Transfer	Split	-\$17,521.45
Journal	7/8/2019	Service Charge	PayPal Service Charge	OE - Service Charge	-\$528.55
Deposit	7/11/2019	BK Technologies	IP Registration	CR - Industry Partner Registration	\$850.00
Deposit	7/11/2019	Solacom	IP Registration	CR - Industry Partner Registration	\$850.00
Deposit	7/11/2019	Evans Consoles	IP Registration	CR - Industry Partner Registration	\$850.00

TENA - Community Bank Investment Checking Account

Type	Date	Name	Memo	Budget Line Item	Amount
Journal	5/31/2019	Community Bank	May Interest	OR - Community Bank - Interest	\$49.60
Journal	6/28/2019	Community Bank	June Interest	OR - Community Bank - Interest	\$44.84

TENA - First Tennessee CD

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

Executive Board Meeting Minutes

Monday, July 22, 2019

EXHIBIT 2 Current Budget

page 1

Rev. 07/15/2019

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		\$ 23,304.00	
Associate Membership Dues	\$ 1,233.34	\$ 2,000.00		\$ 283.34	
NENA Dues	\$ 4,629.00	\$ 3,500.00			
Newsletter Banner Ads	\$ 1,000.00	\$ 3,000.00			
ENP Scholarships		\$ 2,500.00			\$ at \$500 each from industry partners
Interest - Community Bank	\$ 823.59	\$ 1,500.00		\$ 472.74	
TOTAL OPERATING REVENUE	\$ 16,568.93	\$ 42,224.00		\$ 24,060.08	
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		\$ 7,750.00	
Day Pass	\$ 3,750.00	\$ 3,500.00		\$ 250.00	
Banquet Tickets	\$ 2,225.00	\$ 2,000.00		\$ 450.00	
Pre-Conference Course Registration	\$ 3,450.00	\$ 2,500.00		\$ 900.00	
Golf Tournament Registration	\$ 2,850.00	\$ 2,000.00			
Guest Passes	\$ 500.00	\$ 500.00			
Super Session Registration	\$ 450.00	\$ 250.00			
Industry Partner Registration	\$ 35,400.00	\$ 35,000.00		\$ 11,900.00	
Additional Exhibit Booth	\$ 1,700.00	\$ 1,700.00		\$ 850.00	
TN-APCO	\$ 2,500.00	\$ 2,500.00			
Sponsorships - Conference	\$ 37,789.48	\$ 27,650.00		\$ 10,250.00	In-Kind and Monetary
Sponsorships - Golf Tournament	\$ -	\$ 5,539.48			In-Kind and Monetary
Sponsorships - IP Event	\$ -	\$ 6,750.00			In-Kind and Monetary
CONFERENCE REVENUE	\$ 179,789.48	\$ 177,889.48		\$ 32,350.00	
TOTAL REVENUE	\$ 196,358.41	\$ 220,113.48		\$ 56,410.08	

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		\$ 9,999.96	
Executive Director Contract	\$ 10,313.20	\$ 20,700.00		\$ 12,073.46	
Incentive Pay	\$ 1,200.00	\$ 1,200.00			
Operating Expenses	\$ 1,994.62	\$ 1,300.00		\$ 637.32	
Certificates & Ballots	\$ 179.78	\$ 400.00		\$ 89.89	
Website / Domain Expenses		\$ 200.00	\$ 250.00	\$ 257.34	Budget Amendment Approved 01-16-19
Travel Expenses		\$ 2,000.00		\$ 1,860.19	
ENP Scholarship's	\$ 1,880.00	\$ 5,000.00		\$ 1,310.00	
Survey Services	\$ 421.00	\$ 400.00			
Audit Expenses		\$ 8,000.00		\$ 4,000.00	FYE 06-30-18 and 6 month budget cycle
Insurance	\$ 2,304.00	\$ 2,325.00			
Service Charge	\$ 1,978.15	\$ 1,000.00		\$ 688.34	
Surety Bond Expense	\$ 359.00	\$ 400.00			
Event Expenses	\$ 978.96	\$ 3,600.00		\$ 1,285.52	
TERT Expenses	\$ 34.17	\$ 250.00			
TOTAL OPERATING EXPENSES	\$ 31,642.84	\$ 66,780.00		\$ 32,202.02	

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			
Keynote Speaker Session	\$ 800.00	\$ 2,500.00			
Conference Instructors	\$ 22,000.00	\$ 15,000.00		\$ 3,000.00	
Speaker Expenses	\$ 245.78	\$ 250.00			
CEU's	\$ 2,500.00	\$ 2,500.00			

CONFERENCE FOOD & BEVERAGE					
Sunday food and beverage (Embassy Contract)	\$ 517.14	\$ 517.14			
Monday food and beverage	\$ 5,541.59	\$ 5,541.59			
ENP/RPL Breakfast	\$ 1,769.17	\$ 1,769.17			
Tuesday food and beverage	\$ 32,879.34	\$ 32,879.34			
Wednesday food and beverage	\$ 6,212.51	\$ 2,500.00			

CONFERENCE ENTERTAINMENT					
Conference Entertainment	\$ 2,799.00	\$ 2,500.00			

OFF-SITE IP EVENT					
Venue Rental	\$ 4,000.00	\$ -			
Sunday IP Event Food and Beverage	\$ 15,909.43	\$ 15,909.43			

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Monday, July 22, 2019

EXHIBIT 2 cont.

page 2

Entertainment	\$ 3,000.00	\$ 1,500.00			
Transportation	\$ 700.00	\$ -			

CONFERENCE SITE FEES

Hotel Rooms	\$ 3,686.40	\$ 5,500.00			
Meeting Rooms	\$ 919.87	\$ 1,000.00			
Comp Industry partner registration		\$ -			
Decorator Fees / Booth Setup Fees / Electric	\$ 9,920.96	\$ 10,000.00			
AV Fees	\$ 15,127.13	\$ 17,000.00			

PUBLICITY & PRINTING

Handouts	\$ 1,980.54	\$ 350.00			
Conference Guide	\$ 2,743.75	\$ 3,000.00			
Signs	\$ 2,014.57	\$ 1,000.00			

REGISTRATION

Conference Refunds	\$ 2,500.00	\$ 2,500.00			
Comp Registrations - Attendee		\$ -			
Registration Software	\$ 9,474.82	\$ 9,500.00		\$ 9,236.23	
Registration Supplies	\$ 712.90	\$ 800.00			

TECHNICAL

Technology Supplies	\$ 1,391.41	\$ 500.00			
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PRIZES

Awards	\$ 669.15	\$ 700.00			
Door Prizes	\$ 981.45	\$ 1,000.00			

GOLF TOURNAMENT

Golf Course Fees	\$ 1,280.00	\$ 1,000.00			
Miscellaneous expense	\$ 1,422.90	\$ 2,500.00			
In-Kind Sponsorships	\$ 2,489.48	\$ 1,500.00			

MISCELLANEOUS

Conference Bags	\$ 5,200.00	\$ 5,200.00			
Lanyards/Name Badge Holders	\$ 1,262.07	\$ 1,500.00			
Conference Shirts	\$ 108.68	\$ 700.00		\$ 276.31	
Miscellaneous expense	\$ 408.49	\$ 100.00			
Notification System	\$ 149.99	\$ 500.00		\$ 499.97	

TOTAL CONFERENCE EXPENSES	\$ 164,818.52	\$ 151,716.67		\$ 13,012.51	
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TOTAL EXPENSES	\$ 196,461.36	\$ 218,496.67		\$ 45,214.53	
TOTAL REVENUE	\$ 196,358.41	\$ 220,113.48		\$ 56,410.08	
TOTAL PROFIT/(LOSS)	\$ (102.95)	\$ 1,616.81		\$ 11,195.55	

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Saturday, September 7, 2019

Wednesday, September 11, 2019

Pursuant to appropriate notice, and in accordance with organizational by-laws, the Executive Board of the Tennessee Emergency Number Association (TENA) met at Embassy Suites Conference Center, Murfreesboro, TN on Saturday, September 7, 2019 at 2:00 pm (CT)

0919.1-I Call to Order

President David Alexander called the meeting to order.

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

0919.1-II Minutes

The July 2019 Board meeting minutes were presented for approval. Justin Crowther made the motion to accept these minutes previously sent to the Board, and Patricia Ledford made the second. There was unanimous approval by the Board to accept.

0919.1.III Ratify Email Votes Since Previous Meeting

- A. Motion to ratify email vote to extend early registration for conference made by Sherri Hanna with a second from Matthew Brown. Motion passed with unanimous approval of the Board.
- B. Motion to ratify email vote to provide a booth for EMAT at the TENA conference at no cost and EMAT will provide a booth to TENA at no cost at their conference made by Sherri Hanna with a second from Justin Crowther. Motion passed with unanimous approval of the Board.
- C. Motion to ratify email vote which failed to reimburse lodging for Mark Archer and Eric Ritzman for the TENA Conference for their efforts working for TENA made by Justin Crowther with a second from Sherri Hanna. Motion passed with unanimous approval of the Board.
- D. Motion to approve Budget Committee recommendations to approve refunds as outlined by the Treasurer made by Matthew Brown with a second from Leanna Choate-Peek. Motion passed with unanimous approval of the Board. See below for the approved refunds.
 - 1. Loudon Co attendee registration fee with 25% fee deducted.
 - 2. Morgan Co attendee registration fee for full refund.
 - 3. Obion Co attendee registration fee with 50% fee deducted.
 - 4. Industry Partners multiple registrations that included additional Banquet Tickets in error for a total of \$550.00.
 - 5. Shelby Co two (2) duplicate attendee registration fees for a full refund.

0919.1-IV Financial Report

Rose White, Treasurer, presented the financial report as of 09/03/2019 (see Exhibit 1 and attached file).

The balance in First Tennessee checking account was \$ 153,772.22.

The balance in the Community Bank investment account was \$ 55,811.56.

The balance in the First Tennessee CD account was \$100,000.00.

The balance in the PayPal account was \$7,050.00.

Ms. White advised included in the Financial Report was a report from the Clover system. Sherri Hanna made the motion to accept the financial report with the second made by Leanna Choate-Peek. The Board present voted unanimously, with Rose White abstaining, to approve the Financial Report as presented.

Mr. Crowther asked why the service charge line item was over-budget and Ms. White explained that she had to continue to use PayPal due to the payment gateway for Clover not being compatible with either Cvent or Wix. President Alexander explained that the difference between the Clover and PayPal service fees is minimal and unless TENA chooses to charge for the service fees, this amount will continue to appear.

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Saturday, September 7, 2019

Wednesday, September 11, 2019

President Alexander advised the final price of the table cover came in over-budget. This was due to the "design fee" that the company charged in the amount of \$50.00. The original motion was for \$375.00 + taxes and shipping & handling, however the final cost was \$474.69. Matthew Brown made the motion to approve additional funds for the tablecloth for TENA which has been completed and received. Leanna Choate-Peek made the second and there was unanimous approval from the Board..

0919.1.V 2019 TENA Conference Committee Report – Matthew Brown, Conference Chair

1. Hotel – K. Augustine
2. Registration – R. White, Chair; M. Culberson
3. Industry Partners – K. White, Chair; M. Archer; P. Ledford; K. Moore
4. Programs & Agenda – M. Brown, Chair; M. Culberson
5. Memorial Service – M. Culberson
6. Signs & Publicity – M. Culberson
7. Technical – D. Alexander, Chair; D. Blevins; E. Ritzman
8. Food & Entertainment – M. Brown, Chair; J. Crowther; K. Moore; J. Whipple
9. Golf Tournament – M. Archer
10. Professional Awards – D. Alexander, Chair; L. Choate-Peek; J. Whipple; K. White
11. Joe Haynes Award – D. Alexander, Chair; K. Augustine; S. Hanna; N. Patterson; B. Schaffer;
12. Budget – R. White, Chair; D. Alexander; M. Brown; K. Augustine; M. Culberson

Matthew Brown, Conference Chair, stated that all committee have reported to him and everything was set and ready. He also handed out the script for the 9-1-1 Memorial Service, as each Board member would be participating.

0919.1.VI Old Business

No old business to discuss

0919.1-VII New Business

President Alexander stated there would be a Special Election for the 2nd VP & East Region Rep positions shortly after the conference closes. Also included in this Special Election will be the proposed Bylaw & Policy changes to accommodate the NENA delegate. Mr. Freeman questioned what the procedure should be; Submit the proposed changes to NENA first or submit them to a membership vote first? The motion was made by Justin Crowther with Leanna Choate-Peek making the second to send the proposed changes to NENA first and then submit them by Special Election to the membership. The Board unanimously agreed with this motion.

President Alexander suggested that Rose White continue her interim position on the Personnel Committee until a 2nd Vice President is elected along with the President and 1st Vice President. Justin Crowther made the motion and Karen Moore made the second. The Board voted unanimous approval to this motion.

President Alexander advised that at the Membership Forum he would be discussing the Rate Restoration initiative. He went on to say that he felt the proposed changes to the TENA Bylaws and Policies should be sent to membership for their vote. There should be no further discussion regarding these amendments.

Linda Draughn, NENA Southeastern Director, asked the Board to consider allowing EcaTs to raffle an afghan at their booth to support Johnny Irons who is battling brain cancer. Sherri Hanna made that motion and Kim Augustine made the second. There was unanimous approval by the Board.

0919.1-VIII Recess

The motion was made by Sherri Hanna with a second from Patricia Ledford to recess the meeting until Wednesday afternoon.

President Alexander declared the Annual Conference is open.

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Saturday, September 7, 2019

Wednesday, September 11, 2019

The Executive Board of the Tennessee Emergency Number Association (TENA) was called back into session at The Embassy Suites Conference Center, Murfreesboro, TN on Wednesday, September 11 at 12:00 pm (CT).

0919.2-I Call to Order

President Brown called the meeting back to order.

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

0919.2-II Regional Reports

East Region – *Kim White*

Mrs. White reported East Region had a meeting on Aug. 16 with 16 ECD's represented. TERT made a presentation and they also discussed Conference and the Bylaw & Policy amendments.

Middle Region – *Leanna Choate-Peek; Karen Moore*

Mrs. Choate-Peek advised a Middle Region meeting will be scheduled for November and will be held at Maury Co. ECD offices.

West Region – *Patricia Ledford; Justin Whipple*

Mrs. Ledford stated there was a West Region conference call and TECB joined the call. There was a discussion regarding the Rate Restoration initiative, the Mission Critical survey and the Conference.

0919.2-III Report from Russell Freeman, Legal Counsel

Mr. Freeman stated that typically the conference ends the contract work with third party vendors to the Conference. . He did have a procedural discussion with President Brown regarding the Bylaw & Policy amendments being sent to NENA and he advised the President that at the suggestion of John Kelly and Linda Draughn the amendments have been sent to the NENA Bylaw Committee and they advised they would "fast-track" the review so they could be placed on the Special Election ballot.

0919.2-IV 911 Partner Reports

A. TECB

No report.

B. NENA

No report

C. TN-APCO

President Lampley stated this was his first TENA Conference experience and he was very pleased. He also felt the Educational Session were very-well received.

0919.2-V Committee Reports

A. Conference

President Brown advised he was personally grateful to everyone that worked hard; it was a genuine team/group effort.

Mr. Alexander stated there must be better communication between the Program Committee and the Education Committee next year.

0919.2-VI Old Business

A. Other

President Brown reminded everyone to participate in the post-conference survey that will be sent out and he promised the Board would listen to their responses.

0919.2.VII New Business

A. Executive Director Incentive Pay

A group of Board members asked for this to be a secret vote. Mr. Freeman stated the Bylaws call for a roll-call vote to be taken. A motion was made by Kim Augustine to pay Ms. Culberson

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Saturday, September 7, 2019

Wednesday, September 11, 2019

the \$1,200.00 incentive pay. Leanna Choate-Peek made the second. Mr. Alexander stated they really shouldn't do this until the final totals are in. After discussion, Kim Augustine withdrew the motion until the Treasurer can update the actual amounts in the budget.

B. 2019-2020 Committee Appointments.

President Brown presented his proposed Standing & Conference Committee appointments (see Exhibit 3 for list). The motion was made by Justin Whipple to approve the appointments as presented and the second was received from Kim Augustine. Rose White made the comment that on the Food & Entertainment committee there were two positions being held for the not-yet-elected 2nd VP and East Region Rep. She went on to say this is a huge concern for her that people, potentially with no experience will be placed on an important committee. President Brown advised that both him & Justin Whipple would be available. Ms. White went on to say some of these committees are very busy and that committee members may be spread very thin, serving on multiple committees. President Brown advised he has spoken to each of the individuals and they have agreed to serve. The motion was then put to a vote. The results were 4 Ayes (Augustine, Choate-Peek, Whipple, Brown) 6 Nays (Alexander, Crowther, Ledford, Moore, K. White, R. White). This motion failed. President Brown stated he would work on a new committee list before the November meeting and send it to the Board.

C. TENA Conference Registration Software

Kim Augustine stated the Cvent software contract is due for renewal in Feb. 2020 and if the Board wishes to make a change, we need to start looking now. The motion was made by Justin Crowther requesting the Executive Director to review conference registration software and bring findings to the Board and Karen Moore made the second. The Board voted unanimously to approve this motion.

D. Special Election

Maureen Culberson advised after conferring with Raymond Chiozza, Election Committee Chair, the following dates would be implemented for the Special Election.

- Call for Nominations for 2nd Vice President and East Region Rep will go out September 12 and closed on October 14, 2019 at 5:00 pm (CT).
- Election Ballots containing the two open Board positions and the proposed Bylaws & Policy's amendments, if approved by NENA, will be sent on October 16 and close on November 16, 2019 at 5:00 pm (CT). This will allow the newly elected individuals to be sworn in at the November Board meeting.

E. Other

Justin Crowther made the motion to have TENA reach out to various PSAP's to host the Board meetings. Kim White made the second and there was unanimous approval by the Board. Mr. Alexander said an email blast needs to be sent out.

0919.2-VIII Comments / Reports

A. District Representatives

One attendee stated, "many thanks", the room check-in and out went very smoothly.

B. Industry Partners

C. Other Delegates

0919.2-VIII Adjourn

The next meeting will be held on November 20, 2019 at 1:00 pm (CT) at the Embassy Suites and Conference Center, Murfreesboro, TN.

With no further business, and without objection, a motion was made to adjourn by Justin Whipple 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

Approved, this _____ day of 2019

TENNESSEE EMERGENCY NUMBER ASSOCIATION
Executive Board Meeting Minutes
Saturday, September 7, 2019
Wednesday, September 11, 2019

Secretary

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Saturday, September 15, 2018

Wednesday, September 19, 2018

APPENDIX 1 – Saturday, 09.07.2019 TENA Board & Staff Attendance

		present	absent	conf. call
<i>President</i>	David Alexander	X		
<i>1st Vice President</i>	Matthew Brown	X		
<i>2nd Vice President</i>	Open			
<i>Secretary</i>	Kim Augustine	X		
<i>Treasurer</i>	Rose White	X		
<i>East Region Rep</i>	Justin Crowther	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>	Sherri Hanna	X		
<i>Legal Counsel</i>	Russell Freeman	X		
<i>Executive Director</i>	Maureen Culberson	X		

Wednesday, September 19, 2018

[illegible]

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Saturday, September 15, 2018

Wednesday, September 19, 2018

APPENDIX 1 – Wednesday, 09.11.2019 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>	Open			
<i>Secretary</i>	Kim Augustine	X		
<i>Treasurer</i>	Rose White	X		
<i>East Region Rep</i>	Open			
<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>	David Alexander	X		
<i>Legal Counsel</i>	Russell Freeman	X		
<i>Executive Director</i>	Maureen Culberson	X		

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Saturday, September 15, 2018

Wednesday, September 19, 2018

ATTACHMENT 2 – Wednesday, 09.11.2019 Attendance

TENNESSEE EMERGENCY NUMBER ASSOCIATION EXECUTIVE BOARD MEETING

	Name	Organization	Email Address
1	Eric Rizzman	Cumb. Co. ECD	eric.rizzman@cumberland911.org
2	Robert Howell	Crockett Co 911	roberthowell@crockett911.com
3	Kerry D. Lampley	TN-APCO President	klampley@cityofdrickson.com
4	Jennifer Schwendiman	TN-APCO Vice President	jennifer.schwendiman@williamsoncountyttn.gov
5	Brock Mendenhall	Chester Co ECD	info@chesterco911.com
6	Dana Swims	McNairy 911	mcnairyecd@yahoo.com
7	Melissa Carmack	McNairy 911	mcnairycountyalttac@yahoo.com
8	Troy Carmack	McNairy 911	mcnairy911supervisor@gmail.com
9	B.J. McCurry	Lincoln Co 911	bmccurry@fayettevilletn.com
10	Wanda Gilpin	Crockett Co 911	wgilpin@crockett911.com
11	Alice Johnson	Zetron	ajohnson@zetron.com
12	Diane Argraves	Cossee Co ECD	diane@cosseecounty911.com
13	Ernest Qualls	Lincoln Co 911	equalls@fayettevilletn.com
14	Kyle Lechter	Henry Co. 911	HENRYCOECD@GMAIL.COM
15	STEVE SMITH	RUTHERFORD Co. ECD	ssmith@rccd911.org
16	Linda Nichols	Cheatham Co 911	linda.nichols@cheathamcountyga.gov
17	Sherri Hanna	Obion Co 911	s.hanna@obioncounty911.com
18	Johanna Harrell	Gibson Co. 911	johanna.harrell@gibsoncountytn.gov
19	Dana Walker	Laurens Co. 911	laurens.911@outlook.com
20	Jimmy Long	Blount 911	jlong@blount911.com
21	R Kidd	Blount 911	
22	Porter	Blount 911	
23	Donna Burnette	Blount 911	dburnette@blount911.com

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Saturday, September 15, 2018

Wednesday, September 19, 2018

EXHIBIT 1

Tennessee Emergency Number Association
Financial Report

Rose White, Treasurer
September 3, 2019

First Tennessee Checking Account – 07/15/2019	\$ 71,040.40
Deposits	\$ 94,039.03
Expenses	<u>-\$ 11,307.21</u>
First Tennessee Checking Balance – 09/03/2019	\$ 153,772.22

Community Bank Investment Checking Account – 07/15/2019	\$ 55,710.54
Deposits	\$ 0.00
Interest	<u>\$ 101.02</u>
Community Bank Checking Balance – 09/03/2019	\$ 55,811.56

PayPal Account – 07/15/2019	\$ 2,550.00
Deposits	\$ 34,675.00
Transfers to First TN Bank	-\$ 29,270.03
Transfers to Community Bank	\$ 0.00
Service Charge	<u>-\$ 904.97</u>
PayPal Balance – 09/03/2019	\$ 7,050.00

First Tennessee CD – 07/15/2019	\$100,000.00
Deposits	\$0.00
Expenses	\$0.00
Interest	<u>\$0.00</u>
First Tennessee CD – 09/03/2019	\$100,000.00

For complete Finance Report, see attached file

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Saturday, September 15, 2018

Wednesday, September 19, 2018

Rev. 09/14/2018

EXHIBIT 2 page 1

OPERATING REVENUE	2017-2018 OPERATING BUDGET	7/1/2018- 12/31/2018 PROPOSED BUDGET	7/1/2018- 12/31/2018 ACTUALS	7/1/2018- 12/31/2018 BUDGET AMENDMENTS	Comments
Membership Dues	\$ 29,800.00	\$ 11,000.00	\$ 8,224.00		
Associate Membership Dues			\$ 833.34		
NENA Dues	\$ 3,500.00	\$ 3,500.00			
Newsletter Banner Ads		\$ 1,500.00	\$ 1,000.00		
Interest - Community Bank	\$ 500.00	\$ 750.00	\$ 279.97		
TOTAL OPERATING REVENUE	\$ 33,800.00	\$ 16,750.00	\$ 10,337.31		
CONFERENCE REVENUE	2017 FINAL CONFERENCE BUDGET	2018 PROPOSED CONFERENCE BUDGET	2018 ACTUALS	2018 BUDGET AMENDMENTS	Comments
Attendee Conference Registration	\$ 92,069.75	\$ 93,000.00	\$ 68,800.00		
Day Pass	\$ 6,125.00	\$ 6,125.00	\$ 2,000.00		
Banquet Tickets	\$ 1,350.00	\$ 1,350.00	\$ 1,625.00		
Pre-Conference Course Registration	\$ 2,400.00	\$ 2,400.00	\$ 3,000.00		
Golf Tournament Registration	\$ 2,401.00	\$ 2,400.00	\$ 1,875.00		
Guest Passes	\$ 1,375.00	\$ 1,375.00	\$ 500.00		
Super Session Registration	\$ 100.00	\$ 100.00	\$ 450.00		
Industry Partner Registration	\$ 43,950.00	\$ 47,500.00	\$ 32,400.00		
Additional Exhibit Booth	\$ 3,400.00	\$ 3,400.00	\$ 1,700.00		
TN-APCO		\$ 3,022.42	\$ 2,500.00		AV Cost (\$22.42) Silver Sponsor (2,500)
Sponsorships	\$ 35,539.30	\$ 35,550.00	\$ 34,289.48		
CONFERENCE REVENUE	\$ 188,710.05	\$ 196,222.42	\$ 149,139.48		
TOTAL REVENUE	\$ 222,510.05	\$ 212,972.42	\$ 159,476.79		

OPERATING EXPENSES	2017-2018 OPERATING BUDGET	7/1/2018- 12/31/2018 PROPOSED BUDGET	7/1/2018- 12/31/2018 ACTUALS	7/1/2018- 12/31/2018 BUDGET AMENDMENTS	Comments
Legal Counsel Fees	\$ 20,000.00	\$ 10,100.00	\$ 3,333.32		
Executive Director Contract	\$ 20,271.60	\$ 10,425.00	\$ 5,138.86		
Incentive Pay	\$ 1,200.00	\$ 1,200.00			
Operating Expenses	\$ 2,200.00	\$ 1,100.00	\$ 1,300.34		
Certificates & Ballots	\$ 250.00	\$ 125.00	\$ 89.89		
Website / Domain Expenses	\$ 200.00	\$ -			Already paid for 2018
Travel Expenses	\$ 2,000.00	\$ 500.00			
ENP Scholarship's	\$ 2,350.00	\$ 1,175.00			
Survey Services	\$ 120.00	\$ 50.00			
Audit Expenses	\$ 4,000.00	\$ 4,000.00	\$ 37.00		
Insurance	\$ 2,500.00	\$ 2,300.00	\$ 2,304.00		
Service Charge	\$ 2,500.00	\$ 1,500.00	\$ 1,932.22		PayPal
Surety Bond Expense	\$ 400.00	\$ 400.00			
Event Expenses	\$ 3,000.00	\$ 1,000.00	\$ 232.49		
TERT Expenses	\$ 250.00	\$ 250.00			
TOTAL OPERATING EXPENSES	\$ 61,241.60	\$ 34,125.00	\$ 14,368.12		

CONFERENCE EXPENSES	2017 FINAL BUDGET	2018 PROPOSED BUDGET	2018 ACTUALS	2018 BUDGET AMENDMENTS	Comments for Proposed Budget
PROGRAM/AGENDA					
Pre-Conference Course Session	\$ 2,000.00	\$ 1,500.00	\$ 1,500.00		
Keynote Speaker Session	\$ 1,500.00	\$ 800.00	\$ 800.00		
Conference Instructors	\$ 13,500.00	\$ 22,000.00	\$ 22,000.00		
Speaker Expenses	\$ 1,005.74	\$ 1,000.00	\$ 245.78		
CEU's	\$ 2,740.00	\$ 3,000.00			

CONFERENCE FOOD & BEVERAGE					
Sunday food and beverage (Embassy Contract)	\$ 668.22	\$ 750.00			
Monday food and beverage	\$ 7,153.26	\$ 7,250.00			
ENP/RPL Breakfast	\$ 1,700.91	\$ 2,000.00			
Tuesday food and beverage	\$ 33,213.56	\$ 34,000.00			
Wednesday food and beverage	\$ 735.71	\$ 1,000.00			

CONFERENCE ENTERTAINMENT					
Conference Entertainment	\$ 2,299.00	\$ 3,000.00	\$ 2,799.00		\$500 in-kind sponsorship for photo booth

OFF-SITE IP EVENT					
Venue Rental	\$ 3,500.00	\$ 4,000.00	\$ 4,000.00		
Sunday IP Event Food and Beverage	\$ 12,602.00	\$ 13,500.00			
Entertainment	\$ 2,900.00	\$ 3,200.00	\$ 3,000.00		

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Saturday, September 15, 2018

Wednesday, September 19, 2018

EXHIBIT 2 page 2

Transportation	\$ 700.00	\$ 900.00			
CONFERENCE SITE FEES					
Hotel Rooms	\$ 6,469.08	\$ 7,000.00			
Meeting Rooms	\$ 1,700.25	\$ 3,250.00			
Comp industry partner registration		\$ 5,950.00			
Decorator Fees / Booth Setup Fees / Electric	\$ 9,138.99	\$ 10,000.00			
AV Fees	\$ 10,822.70	\$ 17,000.00			
PUBLICITY & PRINTING					
Handouts	\$ 321.97	\$ 300.00			
Conference Guide	\$ 2,839.73	\$ 3,200.00			
Signs	\$ 871.04	\$ 2,300.00			
REGISTRATION					
Conference Refunds	\$ 3,168.75	\$ 3,000.00	\$ 1,725.00		
Comp Registrations - Attendee		\$ 1,500.00			
Registration Software	\$ 3,008.88	\$ 9,650.00	\$ 9,474.82		
Registration Supplies	\$ 3,684.49	\$ 800.00	\$ 415.86		
TECHNICAL					
Technology Supplies	\$ 1,261.32	\$ 1,500.00	\$ 1,391.41		Board Approved on 04-12-18 Conference call
PRIZES					
Awards	\$ 648.52	\$ 1,300.00	\$ 253.45		
Door Prizes	\$ 1,201.84	\$ 1,000.00	\$ 831.45		
GOLF TOURNAMENT					
Golf Course Fees	\$ 1,056.00	\$ 1,200.00			
Miscellaneous expense	\$ 916.00	\$ 1,000.00	\$ 2,489.48		Total amount is In-kind sponsorships
MISCELLANEOUS					
Conference Bags	\$ 5,789.30	\$ 5,789.30	\$ 5,200.00		
Lanyards/Name Badge Holders	\$ 1,130.00	\$ 1,300.00	\$ 1,170.00		
Conference Shirts	\$ 457.11	\$ 400.00	\$ 108.68		
Miscellaneous expense	\$ 344.99	\$ 350.00	\$ 256.44		
Notification System	\$ 2,500.00	\$ 2,500.00			
TOTAL CONFERENCE EXPENSES					
	\$ 143,549.36	\$ 178,189.30	\$ 57,661.37		
TOTAL EXPENSES					
	\$ 204,790.96	\$ 212,314.30	\$ 72,029.49		
TOTAL REVENUE					
	\$ 222,510.05	\$ 212,972.42	\$ 159,476.79		
TOTAL PROFIT/(LOSS)					
	\$ 17,719.09	\$ 658.12	\$ 87,447.30		

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Saturday, September 15, 2018

Wednesday, September 19, 2018

EXHIBIT 3

2019-2020 STANDING COMMITTEES

Revised: 09/25/2019

Budget Committee

- Rose White, Treasurer, Chair
- Matthew Brown, President
- Justin Crowther, 1st Vice President
- TBA, 2nd Vice President
- Kim Augustine, Secretary
- Maureen Culberson, Executive Director

By-Law Committee

- Matthew Brown, President, Int-chair
- Kim White, East TENA Rep
- Leanna Chote-Peak, Middle TENA Rep
- Patricia Ledford, West TENA Rep
- Kim Augustine, Board Member At Large
- Gay Murrell, At Large TENA Member
- Maureen Culberson, Executive Director

Legislative Affairs Committee

- TBA, East TENA Rep
- Karen Moore, Middle TENA Rep
- Justin Whipple, West TENA Rep
- Gay Murrell, East Member Rep
- Eric Ritzman, Middle Member, Chair
- Pamela Tolley, West Member
- Maureen Culberson, Executive Director

Election Committee

- Raymond Chiozza, Chair
- Nancy Hansel, East Member
- Cassie Lowery, Middle Member
- Pamela Tolley, West Member
- Kim Augustine, TENA Secretary
- Maureen Culberson, Executive Director

ENP Scholarship Committee

- Karen Moore, ENP; Chair
- Sherri Maxfield, ENP; East Member
- Cassie Lowery, ENP; Middle Member
- Roberta Ivory, ENP; West Member
- Sherri Hanna, ENP; Member at Large
- Maureen Culberson, Executive Director

ENP Study Group Committee

To be appointed by ENP Scholarship Committee Chair and committee.

Ethics Committee

- Eric Ritzman, Chair
- Sherri Maxfield, East Member
- Chuck Haston, Middle Member
- Carolann Mason, West Member
- Russell Freeman, TENA Legal Counsel
- Maureen Culberson, Executive Director

Personnel Committee

- Matthew Brown, TENA President
- Justin Crowther, 1st Vice President
- TBA, TENA 2nd Vice President

Education Committee

- Dana Swimms, Chair
- Sherri Maxfield, East Member
- Chuck Haston, Middle Member
- Monica Moore, West Member
- Maureen Culberson, Executive Director

TN/TN-APCO Committee

- Kerry Lampley, Chair
- Justin Crowther, TENA 1st Vice President
- Steve Martini
- Paul McAllister

TERT Committee

- Brad Gass, State Coordinator, Chair
- Richee Kidd, East Member
- Kristy Borden, Middle Member
- Kristy Meggs, West Member
- Jeff Carney, Deputy State Coordinator, Member At Large
- Maureen Culberson, Executive Director

Non-Voting Advisory Counsel to TERT

Operations

- Eddie Burchell; TN State Deputy TERT Coord.
- Jennifer White; Loudon Co.
- Jamison Peevyhouse; TECB Training Coord.

911 Surcharge Rate Committee

- Matthew Brown, Chair
- David Alexander, Vice Chair
- Justin Crowther - East TENA Board Member
- Gaye Murrell - East TENA Membership
- Karen Moore - Middle TENA Board Member
- Mark Gandee - Middle TENA Membership
- Patricia Ledford - West TENA Board Member
- Dana Swims - West TENA Membership
- Maureen Culberson, Executive Director

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Saturday, September 15, 2018

Wednesday, September 19, 2018

EXHIBIT 3 con't

2020 CONFERENCE COMMITTEES

Revised: 09/25/2019

Conference Chair

- Justin Crowther

Hotel Committee

- Kim Augustine, Secretary

Registration Committee

- Rose White, Treasurer, Chair
- Maureen Culberson

Sponsors & Industry Partner

- Kim White, Chair
- Karen Moore
- Patricia Ledford

Program and Agenda

- Justin Crowther, Chair
- Matthew Brown
- Maureen Culberson

Food and Entertainment

- 2nd VP TBA
- TBA East Rep
- Leanna Choate-Peek
- Justin Whipple
- Kim Augustine

Technical Committee

- David Alexander, Chair
- Eric Ritzman
- Dale Blevins

Memorial Service

- Maureen Culberson

Signs and Publicity

- Maureen Culberson

Golf Tournament

- Mark Archer, Chair

Site Selection Committee

- Justin Crowther, Chair
- TBA, 2nd VP, Vice-Chair
- TBA East
- Karen Moore
- Patricia Ledford
- Kim Augustine
- Maureen Culberson

Senator Joe Haynes Award

- Matthew Brown, Chair
- Kim Augustine
- John Stuermer
- Buddy Schaffer
- Raymond Chiozza
- Maureen Culberson

Professional Awards

- Kim Augustine, Chair
- TBA East Rep
- Leanna Choate-Peek
- Justin Whipple
- Maureen Culberson

Tennessee Emergency Number Association Financial Report

Rose White, Treasurer
September 3, 2019

First Tennessee Checking Account – 07/15/2019	\$ 71,040.40
Deposits	\$ 94,039.03
Expenses	<u>-\$ 11,307.21</u>
First Tennessee Checking Balance – 09/03/2019	\$ 153,772.22

Community Bank Investment Checking Account – 07/15/2019	\$ 55,710.54
Deposits	\$ 0.00
Interest	<u>\$ 101.02</u>
Community Bank Checking Balance – 09/03/2019	\$ 55,811.56

PayPal Account – 07/15/2019	\$ 2,550.00
Deposits	\$ 34,675.00
Transfers to First TN Bank	-\$ 29,270.03
Transfers to Community Bank	\$ 0.00
Service Charge	<u>-\$ 904.97</u>
PayPal Balance – 09/03/2019	\$ 7,050.00

First Tennessee CD – 07/15/2019	\$100,000.00
Deposits	\$0.00
Expenses	\$0.00
Interest	<u>\$0.00</u>
First Tennessee CD – 09/03/2019	\$100,000.00

TENA - PayPal Account

Type	Date	Name	Memo	Budget Line Item	Amount
Deposit	7/18/2019	Chester County	Attendee Registration	CR - Attendee Conf Registration	\$250.00
Deposit	7/18/2019	Rave Mobile Safety	IP Registration	CR - Industry Partner Registration	\$850.00
Deposit	7/18/2019	Intrado	IP Registration/Banquet	Split	\$900.00
Deposit	7/19/2019	Carolina Recording Systems	Golf Tourney Sponsor	CR - Sponsorships	\$200.00
Deposit	7/23/2019	City of Clinton	Attendee Registration	CR - Attendee Conf Registration	\$250.00
Deposit	7/23/2019	City of Clinton	Attendee Registration	CR - Attendee Conf Registration	\$250.00
Deposit	7/23/2019	Carroll County	Attendee Registration	CR - Attendee Conf Registration	\$1,250.00
Deposit	7/23/2019	RapidSOS	IP Registration	CR - Industry Partner Registration	\$850.00
Deposit	7/24/2019	Bradley County	Attendee Registration	CR - Attendee Conf Registration	\$1,750.00
Deposit	7/25/2019	Nelson Systems	IP Registration	CR - Industry Partner Registration	\$850.00
Deposit	7/25/2019	ID Networks	Golf Tourney Sponsor	CR - Sponsorships	\$200.00
Deposit	7/26/2019	Seculore	Golf Tourney Sponsor	CR - Sponsorships	\$200.00
Deposit	7/26/2019	Revcord	Golf Tourney Sponsor	CR - Sponsorships	\$100.00
Journal	7/26/2019	Service Charge	PayPal Service Charge	OE - Service Charge	-\$280.25
Transfer	7/26/2019	Transfer to First TN Checking	Transfer	Split	-\$8,819.75
Deposit	7/29/2019	Justin Whipple	Golf Tourney Registration	CR - Golf Outing Registration	\$75.00
Deposit	7/29/2019	Marshall County	Attendee Registration	CR - Attendee Conf Registration	\$1,500.00
Deposit	7/29/2019	Carter County	Attendee Registration	CR - Attendee Conf Registration	\$250.00
Deposit	7/29/2019	Carter County	Attendee Registration	CR - Attendee Conf Registration	\$250.00
Deposit	7/29/2019	Carter County	Attendee Registration	CR - Attendee Conf Registration	\$250.00
Deposit	7/29/2019	Carter County	Attendee Registration	CR - Attendee Conf Registration	\$250.00
Deposit	7/30/2019	Carter County	Attendee Registration	CR - Attendee Conf Registration	\$250.00
Deposit	7/30/2019	Nelson Systems	Golf Tourney Sponsor	CR - Sponsorships	\$200.00

Deposit	7/30/2019	Ryan Public Safety	IP Registration	CR - Industry Partner Registration	\$850.00
Deposit	7/31/2019	Hexagon	IP Registration	CR - Industry Partner Registration	\$850.00
Deposit	7/31/2019	Degree Advantage	IP Registration	CR - Industry Partner Registration	\$850.00
Deposit	8/1/2019	Lauderdale County	Attendee Reg/Pre-Con	Split	\$400.00
Deposit	8/5/2019	ECaTs	IP Registration / Banquet	Split	\$900.00
Deposit	8/6/2019	PowerPhone	Golf Tourney Sponsor	CR - Sponsorships	\$200.00
Deposit	8/6/2019	Ryan Public Safety	Golf Tourney Sponsor	CR - Sponsorships	\$200.00
Deposit	8/6/2019	Comtech	Golf Tourney Sponsor	CR - Sponsorships	\$200.00
Deposit	8/6/2019	Comtech	Non-Member Registration	CR - Attendee Conf Registration	\$350.00
Deposit	8/7/2019	Comtech	Golf Tourney Sponsor	CR - Sponsorships	\$100.00
Deposit	8/7/2019	Zetron	Golf Tourney Sponsor	CR - Sponsorships	\$100.00
Deposit	8/7/2019	Zetron	Golf Tourney Registration	CR - Golf Outing Registration	\$75.00
Deposit	8/7/2019	Lee Canipe	Golf Tourney Registration	CR - Golf Outing Registration	\$75.00
Deposit	8/7/2019	Lee Canipe	Golf Tourney Registration	CR - Golf Outing Registration	\$75.00
Deposit	8/7/2019	Lee Canipe	Golf Tourney Registration	CR - Golf Outing Registration	\$75.00
Deposit	8/7/2019	Lee Canipe	Golf Tourney Registration	CR - Golf Outing Registration	\$75.00
Deposit	8/8/2019	Revcard	Golf Tourney Sponsor	CR - Sponsorships	\$100.00
Deposit	8/8/2019	RapidSOS	Golf Tourney Sponsor	CR - Sponsorships	\$150.00
Journal	8/9/2014	Service Charge	PayPal Service Charge	OE - Service Charge	-\$296.55
Transfer	8/9/2019	Transfer to First TN Checking	Transfer	Split	-\$9,628.45
Deposit	8/9/2019	Fayette County	Registrations	Split	\$1,375.00
Deposit	8/9/2019	Applied Digital Solutions	Golf Tourney Sponsor	CR - Sponsorships	\$150.00
Deposit	8/12/2019	Henry County	Registrations	Split	\$3,400.00
Deposit	8/12/2019	Sullivan County	Attendee Registration	CR - Attendee Conf Registration	\$250.00
Deposit	8/13/2019	Davidson County	Registrations	Split	\$875.00
Deposit	8/13/2019	Motorola	Golf Tourney Registration	CR - Golf Outing Registration	\$300.00
Deposit	8/20/2019	Comtech	Attendee Registration	CR - Attendee Conf Registration	\$750.00

Deposit	8/21/2019	Applied Digital Solutions	Golf Tourney Registration	CR - Golf Outing Registration	\$300.00
Deposit	8/21/2019	Mission Critical Partners	Registration/Sponsorship	Split	\$1,450.00
Deposit	8/22/2019	AT&T	Golf Tourney Registration	CR - Golf Outing Registration	\$300.00
Deposit	8/22/2019	GeoConex	Golf Tourney Registration	CR - Golf Outing Registration	\$300.00
Deposit	8/22/2019	GeoConex	Golf Tourney Sponsor	CR - Sponsorships	\$200.00
Deposit	8/22/2019	Guardian Tracking	IP Registration	CR - Industry Partner Registration	\$950.00
Deposit	8/22/2019	Carroll County	Day Pass	CR - Day Pass	\$125.00
Deposit	8/22/2019	Carroll County	Banquet Ticket	CR - Banquet Tickets	\$50.00
Deposit	8/22/2019	City of Oak Ridge	Attendee Registration	CR - Attendee Conf Registration	\$375.00
Transfer	8/27/2019	Transfer to First TN Checking	Transfer	Split	-\$10,821.83
Journal	8/27/2019	Service Charge	PayPal Service Charge	OE - Service Charge	-\$328.17
Deposit	8/27/2019	Lawrence County	Registration/Banquet	Split	\$325.00
Deposit	8/29/2019	Washington County	Registrations	CR - Attendee Conf Registration	\$1,100.00
Deposit	8/29/2019	THP	Registrations	CR - Attendee Conf Registration	\$1,650.00
Deposit	8/30/2019	Shelby County	Registrations	CR - Attendee Conf Registration	\$550.00
Deposit	8/31/2019	Shelby County	Registration	CR - Attendee Conf Registration	\$275.00
Deposit	8/31/2019	Shelby County	Registrations	CR - Attendee Conf Registration	\$275.00
Deposit	8/31/2019	Shelby County	Registration	CR - Attendee Conf Registration	\$275.00
Deposit	8/31/2019	Shelby County	Registration	CR - Attendee Conf Registration	\$275.00
Deposit	8/31/2019	Shelby County	Registration	CR - Attendee Conf Registration	\$275.00
Deposit	8/31/2019	Shelby County	Registration	CR - Attendee Conf Registration	\$275.00
Deposit	8/31/2019	Shelby County	Registration	CR - Attendee Conf Registration	\$275.00
Deposit	8/31/2019	Shelby County	Registration	CR - Attendee Conf Registration	\$275.00
Deposit	8/31/2019	Shelby County	Registration	CR - Attendee Conf Registration	\$275.00
Deposit	9/2/2019	Shelby County	Registration	CR - Attendee Conf Registration	\$275.00
Deposit	9/2/2019	Shelby County	Registration	CR - Attendee Conf Registration	\$275.00
Deposit	9/2/2019	Shelby County	Registration	CR - Attendee Conf Registration	\$275.00

Deposit	9/3/2019	Davidson County	Day Pass	CR - Day Pass	\$125.00
Deposit	9/3/2019	Carter County	Registration	CR - Attendee Conf Registration	\$275.00

TENA - Community Bank Investment Checking Account

Type	Date	Name	Memo	Budget Line Item	Amount
Journal	7/28/2019	Community Bank	July Interest	OR - Community Bank - Interest	\$52.89
Journal	8/28/2019	Community Bank	August Interest	OR - Community Bank - Interest	\$48.13

TENA - First Tennessee CD

Type	Date	Name	Memo	Budget Line Item	Amount
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TENA - First Tennessee Checking Account

Type	Date	Name	Memo	Budget Line Item	Amount
Check 366	7/18/2019	HAWK Specialty Services	Conference Entertainment	CE - Conference Entertainment	-\$1,950.00
Check 367	8/5/2019	Freeman & Bracey, PLC	Legal Contract	OE - Legal Contract	-\$3,333.32
Check 368	8/5/2019	Maureen Culberson	ED Contract	OE - ED Contract	-\$1,724.78
Check 369	8/26/2019	Freeman & Bracey, PLC	Legal Contract	OE - Legal Contract	-\$1,666.66
Check 370	8/26/2019	Loudon County ECD	Conference Refund - 25% admin fee	CE - Conference Refund	-\$187.50
Check 371	8/26/2019	Morgan County	Conference Refund - full refund	CE - Conference Refund	-\$250.00
Journal	7/26/2019	Merchant Services	Credit Card Fee	OE - Service Charge	-\$7.22
Journal	7/30/2019	Merchant Services	Credit Card Fee	OE - Service Charge	-\$18.48
Journal	7/31/2019	Merchant Services	Credit Card Fee	OE - Service Charge	-\$4.73
Debit Card	8/1/2019	Soft Space	Table Throw	OE - Operating Expenses	-\$474.69
Journal	8/1/2019	Merchant Services	Credit Card Fee	OE - Service Charge	-\$0.02
Journal	8/2/2019	Merchant Services	Credit Card Fee	OE - Service Charge	-\$0.02
Journal	8/5/2019	Merchant Services	Credit Card Monthly Processing Fee	OE - Service Charge	-\$138.85
Debit Card	8/8/2019	Election Buddy	TENA Board Election	OE - Certificates and Ballots	-\$89.89
Journal	8/15/2019	Merchant Services	Credit Card Fee	OE - Service Charge	-\$1.74
Debit Card	8/15/2019	Amazon	Door Prizes	CE - Door Prizes	-\$222.26
Debit Card	8/15/2019	PC Nametag	Badge Holders/Laynards	CE - Badge Holders	-\$1,233.03
Journal	8/30/2019	Merchant Services	Credit Card Fee	OE - Service Charge	-\$4.02
Deposit	7/16/2019	Deposit First TN Checking	Polk County	OR - Membership Dues	\$143.00
Deposit	7/16/2019	Deposit First TN Checking	Rutherford County	OR - Membership Dues	\$600.00
Deposit	7/16/2019	Deposit First TN Checking	Rhea County	OR - Membership Dues	\$270.00

Deposit	7/16/2019	Deposit First TN Checking	VFIS	CR - IP Registration	\$850.00
Deposit	7/16/2019	Deposit First TN Checking	VFIS	CR - Banquet Ticket	\$100.00
Deposit	7/16/2019	Deposit First TN Checking	VFIS	CR - Sponsorship	\$500.00
Deposit	7/16/2019	Deposit First TN Checking	City of Laffollette	CR - Attendee Registration	\$250.00
Deposit	7/16/2019	Deposit First TN Checking	Asher Group	CR - IP Registration	\$850.00
Deposit	7/16/2019	Deposit First TN Checking	Hamblen County	Split	\$1,600.00
Deposit	7/18/2019	Deposit First TN Checking	Dekalb County	OR - Membership Dues	\$159.00
Deposit	7/18/2019	Deposit First TN Checking	Warren County	OR - Membership Dues	\$339.00
Deposit	7/23/2019	Deposit First TN Checking	Sullivan County	OR - Membership Dues	\$600.00
Deposit	7/23/2019	Deposit First TN Checking	Overton-Pickett	OR - Membership Dues	\$231.00
Deposit	7/23/2019	Deposit First TN Checking	Lincoln County	OR - Membership Dues	\$284.00
Deposit	7/23/2019	Deposit First TN Checking	Hawkins County	OR - Membership Dues	\$459.00
Deposit	7/23/2019	Deposit First TN Checking	Montgomery County	OR - Membership Dues	\$600.00
Deposit	7/23/2019	Deposit First TN Checking	Roane County	OR - Membership Dues	\$435.00
Deposit	7/23/2019	Deposit First TN Checking	Concept Seating	Split	\$900.00
Deposit	7/23/2019	Deposit First TN Checking	Maury County	CR - Attendee Registration	\$250.00
Deposit	7/23/2019	Deposit First TN Checking	Maury County	CR - Guest Pass	\$375.00
Deposit	7/23/2019	Deposit First TN Checking	Columbia Southern University	CR - IP Registration	\$850.00
Deposit	7/23/2019	Deposit First TN Checking	Giles County	CR - Attendee Registration	\$750.00
Deposit	7/23/2019	Deposit First TN Checking	iamResponding.com	CR - IP Registration	\$850.00
Deposit	7/23/2019	Deposit First TN Checking	Loudon County	Split	\$1,650.00
Deposit	7/23/2019	Deposit First TN Checking	Roane County	Split	\$600.00
Deposit	7/23/2019	Deposit First TN Checking	City of Kingsport	CR - Attendee Registration	\$2,000.00
Deposit	7/25/2019	Deposit First TN Checking	Weakley County	CR - Attendee Registration	\$500.00
Deposit	7/25/2019	Deposit First TN Checking	Integrated Communications	CR - IP Registration	\$850.00
Deposit	7/25/2019	Deposit First TN Checking	Integrated Communications	CR - Banquet Ticket	\$100.00

Deposit	7/25/2019	Deposit First TN Checking	City of Brentwood	OR - Membership Dues	\$315.00
Transfer	7/26/2019	Transfer from PayPal	PayPal	Split	\$8,819.75
Credit Card	7/26/2019	Credit Card Payment	Life Lite	CR - IP Registration	\$850.00
Credit Card	7/29/2019	Credit Card Payment	Motorola	OR - Associate Membership	\$200.00
Credit Card	7/29/2019	Credit Card Payment	Motorola	CR - Sponsorship	\$150.00
Credit Card	7/29/2019	Credit Card Payment	Carolina Recording	CR - Sponsorship	\$200.00
Credit Card	7/30/2019	Credit Card Payment	Integrated Communications	CR - Sponsorship	\$200.00
Deposit	8/1/2019	Deposit First TN Checking	Pulsiam	CR - Sponsorship	\$2,500.00
Deposit	8/1/2019	Deposit First TN Checking	Applied Digital Solutions	OR - Associate Membership	\$200.00
Deposit	8/1/2019	Deposit First TN Checking	Lake County	OR - Membership Dues	\$100.00
Deposit	8/1/2019	Deposit First TN Checking	Area Wide	CR - Sponsorship	\$200.00
Deposit	8/1/2019	Deposit First TN Checking	True North	CR - Sponsorship	\$200.00
Deposit	8/1/2019	Deposit First TN Checking	Area Wide	CR - IP Registration	\$850.00
Deposit	8/1/2019	Deposit First TN Checking	Sumner County	Split	\$2,700.00
Deposit	8/5/2019	Deposit First TN Checking	Jim Barnes	CR - Golf Outing Registration	\$150.00
Deposit	8/5/2019	Deposit First TN Checking	Carbyne Inc	CR - IP Registration	\$850.00
Deposit	8/5/2019	Deposit First TN Checking	Sound Communications	CR - IP Registration	\$850.00
Deposit	8/5/2019	Deposit First TN Checking	White County	Split	\$1,800.00
Deposit	8/5/2019	Deposit First TN Checking	Greene County	CR - Attendee Registration	\$1,000.00
Deposit	8/5/2019	Deposit First TN Checking	Robert Thompson	CR - Attendee Registration	\$250.00
Transfer	8/9/2019	Transfer from PayPal	PayPal	Split	\$9,628.45
Deposit	8/13/2019	Deposit First TN Checking	Meigs County	CR - Attendee Registration	\$500.00
Deposit	8/13/2019	Deposit First TN Checking	Gibson County	Split	\$400.00
Deposit	8/13/2019	Deposit First TN Checking	Jerry McCord	CR - Golf Outing Registration	\$75.00
Deposit	8/13/2019	Deposit First TN Checking	Hardeman County	Split	\$800.00
Deposit	8/13/2019	Deposit First TN Checking	GeoConex	OR - Associate Membership	\$200.00

Deposit	8/13/2019	Deposit First TN Checking	Coffee County	CR - Attendee Registration	\$1,000.00
Deposit	8/13/2019	Deposit First TN Checking	Johnson County	Split	\$400.00
Deposit	8/13/2019	Deposit First TN Checking	Jerry Jordan	CR - Banquet Ticket	\$50.00
Deposit	8/13/2019	Deposit First TN Checking	Cumberland County	CR - Attendee Registration	\$1,750.00
Deposit	8/15/2019	Deposit First TN Checking	Rutherford County	CR - Attendee Registration	\$1,000.00
Deposit	8/21/2019	Deposit First TN Checking	Blount County	CR - Attendee Registration	\$1,000.00
Deposit	8/21/2019	Deposit First TN Checking	B&E Electronics	CR - IP Registration	\$850.00
Deposit	8/21/2019	Deposit First TN Checking	Hickman County	Split	\$375.00
Deposit	8/21/2019	Deposit First TN Checking	Perry County	CR - Attendee Registration	\$1,250.00
Deposit	8/21/2019	Deposit First TN Checking	Shelby County	Split	\$2,050.00
Deposit	8/21/2019	Deposit First TN Checking	Integrated Communications	CR - Golf Outing Registration	\$75.00
Deposit	8/21/2019	Deposit First TN Checking	EZ911 Inc	CR - IP Registration	\$650.00
Deposit	8/21/2019	Deposit First TN Checking	Sumner County	CR - Attendee Registration	\$275.00
Deposit	8/21/2019	Deposit First TN Checking	Hardin County	Split	\$1,050.00
Deposit	8/21/2019	Deposit First TN Checking	Rex Holloway	CR - Golf Outing Registration	\$75.00
Deposit	8/21/2019	Deposit First TN Checking	Franklin County	CR - Attendee Registration	\$500.00
Deposit	8/21/2019	Deposit First TN Checking	Morgan County	Split	\$1,550.00
Deposit	8/21/2019	Deposit First TN Checking	Jefferson County	CR - Attendee Registration	\$1,500.00
Deposit	8/26/2019	Deposit First TN Checking	Stewart County	OR - Membership Dues	\$124.00
Deposit	8/26/2019	Deposit First TN Checking	Henry County	CR - Golf Outing Registration	\$300.00
Deposit	8/26/2019	Deposit First TN Checking	NGA 911 LLC	CR - Sponsorship	\$5,000.00
Transfer	8/27/2019	Transfer from PayPal	PayPal	Split	\$10,821.83
Deposit	8/29/2019	Deposit First TN Checking	Robertson County	CR - Day Passes	\$625.00
Deposit	8/29/2019	Deposit First TN Checking	Priority Dispatch	CR - IP Registration	\$850.00
Deposit	8/29/2019	Deposit First TN Checking	TN-APCO	CR - Sponsorship	\$2,500.00
Deposit	8/29/2019	Deposit First TN Checking	Clay County	CR - Attendee Registration	\$1,000.00

Deposit	8/29/2019	Deposit First TN Checking	Haywood County	Split	\$950.00
Deposit	8/29/2019	Deposit First TN Checking	Sullivan County	Split	\$3,250.00
Deposit	8/29/2019	Deposit First TN Checking	Davidson County	OR - Membership Dues	\$600.00
Deposit	8/29/2019	Deposit First TN Checking	Sullivan County	CR - Attendee Registration	\$250.00
Deposit	8/29/2019	Deposit First TN Checking	Houston County	OR - Membership Dues	\$110.00
Deposit	8/30/2019	Credit Card Payment	Hamilton County	OR - Guest Pass	\$125.00

OR - Operating Revenue
OE - Operating Expenses
CR - Conference Revenue
CE - Conference Expenses

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		\$ 28,673.00	
Associate Membership Dues	\$ 1,233.34	\$ 2,000.00		\$ 1,083.34	
NENA Dues	\$ 4,629.00	\$ 3,500.00			
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		\$ 573.76	
TOTAL OPERATING REVENUE	\$ 16,568.93	\$ 42,224.00		\$ 30,330.10	
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		\$ 57,750.00	
Day Pass	\$ 3,750.00	\$ 3,500.00		\$ 1,875.00	
Banquet Tickets	\$ 2,225.00	\$ 2,000.00		\$ 1,450.00	
Pre-Conference Course Registration	\$ 3,450.00	\$ 2,500.00		\$ 4,500.00	
Golf Tournament Registration	\$ 2,850.00	\$ 2,000.00		\$ 2,250.00	
Guest Passes	\$ 500.00	\$ 500.00		\$ 1,000.00	
Super Session Registration	\$ 450.00	\$ 250.00			
Industry Partner Registration	\$ 35,400.00	\$ 35,000.00		\$ 34,200.00	
Additional Exhibit Booth	\$ 1,700.00	\$ 1,700.00		\$ 850.00	
TN-APCO	\$ 2,500.00	\$ 2,500.00		\$ 2,500.00	
Sponsorships - Conference	\$ 37,789.48	\$ 27,650.00		\$ 23,650.00	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		\$ 133,976.84	
TOTAL REVENUE	\$ 196,358.41	\$ 220,113.48		\$ 164,306.94	

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		\$ 14,999.94	
Executive Director Contract	\$ 10,313.20	\$ 20,700.00		\$ 13,798.24	
Incentive Pay	\$ 1,200.00	\$ 1,200.00			
Operating Expenses	\$ 1,994.62	\$ 1,300.00		\$ 1,112.01	
Certificates & Ballots	\$ 179.78	\$ 400.00		\$ 179.78	
Website / Domain Expenses		\$ 200.00	\$ 250.00	\$ 257.34	Budget Amendment Approved 01-16-19
Travel Expenses		\$ 2,000.00		\$ 1,860.19	
ENP Scholarship's	\$ 1,880.00	\$ 5,000.00		\$ 1,310.00	
Survey Services	\$ 421.00	\$ 400.00			
Audit Expenses		\$ 8,000.00		\$ 4,000.00	FYE 06-30-18 and 6 month budget cycle
Insurance	\$ 2,304.00	\$ 2,325.00			
Service Charge	\$ 1,978.15	\$ 1,000.00		\$ 1,768.39	
Surety Bond Expense	\$ 359.00	\$ 400.00			
Event Expenses	\$ 978.96	\$ 3,600.00		\$ 1,285.52	
TERT Expenses	\$ 34.17	\$ 250.00			
TOTAL OPERATING EXPENSES	\$ 31,642.84	\$ 66,780.00		\$ 40,571.41	

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			
Keynote Speaker Session	\$ 800.00	\$ 2,500.00			
Conference Instructors	\$ 22,000.00	\$ 15,000.00		\$ 3,000.00	
Speaker Expenses	\$ 245.78	\$ 250.00			
CEU's	\$ 2,500.00	\$ 2,500.00			

CONFERENCE FOOD & BEVERAGE					
Sunday food and beverage (Embassy Contract)	\$ 517.14	\$ 517.14			
Monday food and beverage	\$ 5,541.59	\$ 5,541.59			
ENP/RPL Breakfast	\$ 1,769.17	\$ 1,769.17			
Tuesday food and beverage	\$ 32,879.34	\$ 32,879.34			
Wednesday food and beverage	\$ 6,212.51	\$ 2,500.00			

CONFERENCE ENTERTAINMENT					
Conference Entertainment	\$ 2,799.00	\$ 2,500.00		\$ 1,950.00	

OFF-SITE IP EVENT					
Venue Rental	\$ 4,000.00	\$ -			
Sunday IP Event Food and Beverage	\$ 15,909.43	\$ 15,909.43			

Entertainment	\$ 3,000.00	\$ 1,500.00			
Transportation	\$ 700.00	\$ -			

CONFERENCE SITE FEES

Hotel Rooms	\$ 3,686.40	\$ 5,500.00			
Meeting Rooms	\$ 919.87	\$ 1,000.00			
Comp industry partner registration		\$ -			
Decorator Fees / Booth Setup Fees / Electric	\$ 9,920.96	\$ 10,000.00			
AV Fees	\$ 15,127.13	\$ 17,000.00			

PUBLICITY & PRINTING

Handouts	\$ 1,980.54	\$ 350.00			
Conference Guide	\$ 2,743.75	\$ 3,000.00			
Signs	\$ 2,014.57	\$ 1,000.00			

REGISTRATION

Conference Refunds	\$ 2,500.00	\$ 2,500.00		\$ 437.50	
Comp Registrations - Attendee		\$ -			
Registration Software	\$ 9,474.82	\$ 9,500.00		\$ 9,236.23	
Registration Supplies	\$ 712.90	\$ 800.00			

TECHNICAL

Technology Supplies	\$ 1,391.41	\$ 500.00			
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PRIZES

Awards	\$ 669.15	\$ 700.00			
Door Prizes	\$ 981.45	\$ 1,000.00		\$ 222.26	

GOLF TOURNAMENT

Golf Course Fees	\$ 1,280.00	\$ 1,000.00			
Miscellaneous expense	\$ 1,422.90	\$ 2,500.00			
In-Kind Sponsorships	\$ 2,489.48	\$ 1,500.00		\$ 801.84	

MISCELLANEOUS

Conference Bags	\$ 5,200.00	\$ 5,200.00		\$ 5,000.00	
Lanyards/Name Badge Holders	\$ 1,262.07	\$ 1,500.00		\$ 1,233.03	
Conference Shirts	\$ 108.68	\$ 700.00		\$ 276.31	
Miscellaneous expense	\$ 408.49	\$ 100.00			
Notification System	\$ 149.99	\$ 500.00		\$ 499.97	

TOTAL CONFERENCE EXPENSES	\$ 164,818.52	\$ 151,716.67		\$ 22,657.14	
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TOTAL EXPENSES	\$ 196,461.36	\$ 218,496.67		\$ 63,228.55	
TOTAL REVENUE	\$ 196,358.41	\$ 220,113.48		\$ 164,306.94	
TOTAL PROFIT/(LOSS)	\$ (102.95)	\$1,616.81		\$ 101,078.39	

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Wednesday, November 20, 2019

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 Wednesday, November 20, 2019 at 1:00 pm (CT).

1119.I Call to Order

President Brown called the meeting to order.

See Appendix 2 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).

1119.II Presentation of September Minutes

Justin Crowther 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.

1119.III Ratify Email Votes Since Previous Board Meeting

1. Ratify email vote to accept 2nd draft of committee appointments as submitted by President Matthew Brown. Motion made by David Alexander, second made by Patricia Ledford. Motion passed with unanimous approval by the Board.
2. Ratify email vote to move the CD plus the interest to Citizen's Bank for 13 months at 1.85% and add Kim White and Rose White as signatories. Motion made by Kim White, second made by Karen Moore. Motion passed with unanimous approval by the Board.

1119.IV Announcement of Election Results

Prior to announcing the election results, President Brown asked for the resignations of Justin Crowther as East Region representative and Davis Alexander as Past President. Both voiced verbal resignations. Leanna Choate-Peek made the motion to accept both resignations and Rose White made the second. The Board voted unanimous approval.

President Brown announced that David Alexander won 2nd Vice President and James Long won East Region representative.

He also stated that all amendments on the ballot passed by the necessary majority.

1119.V Announcement of Election Results

Russell Freeman, Legal Counsel administered the Oath of Office to Mr. Alexander and Mr. Long, after which they took their seats at the table.

1119.VI Financial Report

Rose White, Treasurer, presented the financial report as of 11/13/2019 (see Exhibit 1).

The balances are as follows:

First Tennessee checking account \$165,311.25
Community Bank investment account \$55,811.56
First Tennessee investment account \$0.00.
PayPal account \$0.00.

Ms. White explained the amount in the primary checking account included the money from the First Tennessee investment account as she needs the minutes from this meeting to open the new account.

Justin Crowther made the motion to approve the financial report as presented and David Alexander made the second. With Rose White abstaining, the remainder of the Board voted unanimously, to pass this motion.

Ms. White presented the current budget with amendments for approval (see Exhibit 2). David Alexander made the motion to approve the proposed budget amendments and Kim White made the second. The Board voted unanimous approval.

Ms. White presented the 2020 proposed budget. (see Exhibit 3). There was a discussion as surety bond fee and Ms. Rose White said she would check with VFIS. Also Ms. White said there would need to be further considerations made as to the service charges being charged on the credit cards used for payment to TENA.

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Wednesday, November 20, 2019

1119.VII Regional Reports

A. East Region –*Kim White*

Kim White reported East Region met on October 23 with 23 people in attendance representing 13 ECD's. The nominees for the election were present and spoke to the group. They also discussed the policy & bylaw amendments that are on the ballot and talked about next year's conference. The consensus from the East Region is they would like the Welcome Reception moved back to The Grove and move the Opening Session back to Monday morning. TECB was also there and discussed the Section 130 funding.

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

Karen Moore advised they met on November 19 at Maury Co. ECD. Their discussion was focused on the rate restoration efforts, funding concerns as well as the TECB grant money.

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

Patricia Ledford advised they met the same day as the TECB at the Dickson Co. ECD office. They discussed the TECB meeting, cybersecurity, ESInet, the Section 130 funding, the conference survey and the Welcome Reception location.

1119.VIII Report from Legal Counsel – *Russell Freeman*

Mr. Freeman reported that with the Bylaws having passed the next step is to send them to NENA for their certification. He has completed the rate restoration letter that will be sent to the legislators. He will be working with the Legislative Committee as they begin to prepare for the new session. He also completed work on the personnel contracts which will be discussed later in the meeting.

1119.IX 911 Partner Reports

A. Tennessee Emergency Communications Board

Due to prior commitments, staff was unable to attend.

B. NENA

President Brown advised that NENA is putting together a Wellness Committee for both mental & physical health. If your agency has any policies regarding this issue, please forward directly to NENA.

Mr. Crowther stated that registration is now open for the Best Practices Conference. All the information is on the NENA website.

C. TN-APCO

Due to prior commitments, officers were not able to attend, however they did send a message that the APCO Winter meeting would be held in conjunction with Winter Workshop at the Edgewater Hotel in Gatlinburg.

1119.X Committee Reports

A. ENP Committee – *Karen Moore*

Ms. Moore stated she has reached out to 5 applicants and will be scheduling interviews with them. The committee also spoke about the ENP Study Group and all agreed that there were other successful groups already established and they did not feel it necessary to create another one. They were also in agreement that they were going to share their knowledge and materials with any applicant who requested.

B. Personnel Committee – *Matthew Brown*

President Brown advised that the committee, along with Legal Counsel, has worked on an updated Executive Director contract.

C. Policy & Bylaws Committee – *Matthew Brown*

President Brown said he was grateful the voting is complete, and we will now wait on affirmation from NENA, along with a dismissal of the grievance.

Mr. Alexander stated he, as 2nd Vice President, would now be steering this committee. Mr. Freeman advised the Board needs to decide as to how to proceed sending the bylaws to NENA and Mr. Alexander stated there should be a cover letter written.

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Wednesday, November 20, 2019

D. Education Committee – *Dana Swims*

Ms. Swims advised that the committee met by conference call and will be working on the In-Service training before each Board meeting. President Brown asked that these sessions be scheduled as far into the future as possible. Also discussed on the call was the CMCP training to be held May 11- May 15, 2020. Registration would be limited to two (2) people from member ECD's and would open March 2 and close on April 13, 2020.

E. Rate Restoration Committee – *Matthew Brown*

President Brown stated the letter that will be sent to the legislators has been emailed to the Board. After discussion, there were some modifications made to the content and Karen Moore made the motion to accept the letter as amended. The second was made by Justin Whipple and the Board voted unanimous approval.

F. Legislative Committee – *Eric Ritzman*

Mr. Ritzman stated there is ongoing work on the reclassification of dispatchers. He feels another issue that needs to be addressed is the ongoing problem of call recordings being subpoenaed by the courts. He has requested a survey/poll be sent out regarding this issue. He is planning on having a committee conference call after Thanksgiving.

G. Other Committees

No report

1119.XI Old Business

A. Executive Director Incentive Pay – *Matthew Brown*

President Brown advised that both the Personnel Committee and the Executive Committee have discussed this issue in detail and both committees recommend giving Ms. Culberson the \$1,200.00 incentive. Matthew Brown made this motion and David Alexander made the second. There was a lengthy discussion. Justin Whipple stated the money isn't in the budget. President Brown said there is still the NENA rebate check outstanding in the amount of approximately \$4,500.00. David Alexander advised he just finished a year as President, and you cannot begin to understand the quantity of work that the Executive Director processes. Karen Moore replied they are not debating the amount of work she does, but rather the amount of money. Patricia Ledford said the conference cost more money this year and there just isn't enough in the budget. Justin Crowther reminded the Board they were responsible for spending that money and we all need to be more conscientious in the future.

A Roll Call vote was taken; 5 Ayes (Alexander, Augustine, Crowther, Choate-Peek, Brown); 4 No's (Ledford, Moore, Whipple, K. White); 2 Abstentions (Long, R. White). Mr. Freeman was asked to research our bylaws & Roberts Rule of Order about the abstain votes. Justin Crowther made the motion to recess the meeting while Mr. Freeman was researching, and Karen Moore made the second with the Board voting unanimous approval.

The meeting was recessed.

The meeting was called back to order. Mr. Freeman stated his opinion. The TEMA Bylaws state the vote must pass by a simple majority plus one (1). The vote count was 5-4 (9 votes) with 2 abstentions, so the vote must pass with 6 Ayes. The above motion failed.

1119.XII New Business

A. Legal Counsel contract – *Matthew Brown*

Personnel & Executive Committee's both recommend approval of the 2020 contract with no changes. Kim White made the motion and Justin Whipple made the second. The Board voted unanimous approval.

B. Executive Director contract – *Matthew Brown*

President Brown advised the Personnel & Executive Committee discussed the Executive Director contract and recommended adding benchmarks to achieve in order to be eligible to receive the incentive. President Brown also presented an email Mr. Alexander sent to the Board the day prior to the meeting explaining the option of adding \$100 a month to the Executive Director contract and remove the incentive portion from the contract. Motion made by David Alexander and second by Justin

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Wednesday, November 20, 2019

Crowther to approve the Executive Director's contract for 2020 with changes as stipulated by David Alexander to add \$100.00 per month and remove the incentive pay. Final vote was 5 Ayes (Alexander, Augustine, Crowther, Choate-Peek, Brown); No's (Ledford, Moore, Whipple, K. White, R. White); 1 Abstention (Long). This motion failed.

Justin Whipple made the motion to approve the Executive Director's contract for 2020 with original wording and remove the incentive pay clause and Kim White made the second. Final vote on this motion was 6 Ayes (Crowther, Ledford, Moore, Whipple, K. White, R. White); 3 No's (Augustine, Choate-Peek, Brown); 2 Abstentions (Alexander, Long). This motion carries.

C. Calendar for Meeting and Events – *Matthew Brown*

Based on the September meeting discussion of holding the Board meetings to coincide with the TECB, President Brown advised it would not work for all the months but stated he was committed to providing the Board with a compromise. TECB meets quarterly and TENA meets every other month. It was also previously discussed to hold the meetings at local ECD offices, however it had to be taken into consideration the room needs for both the In-Service training and the meetings, so the decision was made to continue having the meetings at the Embassy Suites. The 2020 meeting schedule was given to the Board, with the meetings beginning at 9:30 am and the In-Service at 1:00 pm. Discussion followed with some Board members disagreeing with the new times. Justin Crowther made the motion to accept the 2020 meeting and training schedule as presented but moving the times to 10:00 am training and 1:00 pm board meetings. The second was made by Matthew Brown and the Board approved this motion with 10 Ayes; 1 No (Augustine). President Brown advised the meeting calendar would be posted on the website.

D. Conference Survey Results and Drawing – *Matthew Brown*

President Brown advised that the Board has previously received the Conference survey results via email and the comments would be taken into consideration during the planning. He stated that as part of the survey, there would be one (1) complimentary Attendee registration given to the person who entered their name on the survey. Maureen Culberson stated there were 93 entries and the winner is Daphane Ward, Chester Co.

E. Conference Shirts – *Justin Crowther*

Mr. Crowther advised he has found a place that will purchase and embroider our TENA shirts. She can get the exact shirts and use the vector embroidery file that TENA paid for last year, and her prices are very reasonable. He asked the Board who needed new shirts, and no one responded except for Mr. Long who is new to the Board. Rose White made the motion to approve the four (4) shirts for Mr. Long with the second made by Justin Crowther. With Mr. Long abstaining, the remainder of the Board approved the motion. Mr. Crowther asked Maureen Culberson to coordinate between the vendor and Mr. Long.

Kim Augustine brought up purchasing nametags for the Board members, like the ones that NENA uses. Discussion followed with no action taken.

F. 2020 Conference Schedule – *Justin Crowther*

Justin Crowther said he had reviewed the survey comments closely and based on the member's input has put together a schedule for the 2020 Conference. It involves two (2) options;

Option 1: The Opening Session and Welcome Reception stay on Sunday evening; and adjusting tracks to provide exclusive Exhibit Times, but more sessions for Frontline Personnel.

Option 2: The Sunday Welcome Reception; moving the Opening Session back to Monday morning, and adjusting the tracks to provide exclusive Exhibit Times, but more sessions for Frontline Personnel. This template was previously emailed to the Board. The motion was made to approve Option 2 by Rose White. A second was made by Karen Moore and the Board voted unanimously to approve the motion.

G. Location of 2020 Conference Welcome Reception – *Justin Crowther*

Mr. Crowther stated that after reviewing the survey comments, it seems most attendees would like to have the Welcome Reception back across the street at The Grove. Mr. Steve Smith spoke from the audience and advised there's a possibility that location will no longer be available. Rose White made the motion to explore available options for offsite IP event and bring those options back to Board for further discussion with Kim White making the second. There was unanimous approval by the Board.

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Wednesday, November 20, 2019

H. Any Additional New Business

Justin Crowther reminded the Board that last year, they voted to support Jennifer White when she ran for NENA 2nd Vice President. He is making the motion to support Cassie Lowery in her bid for NENA's Southeastern Director election and Matthew Brown made the second. There was unanimous approval from the Board.

Kim Augustine asked the Board to reconsider the Executive Director's incentive pay and made a motion to do that in December by email vote once we receive the rebate check from NENA and determine the TENA budget is in the positive. Leanna Choate-Peek made the second and there was unanimous approval by the Board.

1119.XIII Comments/Reports

A. District / PSAP Representatives

No comments

B. Industry Partners

No comments

C. Other Delegates

No comments

1119.XIV Adjournment

The next meeting is scheduled on Wednesday, January 15, 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 David Alexander and the second was received from Karen Moore. 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, November 20, 2019

APPENDIX 1 – Saturday, 09.07.2019 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, November 20, 2019

ATTACHMENT 1

TENNESSEE EMERGENCY NUMBER ASSOCIATION EXECUTIVE BOARD MEETING

Name	Organization	Email Address
Hope Petersen	Robertson 911	hope.petersen@robertson911.com
Cathy Law	Robertson 911	cathy.law@robertson911.com
John Stuermer	Hamilton County ECD	stuermerj@hcc911.org
Eric Fitzma	Combsland County ECD	eric.fitzma@combsland911.org
Mark Gaudce	Mauzy 911	mgaudce@maury911.org
Lynne Thompson	" "	LThompson@maury911.org
K. Calver		
STEVE SMITH	RUTHERFORD Co ECD	smith@rcccd911.org
Alycia Basson	Perry Co 911	pcantye-911@yahoo.com
Kristy Meggs	Carroll Co 911	Kristymeggs@carroll911.com
Kaitlyn Hunter	Carolina Recording Sys.	kaitlyn.hunter@crsnc.com
Robert Howell	Crockett Co. 911	roberthowell@crockett911.com
Pamelia Tolley	Henderson Co 911	ptolley@henco911.com
Dana Swims	McNairy Co. 911	mcnairyecd@yahoo.com
Todd Harrison	Kingsport 911	ToddHarrison@KingsportTN.Gov
BRAD ANDERS	Knox 911	BAUNDERS@KNOX911.ORG

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Wednesday, November 20, 2019

EXHIBIT 1

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>\$ 101.02</u>
Community Bank Checking Balance – 11/13/2019	\$ 55,811.56

PayPal Account – 09/03/2019	\$ 7,050.00
Deposits	\$ 1,125.00
Transfers to First TN Bank	<u>-\$ 7,931.54</u>
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

For complete Finance Report, see attached file

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes Wednesday, November 20, 2019

EXHIBIT 2 Current Budget

page 1

Rev. 11/5/2019

OPERATING REVENUE	July 1-Dec 31, 2018 OPERATING BUDGET	2019 PROPOSED BUDGET	2019 BUDGET AMENDMENTS	2019 ACTUALS	Comments
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Banquet Tickets	\$ 2,225.00	\$ 2,000.00		\$ 1,750.00	
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Incentive Pay	\$ 1,200.00	\$ 1,200.00			
Operating Expenses	\$ 1,994.62	\$ 1,300.00	\$ 1,113.00	\$ 1,112.01	
Certificates & Ballots	\$ 179.78	\$ 400.00	\$ 270.00	\$ 269.67	
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	
ENP Scholarships	\$ 1,880.00	\$ 5,000.00	\$ 3,725.00	\$ 1,310.00	
Survey Services	\$ 421.00	\$ 400.00	\$ 384.00	\$ 384.00	
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	
Service Charge	\$ 1,978.15	\$ 1,000.00	\$ 2,700.00	\$ 2,522.69	
Surety Bond Expense	\$ 359.00	\$ 400.00	\$ 359.00	\$ 359.00	
Event Expenses	\$ 978.96	\$ 3,600.00	\$ 2,600.00	\$ 2,102.07	
TERT Expenses	\$ 34.17	\$ 250.00	\$ 67.00	\$ 66.34	
TOTAL OPERATING EXPENSES	\$ 31,642.84	\$ 66,780.00		\$ 50,554.93	

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	
Keynote Speaker Session	\$ 800.00	\$ 2,500.00	\$ 2,000.00	\$ 2,000.00	
Conference Instructors	\$ 22,000.00	\$ 15,000.00	\$ 11,000.00	\$ 11,000.00	
Speaker Expenses	\$ 245.78	\$ 250.00	\$ 1,632.00	\$ 1,631.29	
CEUs	\$ 2,500.00	\$ 2,500.00	\$ 1,975.00	\$ 1,975.00	

CONFERENCE FOOD & BEVERAGE					
Sunday food and beverage (Embassy Contract)	\$ 517.14	\$ 517.14	\$ 14,902.00	\$ 14,901.85	
Monday food and beverage	\$ 5,541.59	\$ 5,541.59	\$ 16,994.00	\$ 16,993.56	
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	
Wednesday food and beverage	\$ 6,212.51	\$ 2,500.00	\$ 1,258.00	\$ 1,257.47	

CONFERENCE ENTERTAINMENT					
Conference Entertainment	\$ 2,799.00	\$ 2,500.00	\$ 3,900.00	\$ 3,900.00	

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

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes Wednesday, November 20, 2019

EXHIBIT 2 cont.

73page 2

Sunday IP Event Food and Beverage	\$ 15,909.43	\$ 15,909.43	\$ -		
Entertainment	\$ 3,000.00	\$ 1,500.00	\$ -		
Transportation	\$ 700.00	\$ -			

CONFERENCE SITE FEES

Hotel Rooms	\$ 3,686.40	\$ 5,500.00	\$ 4,333.00	\$ 4,332.69	
Meeting Rooms	\$ 919.87	\$ 1,000.00	\$ 937.00	\$ 936.32	
Comp industry partner registration		\$ -	\$ -		
Decorator Fees / Booth Setup Fees / Electric	\$ 9,920.96	\$ 10,000.00	\$ 10,377.00	\$ 10,376.86	
AV Fees	\$ 15,127.13	\$ 17,000.00	\$ 15,663.00	\$ 15,662.93	

PUBLICITY & PRINTING

Handouts	\$ 1,980.54	\$ 350.00	\$ 1,190.00	\$ 1,189.31	
Conference Guide	\$ 2,743.75	\$ 3,000.00	\$ 2,400.00	\$ 2,399.06	
Signs	\$ 2,014.57	\$ 1,000.00	\$ 855.00	\$ 854.66	

REGISTRATION

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

TECHNICAL

Technology Supplies	\$ 1,391.41	\$ 500.00	\$ -		
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PRIZES

Awards	\$ 669.15	\$ 700.00	\$ 373.00	\$ 372.01	
Door Prizes	\$ 981.45	\$ 1,000.00	\$ 957.00	\$ 956.46	

GOLF TOURNAMENT

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

MISCELLANEOUS

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

TOTAL CONFERENCE EXPENSES	\$ 164,818.52	\$ 151,716.67		\$ 152,884.85	
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TOTAL EXPENSES	\$ 196,461.36	\$ 218,496.67		\$ 203,439.78	
TOTAL REVENUE	\$ 196,358.41	\$ 220,113.48		\$ 210,349.53	
TOTAL PROFIT/(LOSS)	\$ (102.95)	\$1,616.81		\$ 6,909.75	

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes Wednesday, November 20, 2019

EXHIBIT 3 Proposed Budget

page 1

Rev. 11/5/2019

OPERATING REVENUE	2019 ACTUALS	2020 PROPOSED BUDGET	2020 BUDGET AMENDMENTS	2020 ACTUALS	Comments
Membership Dues	\$ 29,591.00	\$ 30,000.00			
Associate Membership Dues	\$ 1,283.34	\$ 1,300.00			
NEHA Dues		\$ 4,000.00			
Newsletter Banner Ads		\$ 500.00			
ENP Scholarships		\$ 1,000.00			
Interest - Community Bank	\$ 673.35	\$ 500.00			
TOTAL OPERATING REVENUE	\$ 31,547.69	\$ 37,300.00			
CONFERENCE REVENUE	2019 FINAL BUDGET	2020 PROPOSED BUDGET	2020 BUDGET AMENDMENTS	2020 ACTUALS	Comments
Attendee Conference Registration	\$ 85,950.00	\$ 87,000.00			
Day Pass	\$ 3,750.00	\$ 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	\$ 178,801.84	\$ 182,000.00		\$ -	
TOTAL REVENUE	\$ 210,349.53	\$ 219,300.00		\$ -	

OPERATING EXPENSES	2019 OPERATING BUDGET	2020 PROPOSED BUDGET	2020 BUDGET AMENDMENTS	2020 ACTUALS	Comments
Legal Counsel Fees	\$ 16,666.60	\$ 19,999.92			
Executive Director Contract	\$ 17,247.80	\$ 20,697.36			
Incentive Pay	\$ -	\$ 1,200.00			
Operating Expenses	\$ 1,112.01	\$ 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	\$ 1,310.00	\$ 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	\$ 2,522.69	\$ 2,500.00			
Surety Bond Expense	\$ 359.00	\$ 400.00			
Event Expenses	\$ 2,102.07	\$ 1,500.00			
TERT Expenses	\$ 66.34	\$ 150.00			
TOTAL OPERATING EXPENSES	\$ 50,554.93	\$ 60,347.28		\$ -	

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

Wednesday, November 20, 2019

EXHIBIT 3 Proposed Budget

page 2

CONFERENCE SITE FEES

Hotel Rooms	\$ 4,332.69	\$ 5,000.00			
Meeting Rooms	\$ 936.32	\$ 1,000.00			
Comp industry partner registration		\$ -			
Decorator Fees / Booth Setup Fees / Electric	\$ 10,376.86	\$ 11,000.00			
AV Fees	\$ 15,662.93	\$ 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	\$ 152,884.85	\$ 156,700.00		\$ -	
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TOTAL EXPENSES	\$ 203,439.78	\$ 217,047.28		\$ -	
TOTAL REVENUE	\$ 210,349.53	\$ 219,300.00		\$ -	
TOTAL PROFIT/(LOSS)	\$ 6,909.75	\$ 2,252.72		\$ -	

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	-\$ 143,400.16
<i>First Tennessee Checking Balance – 11/13/2019</i>	<i>\$ 165,311.25</i>

Community Bank Investment Checking Account – 09/03/2019	\$ 55,811.56
Deposits	\$ 0.00
Interest	\$ 101.02
<i>Community Bank Checking Balance – 11/13/2019</i>	<i>\$ 55,811.56</i>

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	-\$ 243.46
<i>PayPal Balance – 11/13/2019</i>	<i>\$ 0.00</i>

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

TENA - First Tennessee Checking Account

Type	Date	Name	Memo	Budget Line Item	Amount
Check 372	9/3/2019	Obion County	Conference Refund - 50% admin fee	CE - Conference Refund	-\$137.50
Check 373	9/3/2019	Hawk Specialty Services	Conference Entertainment	CE - Conference Entertainment	-\$1,950.00
Check 374	9/12/2019	Embassy Suites	March & May Board Meeting	OE - Event Expenses	-\$408.28
Check 375	9/12/2019	Maureen Culberson	Contract and Expenses	Split	-\$1,859.15
Check 376	9/12/2019	Paul Cash	Conference Instructor	CE - Instructors	-\$2,000.00
Check 377	9/12/2019	Carmen Tyler	Void	Void	Void
Check 378	9/12/2019	City of Millington	Conference Refund - Full Refund	CE - Conference Refund	-\$275.00
Check 379	9/12/2019	ECaTs	Conference Refund - Banquet Ticket	CE - Conference Refund	-\$50.00
Check 380	9/12/2019	ID Networks	Conference Refund - Banquet Ticket	CE - Conference Refund	-\$50.00
Check 381	9/12/2019	Integrated Communications	Conference Refund - Banquet Ticket	CE - Conference Refund	-\$100.00
Check 382	9/12/2019	Motorola	Conference Refund - Banquet Ticket	CE - Conference Refund	-\$150.00
Check 383	9/12/2019	VFIS	Conference Refund - Banquet Ticket	CE - Conference Refund	-\$100.00
Check 384	9/12/2019	Central Square	Conference Refund - Banquet Ticket	CE - Conference Refund	-\$100.00
Check 385	9/16/2019	Tim Eggebraaten	Wednesday Session & Expenses	Split	-\$3,508.00
Check 386	9/16/2019	Code Seven Traffic	Keynote Speaker	CE - Keynote Speaker Session	-\$2,000.00
Check 387	9/23/2019	Embassy Suites	July Board Meeting	OE - Event Expenses	-\$408.27
Check 388	9/24/2019	Brad Gass	Shipping of TERT Materials	OE - TERT Expenses	-\$66.34
Check 389	9/30/2019	Indian Hills Golf Course	Green Fees and Food	Split	-\$1,904.00
Check 390	9/30/2019	Freeman & Bracey	Legal Contract	OE - Legal Counsel Contract	-\$1,666.66
Check 391	9/30/2019	VFIS	Insurance Renewal	OE - Insurance	-\$2,304.00
Check 392	9/30/2019	Carmen Tyler	Conference Refund - Full Refund	CE - Conference Refund	-\$275.00
Check 393	10/4/2019	PowerPhone	Conference Instructor	CE - Instructors	-\$3,000.00
Check 394	10/10/2019	Maureen Culberson	ED Contract	OE - ED Contract	-\$1,724.78

Check 395	10/10/2019	C N A Surety	Culberson Surety Bond	OE - Surety Bond	-\$359.00
Check 396	10/15/2019	Fed Ex Office	Conference Printing	Split	-\$4,654.08
Check 397	10/17/2019	Embassy Suites	Void	Void	
Check 398	10/21/2019	Embassy Suites	2019 Conference	Split	-\$101,880.18
Check 399	10/21/2019	Motlow State	Conference CEU's	CE - CEU's	-\$1,975.00
Check 400	11/5/2019	Freeman & Bracey	Legal Contract & Annual Report Filing	Split	-\$1,707.61
Check 401	11/5/2019	Maureen Culberson	ED Contract	OE - ED Contract	-\$1,724.78
Journal	9/3/2019	Merchant Services	Credit Card Fee	OE - Service Charge	-\$61.04
Debit Card	9/3/2019	Office Depot	Award Frames	CE - Awards	-\$144.83
Debit Card	9/3/2019	Office Depot	Registration Printing Supplies	CE - Registration Supplies	-\$428.71
Journal	9/6/2019	Merchant Services	Credit Card Fee	OE - Service Charge	-\$33.78
Debit Card	9/9/2019	Fed Ex Office	Booth Bingo Cards	CE - Publicity & Printing	-\$392.88
Debit Card	9/9/2019	Best Buy	Conference Door Prizes	CE - Door Prizes	-\$734.20
Journal	9/9/2019	Merchant Services	Credit Card Fee	OE - Service Charge	-\$228.23
Journal	9/9/2019	Merchant Services	Credit Card Fee	OE - Service Charge	-\$23.67
Journal	9/10/2019	Merchant Services	Credit Card Fee	OE - Service Charge	-\$0.09
Journal	9/11/2019	Merchant Services	Credit Card Fee	OE - Service Charge	-\$9.06
Debit Card	9/16/2019	NENA	Pre Conference Course	CE - Pre-Con Course	-\$4,150.00
Journal	9/16/2019	Merchant Services	Credit Card Fee	OE - Service Charge	-\$0.16
Journal	9/16/2019	Merchant Services	Credit Card Fee	OE - Service Charge	-\$0.10
Journal	9/16/2019	Merchant Services	Credit Card Fee	OE - Service Charge	-\$26.43
Journal	9/19/2019	VIP Awards	Awards	CE - Awards	-\$227.18
Journal	10/3/2019	Merchant Services	Credit Card Fee	OE - Service Charge	-\$59.80
Journal	10/9/2019	Survey Monkey	Survey Monkey	OE - Survey Services	-\$384.00

Journal	10/15/2019	Merchant Services	Credit Card Fee	OE - Service Charge	-\$3.63
Journal	10/16/2019	RightLabs Inc	Election Buddy	OE - Ballots	-\$89.89
Journal	11/4/2019	Merchant Services	Credit Card Fee	OE - Service Charge	-\$64.85
Deposit	9/4/2019	First TN Checking	Shelby County	CR - Attendee Registration	\$275.00
Deposit	9/4/2019	First TN Checking	Marion County	CR - Attendee Registration	\$750.00
Deposit	9/4/2019	First TN Checking	Marion County	CR - Banquet Tickets	\$100.00
Deposit	9/4/2019	First TN Checking	Shelby County	CR - Attendee Registration	\$250.00
Deposit	9/4/2019	First TN Checking	Shelby County	CR - Attendee Registration	\$1,500.00
Deposit	9/4/2019	First TN Checking	Shelby County	CR - Pre Con	\$900.00
Deposit	9/4/2019	First TN Checking	Knox County	CR - Attendee Registration	\$2,000.00
Deposit	9/4/2019	First TN Checking	Bethel University	CR - IP Registration	\$850.00
Deposit	9/4/2019	First TN Checking	Fentress County	CR - Attendee Registration	\$825.00
Deposit	9/4/2019	First TN Checking	City of Bristol	CR - Attendee Registration	\$1,000.00
Deposit	9/4/2019	First TN Checking	City of Bristol	CR - Pre Con	\$450.00
Deposit	9/4/2019	First TN Checking	Obion County	CR - Attendee Registration	\$550.00
Deposit	9/4/2019	First TN Checking	Southern Software	CR - Sponsorship	\$1,650.00
Deposit	9/5/2019	First TN Checking	Nelson Systems	CR - Sponsorship	\$1,000.00
Credit Card	9/7/2019	First TN Checking	Watson Consoles	CR - IP Registration	\$850.00
Credit Card	9/8/2019	First TN Checking	Johnson County	CR - Attendee Registration	\$100.00
Credit Card	9/8/2019	First TN Checking	GeoConex	Split	\$3,400.00
Credit Card	9/8/2019	First TN Checking	Crockett County	CR - Attendee Registration	\$750.00
Credit Card	9/8/2019	First TN Checking	Dickson County	Split	\$650.00
Credit Card	9/8/2019	First TN Checking	Dyer County	Split	\$1,200.00
Credit Card	9/8/2019	First TN Checking	Henderson County	Split	\$2,350.00

Credit Card	9/10/2019	First TN Checking	Carroll County	CR - Attendee Registration	\$275.00
Deposit	9/12/2019	First TN Checking	Bedford County	CR - Day Passes	\$625.00
Deposit	9/12/2019	First TN Checking	Bedford County	CR - Attendee Registration	\$550.00
Deposit	9/12/2019	First TN Checking	City of Bristol	CR - Attendee Registration	\$275.00
Deposit	9/12/2019	First TN Checking	Chester County	CR - Attendee Registration	\$250.00
Deposit	9/12/2019	First TN Checking	Monroe County	CR - Attendee Registration	\$1,100.00
Deposit	9/12/2019	First TN Checking	Monroe County	CR - Pre Con	\$150.00
Deposit	9/12/2019	First TN Checking	Hamilton County	CR - Attendee Registration	\$3,300.00
Deposit	9/12/2019	First TN Checking	Sequatchie County	CR - Attendee Registration	\$500.00
Deposit	9/12/2019	First TN Checking	Kenneth Jones	CR - Golf Tourney Registration	\$300.00
Deposit	9/12/2019	First TN Checking	Steve Smith	CR - Golf Tourney Registration	\$75.00
Deposit	9/12/2019	First TN Checking	Polk County	CR - Attendee Registration	\$1,500.00
Deposit	9/12/2019	First TN Checking	McNairy County	CR - Attendee Registration	\$750.00
Deposit	9/12/2019	First TN Checking	Dyer County	CR - Attendee Registration	\$750.00
Deposit	9/12/2019	First TN Checking	Macon County	CR - Attendee Registration	\$1,375.00
Deposit	9/12/2019	First TN Checking	Hawkins County	CR - Attendee Registration	\$825.00
Deposit	9/12/2019	First TN Checking	Houston County	CR - Attendee Registration	\$250.00
Deposit	9/12/2019	First TN Checking	Moore County	CR - Attendee Registration	\$825.00
Deposit	9/12/2019	First TN Checking	Moore County	CR - Day Passes	\$125.00
Deposit	9/12/2019	First TN Checking	Cannon County	CR - Attendee Registration	\$1,375.00
Deposit	9/12/2019	First TN Checking	Cannon County	CR - Banquet Tickets	\$50.00
Deposit	9/12/2019	First TN Checking	Cannon County	CR - Day Passes	\$125.00
Deposit	9/12/2019	First TN Checking	Montgomery County	CR - Day Passes	\$125.00
Deposit	9/16/2019	First TN Checking	Liberty National	OR - Associate Membership	\$200.00
Deposit	9/16/2019	First TN Checking	City of Murfreesboro	CR - Attendee Registration	\$275.00
Deposit	9/16/2019	First TN Checking	City of Murfreesboro	CR - Day Passes	\$125.00

Deposit	9/16/2019	First TN Checking	City of Murfreesboro	CR - Super Session	\$50.00
Credit Card	9/16/2019	First TN Checking	Agisent Technologies	CR - IP Registration	\$950.00
Transfer	9/18/2019	First TN Checking	PayPal Transfer	Split	\$7,931.54
Deposit	9/19/2019	First TN Checking	Air-Evac	CR - Sponsorship	\$2,500.00
Deposit	9/23/2019	First TN Checking	Unicoi County	OR - Membership Dues	\$156.00
Deposit	9/23/2019	First TN Checking	Unicoi County	CR - Attendee Registration	\$275.00
Deposit	9/23/2019	First TN Checking	Unicoi County	CR - Attendee Registration	\$275.00
Deposit	9/25/2019	First TN Checking	City of Memphis	CR - Attendee Registration	\$750.00
Deposit	9/25/2019	First TN Checking	Miller at Work	CR - IP Registration	\$850.00
Deposit	9/25/2019	First TN Checking	Lawrence County	CR - Attendee Registration	\$250.00
Deposit	9/30/2019	First TN Checking	Overton-Pickett	CR - Attendee Registration	\$525.00
Deposit	10/4/2019	First TN Checking	Union County	OR - Membership Dues	\$162.00
Deposit	10/10/2019	First TN Checking	Williamson County	OR - Membership Dues	\$600.00
Transfer	11/12/2019	First TN Checking	First TN CD Maturity Transfer		\$100,000.00
Transfer	11/12/2019	First TN Checking	First TN CD Interest	OR - CD Interest	\$1,664.65
Deposit	11/13/2019	First TN Checking	Shelby County	CR - Attendee Registration	\$275.00
Deposit	11/13/2019	First TN Checking	Hamblen County	CR - Day Passes	\$250.00

OR - Operating Revenue
OE - Operating Expenses
CR - Conference Revenue
CE - Conference Expenses

TENA - First Tennessee CD

Type	Date	Name	Memo	Budget Line Item	Amount
Deposit	11/12/2019	First TN CD	CD Maturity Date 11-9-19		\$100,000.00
Deposit	11/12/2019	First TN CD	Interest		\$1,664.65
Transfer	11/12/2019	First TN CD	Transfer to First TN Checking		-\$101,664.65

TENA - Community Bank Investment Checking Account

Type	Date	Name	Memo	Budget Line Item	Amount
Journal	9/28/2019	Community Bank	September Interest	OR - Community Bank - Interest	\$49.77
Journal	10/31/2019	Community Bank	October Interest	OR - Community Bank - Interest	\$49.82

TENA - PayPal Account

Type	Date	Name	Memo	Budget Line Item	Amount
Deposit	9/3/2019	Fayette County	Attendee Registration	CR - Attendee Conf Registration	\$275.00
Deposit	9/4/2019	Williamson County	Day Passes	CR - Day Pass	\$500.00
Deposit	9/5/2019	Fayette County	Attendee Registration	CR - Attendee Conf Registration	\$275.00
Deposit	9/6/2019	Zack Wingate	Golf Tourney Registration	CR - Golf Outing Registration	\$75.00
Transfer	9/18/2019	Transfer to First TN Checking	Transfer	Split	-\$7,931.54
Journal	9/18/2019	Service Charge	PayPal Service Charge	OE - Service Charge	-\$243.46

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		\$ 29,591.00	
Associate Membership Dues	\$ 1,233.34	\$ 2,000.00		\$ 1,283.34	
NENA Dues	\$ 4,629.00	\$ 3,500.00			
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		\$ 673.35	
Interest - CD				\$ 1,664.65	
TOTAL OPERATING REVENUE	\$ 16,568.93	\$ 42,224.00		\$ 33,212.34	
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		\$ 212,539.18	

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		\$ 18,333.26	
Executive Director Contract	\$ 10,313.20	\$ 20,700.00		\$ 18,972.58	
Incentive Pay	\$ 1,200.00	\$ 1,200.00			
Operating Expenses	\$ 1,994.62	\$ 1,300.00	\$ 1,113.00	\$ 1,152.96	
Certificates & Ballots	\$ 179.78	\$ 400.00	\$ 270.00	\$ 269.67	
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	
ENP Scholarship's	\$ 1,880.00	\$ 5,000.00	\$ 3,725.00	\$ 1,310.00	
Survey Services	\$ 421.00	\$ 400.00	\$ 384.00	\$ 384.00	
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	
Service Charge	\$ 1,978.15	\$ 1,000.00	\$ 2,700.00	\$ 2,522.69	
Surety Bond Expense	\$ 359.00	\$ 400.00	\$ 359.00	\$ 359.00	
Event Expenses	\$ 978.96	\$ 3,600.00	\$ 2,600.00	\$ 2,102.07	
TERT Expenses	\$ 34.17	\$ 250.00	\$ 67.00	\$ 66.34	
TOTAL OPERATING EXPENSES	\$ 31,642.84	\$ 66,780.00		\$ 53,987.32	

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	
Keynote Speaker Session	\$ 800.00	\$ 2,500.00	\$ 2,000.00	\$ 2,000.00	
Conference Instructors	\$ 22,000.00	\$ 15,000.00	\$ 11,000.00	\$ 11,000.00	
Speaker Expenses	\$ 245.78	\$ 250.00	\$ 1,632.00	\$ 1,631.29	
CEU's	\$ 2,500.00	\$ 2,500.00	\$ 1,975.00	\$ 1,975.00	

CONFERENCE FOOD & BEVERAGE					
Sunday food and beverage (Embassy Contract)	\$ 517.14	\$ 517.14	\$ 14,902.00	\$ 14,901.85	
Monday food and beverage	\$ 5,541.59	\$ 5,541.59	\$ 16,994.00	\$ 16,993.56	
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	
Wednesday food and beverage	\$ 6,212.51	\$ 2,500.00	\$ 1,258.00	\$ 1,257.47	

CONFERENCE ENTERTAINMENT					
Conference Entertainment	\$ 2,799.00	\$ 2,500.00	\$ 3,900.00	\$ 3,900.00	

OFF-SITE IP EVENT

Venue Rental	\$ 4,000.00	\$ -			
Sunday IP Event Food and Beverage	\$ 15,909.43	\$ 15,909.43	\$ -		
Entertainment	\$ 3,000.00	\$ 1,500.00	\$ -		
Transportation	\$ 700.00	\$ -			

CONFERENCE SITE FEES

Hotel Rooms	\$ 3,686.40	\$ 5,500.00	\$ 4,333.00	\$ 4,332.69	
Meeting Rooms	\$ 919.87	\$ 1,000.00	\$ 937.00	\$ 936.32	
Comp industry partner registration		\$ -	\$ -		
Decorator Fees / Booth Setup Fees / Electric	\$ 9,920.96	\$ 10,000.00	\$ 10,377.00	\$ 10,376.86	
AV Fees	\$ 15,127.13	\$ 17,000.00	\$ 15,663.00	\$ 15,662.93	

PUBLICITY & PRINTING

Handouts	\$ 1,980.54	\$ 350.00	\$ 1,190.00	\$ 1,189.31	
Conference Guide	\$ 2,743.75	\$ 3,000.00	\$ 2,400.00	\$ 2,399.06	
Signs	\$ 2,014.57	\$ 1,000.00	\$ 855.00	\$ 854.66	

REGISTRATION

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

TECHNICAL

Technology Supplies	\$ 1,391.41	\$ 500.00	\$ -		
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PRIZES

Awards	\$ 669.15	\$ 700.00	\$ 373.00	\$ 372.01	
Door Prizes	\$ 981.45	\$ 1,000.00	\$ 957.00	\$ 956.46	

GOLF TOURNAMENT

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

MISCELLANEOUS

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

TOTAL CONFERENCE EXPENSES	\$ 164,818.52	\$ 151,716.67		\$ 152,884.85	
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TOTAL EXPENSES	\$ 196,461.36	\$ 218,496.67		\$ 206,872.17	
TOTAL REVENUE	\$ 196,358.41	\$ 220,113.48		\$ 212,539.18	
TOTAL PROFIT/(LOSS)	\$ (102.95)	\$1,616.81		\$ 5,667.01	