

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Wednesday, January 31, 2018

Pursuant to appropriate notice, and in accordance with organizational by-laws, the Executive Board of the Tennessee Emergency Number Association (TENA) met at the Rutherford Co. Emergency Communications District Office in Murfreesboro, TN on Wednesday, January 31, 2018 at 2:00 pm (local time).

0118.1 Call to Order

President Sherri Hanna called the meeting to order. Kim White was absent, and Leanna Choate-Peek arrived after the meeting started. All other Board members were in attendance. Russell Freeman and Maureen Culberson were also present. See Attachment I for member attendance. For the record, this meeting was broadcast live via TENA Facebook page; (www.facebook.com/TENA911).

0118.2 Minutes

The November 2017 Board meeting minutes previously sent to the Board were presented for approval. Matthew Brown made the motion to accept the minutes, and Mark Archer made the second. There was unanimous approval by the Board to accept.

0118.3 Financial Report

Rose White, Treasurer, made the financial report as of 01/26/2018 (see Exhibit 1). The balance in First Tennessee checking account is \$ 65,539.66 and the balance in the Community Bank investment account was \$ 153,607.23. The Treasurer advised she stopped payment on erroneous Amazon charge and the outstanding FedEx check. Neither Amazon or FedEx shows either of these charges on their accounts. Matthew Brown made the motion to accept the financial report and a second was made by Joey King. The Board present voted unanimously, with Rose White abstaining, to approve the financial report.

Ms. White also presented the two up-to-date budgets, Operating and Conference (see Exhibit 2 & 3).

Patricia Ledford asked if TENA was at a point financially to apply for a credit card, rather than continuing to us a debit card. Ms. White said she would check into the possibility. Patricia Ledford made the motion to have the Treasurer check into acquiring a credit card for TENA and Matthew Brown made the second. The Board unanimously agreed with this motion.

0118.4 Regional Reports

East Region – *Dale Blevins & Kim White*

Mr. Blevins reported there were 9 ECD's represented at the last meeting. They discussed the results of the lobbyist survey and some questions/comments were; what the costs would be, why would there be 2 lobbyists for 911 on Capital Hill, why can't TENA and TN911 work together on this issue. Also, why is there a study session before each meeting; why are the meetings now being scheduled for 2pm?

Middle Region – *Joey King & Leanna Choate-Peek*

Mr. King stated there was no meeting however he has been in email contact with his region about the TENA/NENA grievance. The ones he has heard from stated they were satisfied with the way TENA was organized and would like it not to changed, but they were willing to working together with NENA. He also received comments that the lobbyist was a good idea, but TENA has no plan of action and it seems like this issue is being rushed and there is already one lobbyist n the Hill, so there could be possible conflicts.

West Region – *Patricia Ledford & Mark Archer*

Ms. Ledford reported their meeting has 23 attendees representing 17 Districts. They, discussed the legislation, as well as the hiring of the lobbyist. A poll was taken, and all attending were in favor of TENA hiring one. They also discussed the TENA/NENA issue and requested that Legal Counsel make a formal request to NENA for a copy of their policies. Mr. Archer then suggested the possibility of a TN Directors Assoc. to be formed and let TN NENA be for the dispatchers.

0118.5 Report from Counsel

Mr. Freeman advised he will write a letter to NENA Counsel regarding the policies. He also stated he was asked if TENA falls under the Open Meeting Acts. After researching, he does not believe that TENA meets the criteria of the Open Meeting and feels TENA is not required to follow the criteria. President Hanna then conveyed TENA's condolences to him on the passing of his law partner, Senator Haynes.

0118.6 Report from TECB

Curtis Sutton, Executive Director reported the next meeting will be February 7, 2018. There will be a

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Wednesday, January 31, 2018

report from RapidSOS as well as the online training vendor. The staff has been working with the Comptroller's Office to standardize the chart of accounts. He also asked that if anyone is going to 911 Goes To Washington to contact Amber McDonald to coordinate your visits.

Mr. Archer asked for an update on NetTN and Mr. Sutton replied that 91 of the 142 PSAP's are now on NetTN. They are currently waiting on a new version of the software to be released to start text-to-911. Mr. Sutton stated he was very frustrated with the delays.

Mr. Archer then asked if the CAMA trunks will stay up and running as a back-up. Mr. Sutton stated the CAMA trunks will eventually go away. Mr. Archer then inquired what the back-up plan would be and Mr. Sutton stated there was no plan at this time.

0118.7 Report from NENA

Jennifer Estes advised nominations are open for a position on the 911 Institute Board. Anyone interested can go to the NENA website for further information.

0118.8 Report from TN-APCO

Paul McCallister was present and advised the February 15 class was open for registration. TN-APCO has established scholarships for the RPL program. Anyone interested should contact him or Steve Martini.

0118.9 Old Business

A. Conference CEU's – M. Culberson

Ms. Culberson advised the certificates should be completed either today or tomorrow. The total cost would not be as much as previously reported.

B. 911 Day on the Hill – S. Hanna

President Hanna advised she has been working with the administrative personnel on Capital Hill. The day is Tuesday, Mar. 13 at the Cordell Hull Building. TENA will have a booth set-up from 8am-2pm. TENA will be introduced in committee meetings of both the Senate & House and she will get those schedules out as soon as they are confirmed. The TENA Board meeting on Monday, Mar. 12 will be held at the Lane Agri-Center building due to scheduled maintenance at the Rutherford Co. ECD offices. Maureen Culberson suggested the dress blue shirts should be purchased for the new Board members, so they will be able to wear them at this event. She would be willing to embroider the logo. Mark Archer made the motion to purchase the two (2) dress blue and two (2) white polos for the new Board members and have the logo embroidered by M. Culberson. Joey King seconded the motion and the Board unanimously approved.

0118.10 New Business)

A. Ratify Email Vote – Transfer PayPal Funds to Community Bank Account Nov. 3, 2017

Motion to ratify the vote was made by Matthew Brown and second was made by Dale Blevins. There was unanimous approval by the Board.

B. Ratify Conference Call Vote – Meeting with TN911 Dec. 7, 2017

Motion to ratify the vote was made by Matthew Brown and second was made by Patricia Ledford. There was unanimous approval by the Board.

C. TECB Nominations – S. Hanna

President Hanna advised there were three (3) positions expiring June 30, 2017. These positions would be appointed by the Governor and would be from the three (3) Grand divisions of the State. TENA will be accepting nominations for the positions from members in good standing with a deadline of March 1.

D. 911 Goes To Washington – S. Hanna

President Hanna reported the dates are February 14-17, 2018. The Board voted previously to send the President to this event and there is still a registration credit on file. She also advised she was planning on attending. The motion was made by Matthew Brown to allow Sherri Hanna to use the credits to attend this year and Leanna Choate-Peek made the second. The Board voted unanimously to approve this motion, with Sherri Hanna abstaining. Matthew Brown then made the motion to cover travel, lodging and food expenses (per diem) for President Hanna. Joey King made the second to this motion and the Board, with Sherri Hanna abstaining, unanimously approved this motion.

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Wednesday, January 31, 2018

E. Additional New Business

1. Vice President Alexander advised he has received the membership renewal for the TN. Sheriffs Assoc. in the amount of \$ 50.00. Treasurer White stated she received on in the amount of \$ 25.00. Vice President Alexander stated these organizations were important for TENA to be a part of for the contacts and fellowship. David Alexander made a motion to approve up to \$ 50.00 to renew TENA's membership and Patricia Ledford made the second. The Board unanimously approved. Vice President Alexander also advised the Legislative Comm. should work with these organizations so their members knew how TENA members felt on issues.
2. Vice President Brown would like TENA to work on the benefits of membership in TENA. He would like definition and objectives. He knows the membership has asked these questions in the past and it would be an asset for TENA to outline these. A lengthy discussion followed.
3. Vice President Alexander proposed the newsletter be sponsored each month by an Industry Partner. This would be another revenue source for TENA. He suggested \$ 500.00 per issue with the IP Committee brokering the purchase. Matthew Brown made the motion to charge \$ 500.00 per issue, handled by the IP Committee and Patricia Ledford made the seconded. The vote was 6 Ayes (Alexander, Brown, Lowery, Choate-Peek; Archer; Ledford) and 4 Nays (Hanna, R. White; Blevins; King. This motion passed.

0118.11 Committee Reports

A. Legislative Committee – Carolann Mason

Ms. Mason advised the Board that TENA needs someone "on the hill" telling the legislators who TENA is and who and what TENA represents. She stated she respects TN911 and they have been quite successful. She stressed that TENA must be remembered and be relevant. Ms. Mason also stated the members need to be present at 911 Day on the Hill. A small turn-out looks very bad for TENA.

Mr. Archer stated he would like to address some of the comments made earlier. He said the comment was made that TENA does not have a plan of action and his response was, "yes we do". It's to get our name known by the legislators. We do not have a way to stand up for us and a lobbyist would solve that problem. After further discussion, Joey King made the motion to defer this matter until the March meeting to provide time for the Legislative Committee formulate a job description and a plan of action for the lobbyist's position. Rose White made the second and the Board unanimously approved.

B. By-Laws Committee – David Alexander

Vice President Alexander reported the committee has been working to clean up the policies. The two-budget issue is one that creates problems for accounting and auditing. TENA currently operates two (2) budgets; one for Operations (calendar) and one for Conference (fiscal). The committee recommends combining both into one budget and put it on a calendar year. The committee will write a proposal and send it to Legal for review and then put it out for a vote.

Vice President Alexander advised the Board there is a conference call schedule with NENA By-Laws Committee for the first week of February.

0118.11 Comments & Report

A. District Representatives

Rose White would like a survey to go out to members regarding the cost of a lobbyist. She feels this would help further discussions. Ms. White is also concerned making the lobbyist fee and a part of their dues. Leanna Choate -Peek questioned if the rate would go up after the 1st year. Mr. Archer responded it would be according to our activity. It was suggested that Regional Reps should contact the members directly.

Steve Smith would like TENA to consider streamlining the annual budget submittal process.

Jennifer Estes asked how a District would pay dues if they want to be a TENA member but does not want to pay for the lobbyist. Mr. Archer stated this has been brought up and he doesn't think it would work. The District would either pay the dues, which would include the lobbyist, or the District would no longer be a member.

Mr. Freeman asked if the increase in dues would be based on population as the current dues are or

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Wednesday, January 31, 2018

would it be a flat fee for all Districts. Mr. Archer replied he felt it should be a flat fee.

Mark Archer stated he would like to vote immediately to raise the current ceiling on the dues. After further discussion, Matthew Brown motioned to table any further discussion until the March meeting and the second was made by Leanna Choate-Peek. Mr. Archer opposed the motion, however the remainder of Board voted to approve the motion.

- B. Telco Representatives
no comments
- C. Other Delegates
no comments

0118.12 Adjournment

The next meeting is scheduled on Monday, March 12, 2018 at the Lane Agri-Center in Murfreesboro. The time will be announced.

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

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

TENA Secretary

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Wednesday, January 31, 2018

EXHIBIT 1

Tennessee Emergency Number Association
Financial Report

Rose White, Treasurer
January 26, 2018

First Tennessee Checking Account – 10/27/2017	\$74,885.45
Deposits	\$ 2,752.98
Expenses	<u>-\$ 12,098.77</u>
First Tennessee Checking Balance – 01/26/2018	\$ 65,539.66

Community Bank Investment Checking Account – 10/27/17	\$ 151,347.43
Deposits – from PayPal per Board vote on 11-6-2017	\$ 1,860.47
Expenses	\$ 0.00
Interest	<u>\$ 399.33</u>
Community Bank Checking Balance – 01/26/2018	\$ 153,607.23

PayPal Account – 10/27/2017	\$ 1,860.47
Deposits	\$ 0.00
Transfers to First TN Bank	\$ 0.00
Transfers to Community Bank	<u>-\$ 1,860.47</u>
Service Charge	<u>\$0.00</u>
PayPal Balance – 01/26/2018	\$ 0.00

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Wednesday, January 31, 2018

EXHIBIT 1 con't

page 2

TENA - First Tennessee Checking Account

Type	Date	Name	Memo	Budget Line Item	Amount
Check 258	11/14/2017	Haynes, Freeman, & Bracey, PLC	Legal Retainer Sept & Oct	Legal Retainer	-\$3,333.32
Check 259	11/14/2017	Maureen Culberson	ED Contract / Reimb for supplies	Split	-\$1,746.35
Check 260	11/14/2017	C N A Surety	ED Surety Bond	Surety Bond Expense	-\$359.00
Check 261	11/21/2017	NENA	ENP Scholarship - Alan McClellan	ENP Scholarship	-\$420.00
Check 262	12/18/2017	Maureen Culberson	Executive Director Contract	Executive Director Contract	-\$1,689.30
Check 263	12/18/2017	Madison County 911	Reimbursement for 2016 Hotel	Conference Expense: Hotel	-\$552.00
Check 264	12/27/2017	Haynes, Freeman, & Bracey, PLC	Legal Retainer 11-30-2017	Legal Retainer	-\$1,666.66
Check 265	1/17/2018	Maureen Culberson	Executive Director Contract	Executive Director Contract	-\$1,689.30
Check 266	1/17/2018	Obion County 911	Reimbursement for 2016 Hotel	Conference Expense: Hotel	-\$527.00
Debit Card	11/1/2017	Quick Books	Quick Books Online	Operating Expenses	-\$26.28
Debit Card	12/1/2017	Quick Books	Quick Books Online	Operating Expenses	-\$26.28
	12/26/2017	First Tennessee Bank	Stop payment on check 191	Operating Expenses	-\$37.00
	12/26/2017	Amazon	Fraudulent charge on account	Operating Expenses	-\$12.03
	1/2/2018	First Tennessee Bank	Reverse of fraudulent charge	Operating Expenses	\$12.03
Debit Card	1/17/2018	Quick Books	Quick Books Online	Operating Expenses	-\$26.28
Deposit	11/16/2017	ECaTs	Deposit	Industry Partner Registration	\$950.00
Deposit	11/21/2017	TN APCO	Deposit	AV Fees	\$522.42
Deposit	11/29/2017	NENA	Deposit	Conference Registration	\$400.00
Deposit	12/26/2017	First Tennessee	Reverse of cancelled check	Operating Expenses	\$880.56

TENA - Community Bank Investment Checking Account

Type	Date	Name	Memo	Budget Line Item	Amount
Journal	10/31/2017	Community Bank	Interest for October	Community Bank - Interest	\$ 139.32
Deposit	11/7/2017	Transfer from PayPal	Transfer from PayPal	Community Bank	\$ 1,860.47
Journal	11/30/2017	Community Bank	Interest for November	Community Bank - Interest	\$ 131.97
Journal	12/29/2017	Community Bank	Interest for December	Community Bank - Interest	\$ 128.04

TENA - PayPal Account

Type	Date	Name	Memo	Budget Line Item	Amount
Journal	11/7/2017	Transfer to Community Bank	Transfer to Comm Bank		-\$1,860.47

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Wednesday, January 31, 2018

EXHIBIT 2

page 1

Tennessee Emergency Number Association

Operating Budget FY 2017-2018

Revised: 01/26/2018

REVENUE		2017-2018 BUDGET	2017-2018 ACTUALS	COMMENTS
OPERATING REVENUE	Membership Dues	\$ 29,800.00	\$ 10,990.00	
	NENA Dues	\$ 3,500.00	\$ 4,178.00	
	Interest - Community Bank	\$ 500.00	\$ 794.85	
	Conference	\$ 179,175.00	\$ 188,710.05	
	TOTAL REVENUE	\$ 212,975.00	\$ 204,672.90	

EXPENSES		2017-2018 BUDGET	2017-2018 ACTUALS	COMMENTS
OPERATING EXPENSES	Legal Counsel Fees	\$ 20,000.00	\$ 9,999.96	
	Executive Director Contract	\$ 20,271.60	\$ 11,825.10	
	Incentive Pay	\$ 1,200.00	\$ 1,200.00	
	Operating Expenses	\$ 2,200.00	\$ 271.61	
	Certificates & Ballots	\$ 250.00	\$ 109.08	
	Website / Domain Expenses	\$ 200.00		
	Travel Expenses	\$ 2,000.00	\$ 62.50	
	ENP Scholarship's	\$ 2,350.00	\$ 420.00	
	Survey Services	\$ 120.00		
	Audit Expenses	\$ 4,000.00	\$ 9,000.00	Invoice for 15-16 audit paid in 16-17
	Insurance	\$ 2,500.00	\$ 2,294.00	
	Service Charge	\$ 2,500.00	\$ 1,582.80	\$37.00 is for stop payment fee on check # 191 approved 9-23-17 board meeting
	Surety Bond Expense	\$ 400.00	\$ 359.00	
	Event Expenses	\$ 3,000.00		
	TERT Expenses	\$ 250.00		
	Conference Expenses	\$ 150,013.98	\$ 140,659.12	
	TOTAL EXPENSES	\$ 211,255.58	\$ 177,783.17	
	TOTAL INCOME/LOSS	\$1,719.42	\$26,889.73	

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes Wednesday, January 31, 2018

EXHIBIT 3

page 1

Rev. 01/26/2018					
CONFERENCE REVENUE	2016 FINAL BUDGET	2017 PROPOSED BUDGET	2017 BUDGET AMENDMENTS	2017 ACTUALS	Comments
Attendee Conference Registration	\$ 96,027.00	\$ 87,500.00		\$ 92,069.75	
Day Pass	\$ 3,500.00	\$ 5,000.00		\$ 6,125.00	
Banquet Tickets	\$ 1,450.00	\$ 750.00		\$ 1,350.00	
Pre-Conference Course Registration	\$ -	\$ 2,250.00		\$ 2,400.00	
Golf Tournament Registration	\$ -	\$ 1,800.00		\$ 2,401.00	
Guest Passes	\$ 500.00	\$ 625.00		\$ 1,375.00	
Super Session Registration	\$ -	\$ 250.00		\$ 100.00	
Industry Partner Registration	\$ 43,900.00	\$ 51,000.00		\$ 43,950.00	
Additional Exhibit Booth	\$ -	\$ -		\$ 3,400.00	
Sponsorships	\$ 29,250.00	\$ 30,000.00	\$ 32,289.30	\$ 35,539.30	Budget Amendment approved 5/31/17
TOTAL REVENUE	\$ 174,627.00	\$ 179,175.00		\$ 188,710.05	
CONFERENCE EXPENSES	2016 FINAL BUDGET	2017 PROPOSED BUDGET	2017 BUDGET AMENDMENTS	2017 ACTUALS	Comments for Proposed Budget
PROGRAM/AGENDA					
Pre-Conference Course Session	\$ -	\$ 2,000.00		\$ 2,000.00	Reclassification Approved 11-1-17
Keynote Speaker Session	\$ 2,500.00	\$ 3,000.00	\$ 1,500.00	\$ 1,500.00	Budget Amendment Approved 11-1-17
Conference Instructors	\$ 11,207.37	\$ 15,000.00		\$ 13,500.00	
Speaker Expenses			\$ 1,100.00	\$ 1,005.74	Reclassification Approved 11-1-17
CEU's	\$ 690.00	\$ 700.00	\$ 3,550.00		Budget Amendment Approved 11-1-17
CONFERENCE FOOD & BEVERAGE					
Sunday food and beverage (Embassy Contract)	\$ 11,772.85	\$ 2,564.86	\$ 668.22	\$ 668.22	Budget Amendment Approved 11-1-17
Monday food and beverage	\$ 4,833.33	\$ 8,551.78	\$ 7,153.26	\$ 7,153.26	Budget Amendment Approved 11-1-17
ENP/RPL Breakfast		\$ 1,484.92	\$ 1,700.91	\$ 1,700.91	Budget Amendment Approved 11-1-17
Tuesday food and beverage	\$ 22,779.65	\$ 32,060.72	\$ 33,108.58	\$ 33,108.58	Budget Amendment Approved 11-1-17
Wednesday food and beverage	\$ -	\$ -	\$ 735.71	\$ 735.71	Budget Amendment Approved 11-1-17
CONFERENCE ENTERTAINMENT					
Conference Entertainment	\$ -	\$ 2,300.00		\$ 2,299.00	
OFF-SITE IP EVENT					
Venue Rental	\$ -	\$ 3,500.00		\$ 3,500.00	
Sunday IP Event Food and Beverage		\$ 11,500.00	\$ 12,602.00	\$ 12,602.00	BAA (\$9800 6-7-17) (\$2802 11-1-17)
Entertainment	\$ -	\$ 2,200.00	\$ 2,900.00	\$ 2,900.00	Budget Amendment approved 6/7/17
Transportation	\$ -	\$ -	\$ 700.00	\$ 700.00	BAA 6/7/17 and 11-1-17
CONFERENCE SITE FEES					
Hotel Rooms	\$ 7,111.93	\$ 9,500.00	\$ 7,993.00	\$ 6,469.08	Budget Amendment Approved 11-1-17/\$1,079 is for reimbursement Augustine & Hanna for 2016 expenses approved 09-23-17 board meeting
Meeting Rooms	\$ 12,069.81	\$ 3,470.00	\$ 2,360.00	\$ -	Budget Amendment Approved 11-1-17
Comp industry partner registration					
Decorator Fees / Booth Setup Fees / Electric	\$ 8,550.50	\$ 8,033.70	\$ 9,143.70	\$ 9,138.99	Budget Amendment Approved 11-1-17
AV Fees	\$ 10,734.91	\$ 15,000.00	\$ 13,500.00	\$ 12,627.93	Budget Amendment Approved 11-1-17
PUBLICITY & PRINTING					
Handouts	\$ 105.36	\$ 400.00		\$ 321.97	
Conference Guide	\$ 2,611.26	\$ 3,500.00	\$ 3,175.00	\$ 2,839.73	Budget Amendment Approved 11-1-17
Signs	\$ 535.69	\$ 550.00	\$ 875.00	\$ 871.04	Budget Amendment Approved 11-1-17
REGISTRATION					
Conference Refunds	\$ 105.36	\$ 2,000.00	\$ 3,500.00	\$ 3,168.75	Budget Amendment Approved 11-1-17
Comp Registrations - Attendee	\$ 2,611.26	\$ 1,000.00			
Registration Software	\$ 535.69	\$ 8,300.00	\$ 5,300.00	\$ 3,008.88	Board approved \$3000 additional in this line item at the July meeting. BAA 11-1-17
Registration Supplies	\$ 672.03	\$ 715.00	\$ 3,715.00	\$ 3,684.49	Board approved \$4000 additional in this line item at the July meeting. BAA 11-1-17
TECHNICAL					
Technology Supplies	\$ 1,349.08	\$ 1,750.00	\$ 1,475.00	\$ 1,261.32	Budget Amendment Approved 11-1-17
PRIZES					
Awards	\$ 765.48	\$ 1,050.00	\$ 825.00	\$ 648.52	Budget Amendment Approved 11-1-17
Door Prizes	\$ 987.55	\$ 1,000.00	\$ 1,225.00	\$ 1,201.84	Budget Amendment Approved 11-1-17
GOLF TOURNAMENT					
Golf Course Fees	\$ -	\$ 1,008.00	\$ 1,058.00	\$ 1,056.00	Budget Amendment Approved 11-1-17
Miscellaneous expense	\$ -	\$ 700.00	\$ 925.00	\$ 916.00	Budget Amendment Approved 11-1-17
MISCELLANEOUS					
Conference Bags	\$ -	\$ 3,500.00	\$ 5,789.30	\$ 5,789.30	Budget Amendment approved 5/31/17
Lanyards/Name Badge Holders	\$ 2,186.00	\$ 2,200.00	\$ 1,130.00	\$ 1,130.00	Budget Amendment approved 11/1/17
Conference Shirts	\$ 617.63	\$ 475.00	\$ 307.00	\$ 306.87	Budget Amendment approved 11-1-17
Miscellaneous expense	\$ 765.35	\$ 1,000.00	\$ 345.00	\$ 344.99	\$269.99 Receiving conference bags/BAA 11-1-17
Notification System	\$ -	\$ -	\$ 2,506.00	\$ 2,500.00	Budget Amendment Approved 11-1-17
TOTAL EXPENSES	\$ 106,098.09	\$ 150,013.98		\$ 140,659.12	
TOTAL REVENUE	\$ 174,627.00	\$ 179,175.00		\$ 188,710.05	
TOTAL PROFIT / LOSS	\$ 68,528.91	\$ 29,161.02		\$ 48,050.93	

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Monday, March 12, 2018

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 and Convention Center in Murfreesboro, TN on Monday, March 12, 2018 at 2:00 pm (local time).

0318.1 Call to Order

President Sherri Hanna called the meeting to order. All Board members were present. Russell Freeman and Maureen Culberson were also present. See Attachment I for member attendance. For the record, this meeting was broadcast live via TENA Facebook page; (www.facebook.com/TENA911).

0318.2 Minutes

The January 2018 Board meeting minutes previously sent to the Board were presented for approval. Mark Archer asked the location of the meeting be amended and made the motion to accept the minutes as amended. Matthew Brown made the second. There was unanimous approval by the Board to accept.

0318.3 Financial Report

Rose White, Treasurer, made the financial report as of 03/05/2018 (see Exhibit 1). The balance in First Tennessee checking account is \$ 60,244.65 and the balance in the Community Bank investment account was \$ 153,876.89. Matthew Brown made the motion to accept the financial report as presented and a second was made by Dale Blevins. The Board present voted unanimously, with Rose White abstaining, to approve the financial report.

Ms. White also presented the two up-to-date budgets, Operating and Conference (see Exhibit 2).

The Treasurer advised she has investigated obtaining a credit card and she is recommending the Community Bank card. There is no APR or rewards program, however it does give a set percentage rate of 14.9%. Patricia Ledford made the motion to accept this recommendation and apply for the Community Bank credit card and the second was made by Mark Archer. With Rose White abstaining, the Board voted unanimous approval of this motion.

Maureen Culberson advised that the statement for the Cvent contract has been turned over to Ms. Rose White for payment, as previously approved by the Board. She also stated the payment for the OnArrival app and the 3rd login would also be due when those contracts expire in September. Matthew Brown asked how successful the scanning of attendees was and Ms. Culberson stated, by scanning attendees into each class/session we were able to have much truer attendance numbers for each session/instructor. It also meant an increase from 70-80 participants requesting CEU's to over 250 requests, primarily due to the security of the information and ease of the request. Mr. Brown then made the motion to continue, and pay for, the OnArrival contract, as well as the 3rd login for this year. Joey King made the second and the Board voted unanimously in favor.

Mr. Archer stated that he would still like TENA to consider using the Team911 registration application.

0318.4 Regional Reports

East Region – *Dale Blevins & Kim White*

No meeting

Middle Region – *Joey King & Leanna Choate-Peek*

Mr. King stated there was no meeting however Mark Gandee, Director of Maury Co. would like to address the Board when it is appropriate.

West Region – *Patricia Ledford & Mark Archer*

Ms. Ledford reported the West Region meeting was very well attended. The discussions involved TECB survey; 911 Day on the Hill; the QI/QA training; the lobbyist issue; the TENA/NENA issue and the Google pilot program.

0318.5 Report from Counsel

Mr. Freeman reported that he has reviewed the template for the lobbyist contract and he does have some suggestions for modifications.

He has also reviewed Policy 11.0 due to some concern brought to his attention but does not see any problem.

He has reviewed an ethics issue brought to him earlier this week. Ms. Culberson has a business and would like to provide shirts for 911 Telecommunicator Week. Mr. Freeman reviewed the by-laws and policy's and

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Monday, March 12, 2018

does not see any issue with her doing work just as other vendors. He did suggest she provide a disclaimer that she is not exclusive vendor of TENA, receives no endorsement from TENA and the public can access her business just like any District.

Regarding the NENA/TENA issue he will wait to comment until Mr. Alexander makes his full report.

0318.6 Report from TECB

Curtis Sutton, Executive Director reported they have received approximately 70% response rate from the recent survey.

The TECB would have a display set-up tomorrow at 911 Day on the Hill.

He was asked about the progress of the ALI database and stated they are still waiting on AT&T software upgrades, which is still approximately 2 weeks out. He also stated he is as frustrated as anyone regarding these delays and he has expressed his frustration to both AT&T and CommTech.

He was also asked about updates regarding the two different dashboards. CommTech requires a static IP address and that will not work and there is a ticket in place to fix. The eCats dashboard is still being worked on. Currently, it is monitoring the phone system rather than the tickets in place.

He advised that the TECB attorney is not in place to give advice. He represents the State Board, not the Districts, but they can assist the ECD's and point them in the right direction. There is an ethical line that the TECB must walk.

The GIS training has gone very well and have received good feedback from the attendees.

0318.7 Report from NENA

President Hanna stated the NENA Conference is in Nashville this year June 14-21, 2018. Both her and Kim White are doing weekly conference calls with NENA staff in preparation.

Kim White has received the volunteer information from NENA and will get it out to all member. She advised that for every 4 hrs. worked as a volunteer, you will receive 4 hrs. of class at no charge.

President Hanna reminded all that the 5K run would be on Sunday.

0318.8 Report from TN-APCO

Steve Martini was present and advised the next meeting would be Apr. 3 in Jackson. This would also be the annual elections for the TN-APCO Board. RPL scholarships application will be closed.

0318.9 Old Business

A. TECB Nominations

Ms. Culberson advised there were 5 nominations received and sent to the Board.

3 from East Region – J. Estes, Loudon Co; E. Carpenter, Hamblen Co; V. Smelser, Sullivan Co.

1 from Middle Region – L. Nichols, Cheatham Co

1 from West Region – C. Mason, Fayette Co.

Joey King made the motion to send all the above nominees to the Governor for consideration and Matthew Brown made the second. The Board unanimously approved this motion. Cassie Lowery will send the application packets to each of the nominees.

B. 911 Day on the Hill – S. Hanna

President Hanna reminded all that the event would be at the Cordell Hull Building and to meet at the cafeteria at 8:00 am. She also stated to allow some extra time because there were two security checkpoints to go through

C. TENA Lobbyist – Carolann Mason, Legislative Committee Chair

Ms. Mason presented the sample contract. She is requesting that TENA move forward with hiring the lobbyist this year using money from the reserve fund. This person would begin educating the legislators and be ready when the session convenes in January. She is suggesting raising the cap on the dues from \$600.00 to a maximum of \$1200.00.

Mark Archer interjected that at this time, TENA has no way of educating the legislators. TENA must move away from educating the dispatchers, which is what the conference has become and to start protecting the ECD Director's jobs.

There was a lengthy discussion by both Board and audience members. Matthew Brown asked about

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Monday, March 12, 2018

the operational costs which are typically in the negative and if TENA loses members due to the increase in dues, how would the financial stability of TENA be affected. Mr. Archer stated that TENA's budget always get made to the good. Mr. Brown also commented there is another organization that has a lobbyist and why can't TENA partner with them. Mr. Archer said they have met with the other organization and were advised that each District would need to become a member to have access to their lobbyist. Mark Gandee, Maury Co., commented that while he supports a lobbyist, he feels it is too late in the session to hire one this year. He suggested that TENA look at different funding options. Joey King said the increase in the dues would make it prohibitive for his District to remain a member of TENA. He would like to see more options before making a final decision. David Alexander stated that the funding of the lobbyist was not the job of the committee, but of the TENA Board. The Board must guard and protect every TENA member, as well as the continuity of TENA.

Matthew Brown made the motion to table further discussion until the September meeting to work out all issues discussed today at a called membership meeting at conference. Leanna Choate-Peek made the second. President Hanna called for a roll call vote. 7 Ayes (Hanna; Alexander; Brown; Lowery; Choate-Peek; King; Ledford) 4 Nays (K. White; Blevins; R. White; Archer) Motion passed.

Kim White motioned for a recess and Matthew Brown made the second. Board went into 15-minute recess.

Meeting was called back in to order

D. Additional Old Business

- A. TENA Sponsored Newsletter Vice President Alexander advised at last meeting the motion was passed to allow an Industry Partner to sponsor the monthly newsletter at the cost of \$500.00. He stated that he has received feedback regarding the amount and would like to recommend the amount be changed to \$250.00 for each month an Industry Partner would sponsor the newsletter. Matthew Brown made the motion based on the recommendation and Dale Blevins made the second. There was unanimous approval by the Board.
- B. Membership Benefits Vice President Brown presented a handout outlining TENA membership benefits (see Exhibit 3). There was lengthy discussion involving both the Board and the audience. One concern voiced by a member is these sounds as if TENA is trying to be more selective and secretive. She was assured that is not the case, but rather it was to define what the benefits of a TENA membership were. Matthew Brown made the motion to implement immediately that first section, 1 a-d, immediately and defer the second section, 2 a-g and 3, for further discussion in July. Joey Kind made the second, however the Board did not approve. Mr. Freeman suggested the document be worded to reflect a positive stance and Mr. Brown will work with him to accomplish that.

0318.10 New Business

A. TACP Conference – *David Alexander*

Mr. Alexander presented the registration for the TACP Conference in Knoxville. He advised that TENA was very well-received last year when they attended and would like to see this relationship continue. Volunteers have already stepped up to work our booth and the registration fee would be \$400.00 for the early-bird discount. Mark Archer made the motion to pay the registration fee and the second received from Joey King. The Board voted to approve this motion unanimously.

B. Board Member Uniform Shirts – Maureen Culberson

Ms. Culberson asked if there were any other Board members needing new shirts. As far as she knew there was only Mr. Freeman and she would send him the sizing information via email. Matthew Brown made the motion to purchase Mr. Freeman's four (4) shirts at the prevailing cost and Joey King made the second. The Board voted unanimous approval of this motion.

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Monday, March 12, 2018

0318.11 Committee Reports

A. Legislative Committee – Carolann Mason

Ms. Mason presented the current bills on the floor of the House with the committee's recommendation for each.

SB1614 / HB1557	Harper Staples	Appointments by local government officials, term limits <i>Committee recommends remaining neutral</i>
SB2206 / HB1493	Swann Carr	Constance's Law <i>Committee does not support <u>as written</u> due to current state NG911 project, which includes text-to-911 as a component.</i>
SB1797 / HB1510	Ketron Whitson	Tennessee Public Safety Behavioral Health Act- <i>Committee recommends remaining neutral</i>
SB2199 / HB1912	Swann Farmer	Creation of the Tennessee Advanced Communications Network (TACN) Board <i>Committee recommends remaining neutral</i>
SB2226 / HB2380	Southerland Sexton	Tax Credit for cell phone companies <i>Committee recommends remaining neutral</i>

Matthew Brown made the motion to accept the Committee's recommendation on each bill. Joey King made the second with the Board unanimously approving the motion.

B. By-Laws Committee – David Alexander

Vice President Alexander reported the committee had a conference call with the NENA Grievance Committee. A member of the NENA committee, John Kelly, stated NENA did not have any provisions in their by-laws as to how a chapter qualifies, or disqualifies, a candidate. There was also further discussion as to how to allow the NENA members of TENA more benefits.

Mr. Freeman stated the grievance was well-written, but their own lawyer stated there were no provisions within the NENA by-laws. He feels the NENA decision has limited consequences.

0318.11 Comments & Report

- A. District Representatives
no comments.
- B. Telco Representatives
no comments
- C. Other Delegates
no comments

0318.12 Adjournment

The next meeting is scheduled on Tuesday, May 1, 2018 at the Rutherford Co. ECD Office in Murfreesboro at 2:00 pm (local time).

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

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

TENA Secretary

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Monday, March 12, 2018

ATTACHMENT I



TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting

Monday, March 12, 2018

Embassy Suites Convention Center

Name	Representing	Email Address
Kenneth Calvert	Kingsport 911	KCALVERT@AOL.COM
Randall W Lewis	Washington Co 911	rlewis@wc911.org
Richie Hite	Kingsport 911	RICHIEHITE@KINGSFORTTN.GOV
Nancy Fender	Kingsport 911	nancyfender@Kingsporttn.gov
Mickey Spivey	Kingsport 911	mrspsivey@chartertn.net
Bob McNeill	Washington Co 911	bmcneill@wc911.org
Robert Howell	Crockett Co. 911	roberthowell@crockett911.com
Mark Gandee	Mauzy Co 911	mgandee@maury911.com
Paul McCallister	Dickson Co ECD	pmccallister@dicksoncountyttn.gov
Stephen Martin	Williamson, Dickson, Maury 911	stephen@williamson-tn.org
Eric Ritzman	Cumberland County 911	ericritzman@cumberlandtn911.org
Carlaann Mason	Fayette County 911	fc911@bcllsoath.net
Curtis Sorenson	TECB	Curtis.Sorenson@TN.60V
STEVE SMITH	RCECD	ssmith@rcecd911.org
Jennifer Estes	Loudon Co 911	jestes@loudoncounty911.org
Pamella Tolley	Henderson Co 911	ptolley@heneco911.com
Kristy Meggs	Carroll Co 911	Kristymeggs@carroll911.com
Dana Swinn	McNairy Co 911	mcnairyecd@yahoo.com
Troy Carmack	McNairy Co. 911	mcnairy911super.v3er@gmail.com
Lynn Thompson	Meigs County 911	lthompson@meigs911.com
Linda Nichols	Cheatham Co. 911	linda.nichols@cheathamcountytn.gov
Caryetta MacLin	Haywood Co 911	CmacLin@bhcccd.org
Monica Moore	Haywood Co 911	mmoore@bhcccd.org
Kim Augustine	Madison Co 911	On File
Chris Mesongale	Overton Pickett 911	On File

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Monday, March 12, 2018

EXHIBIT 1

Tennessee Emergency Number Association
Financial Report

Rose White, Treasurer
March 5, 2018

First Tennessee Checking Account – 01/26/2018	\$ 65,539.66
Deposits	\$ 0.00
Expenses	<u>-\$ 5,295.01</u>
First Tennessee Checking Balance – 03/05/2018	\$ 60,244.65

Community Bank Investment Checking Account – 01/26/2018	\$ 153,607.23
Deposits	\$ 0.00
Expenses	\$ 0.00
Interest	<u>\$ 269.66</u>
Community Bank Checking Balance – 03/05/2018	\$ 153,876.89

PayPal Account – 01/26/2018	\$ 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 – 03/05//2018	\$ 0.00

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Monday, March 12, 2018

EXHIBIT 1 con't

Page 2

TENA - First Tennessee Checking Account

Type	Date	Name	Memo	Budget Line Item	Amount
Check 267	2/14/2018	Void due to printer malfunction	Void	Void	Void
Check 268	2/14/2018	Columbia State Community College	2017 Conference CEUs	CEUs	-\$2,500.00
Check 268	2/14/2018	Spencer Smith	Data entry for 2017 Conference CEUs	CEUs	-\$240.00
Check 270	2/14/2018	TN Sheriffs Association	Membership Dues	Operating Expenses	-\$50.00
Check 271	2/14/2018	Maureen Culberson	ED Contract / Digitized logo for shirts	Split	-\$1,734.30
Debit Card	2/5/2018	Full Source	TENA Shirts Brown and Peak	Shirts	-\$150.24
Debit Card	2/20/2018	Quickbooks Online	Quickbooks	Operating Expenses	-\$26.28
Debit Card	2/20/2018	Election Buddy	Policy Amendment	Certificates & Ballots	-\$19.19
Debit Card	3/1/2018	NENA	Lesley Musick ENP Scholarship	ENP Scholarship	-\$420.00
Debit Card	3/2/2018	Wix.com	TENA Website	Internet Expenses	-\$155.00

TENA - Community Bank Investment Checking Account

Type	Date	Name	Memo	Budget Line Item	Amount
Journal	1/31/2018	Community Bank	January Interest	Community Bank - Interest	\$ 145.82
Journal	2/28/2018	Community Bank	February Interest	Community Bank - Interest	\$ 123.84

TENA - PayPal Account

Type	Date	Name	Memo	Budget Line Item	Amount
------	------	------	------	------------------	--------

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Monday, March 12, 2018

EXHIBIT 2

page 1

Tennessee Emergency Number Association

Operating Budget FY 2017-2018

Revised: 03/05/2018

REVENUE		2017-2018 BUDGET	2017-2018 ACTUALS	COMMENTS
OPERATING REVENUE	Membership Dues	\$ 29,800.00	\$ 10,990.00	
	NENA Dues	\$ 3,500.00	\$ 4,178.00	
	Interest - Community Bank	\$ 500.00	\$ 1,064.51	
	Conference	\$ 179,175.00	\$ 188,710.05	
	TOTAL REVENUE	\$ 212,975.00	\$ 204,942.56	

EXPENSES		2017-2018 BUDGET	2017-2018 ACTUALS	COMMENTS
OPERATING EXPENSES	Legal Counsel Fees	\$ 20,000.00	\$ 9,999.96	
	Executive Director Contract	\$ 20,271.60	\$ 13,514.40	
	Incentive Pay	\$ 1,200.00	\$ 1,200.00	
	Operating Expenses	\$ 2,200.00	\$ 392.89	
	Certificates & Ballots	\$ 250.00	\$ 128.27	
	Website / Domain Expenses	\$ 200.00	\$ 155.00	
	Travel Expenses	\$ 2,000.00	\$ 62.50	
	ENP Scholarship's	\$ 2,350.00	\$ 840.00	
	Survey Services	\$ 120.00		
	Audit Expenses	\$ 4,000.00	\$ 9,000.00	Invoice for 15-16 audit paid in 16-17
	Insurance	\$ 2,500.00	\$ 2,294.00	
	Service Charge	\$ 2,500.00	\$ 1,582.80	\$37.00 is for stop payment fee on check # 191 approved 9-23-17 board meeting
	Surety Bond Expense	\$ 400.00	\$ 359.00	
	Event Expenses	\$ 3,000.00		
	TERT Expenses	\$ 250.00		
	Conference Expenses	\$ 150,013.98	\$ 143,549.36	
	TOTAL EXPENSES	\$ 211,255.58	\$ 183,078.18	
	TOTAL INCOME/LOSS	\$1,719.42	\$21,864.38	

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes Monday, March 12, 2018

EXHIBIT 2

page 2

Rev 03/05/2018

CONFERENCE REVENUE	2016 FINAL BUDGET	2017 PROPOSED BUDGET	2017 BUDGET AMENDMENTS	2017 ACTUALS	Comments
Attendee Conference Registration	\$ 96,027.00	\$ 87,500.00		\$ 92,069.75	
Day Pass	\$ 3,500.00	\$ 5,000.00		\$ 6,125.00	
Banquet Tickets	\$ 1,450.00	\$ 750.00		\$ 1,350.00	
Pre-Conference Course Registration	\$ -	\$ 2,250.00		\$ 2,400.00	
Golf Tournament Registration	\$ -	\$ 1,800.00		\$ 2,401.00	
Guest Passes	\$ 500.00	\$ 625.00		\$ 1,375.00	
Super Session Registration	\$ -	\$ 250.00		\$ 100.00	
Industry Partner Registration	\$ 43,900.00	\$ 51,000.00		\$ 43,950.00	
Additional Exhibit Booth	\$ -	\$ -		\$ 3,400.00	
Sponsorships	\$ 29,250.00	\$ 30,000.00	\$ 32,289.30	\$ 35,539.30	Budget Amendment approved 5/31/17
TOTAL REVENUE	\$ 174,627.00	\$ 179,175.00		\$ 188,710.05	

CONFERENCE EXPENSES	2016 FINAL BUDGET	2017 PROPOSED BUDGET	2017 BUDGET AMENDMENTS	2017 ACTUALS	Comments for Proposed Budget
PROGRAM/AGENDA					
Pre-Conference Course Session	\$ -	\$ 2,000.00		\$ 2,000.00	Reclassification Approved 11-1-17
Keynote Speaker Session	\$ 2,500.00	\$ 3,000.00	\$ 1,500.00	\$ 1,500.00	Budget Amendment Approved 11-1-17
Conference Instructors	\$ 11,207.37	\$ 15,000.00		\$ 13,500.00	
Speaker Expenses			\$ 1,100.00	\$ 1,005.74	Reclassification Approved 11-1-17
CEU's	\$ 690.00	\$ 700.00	\$ 3,550.00	\$ 2,740.00	Budget Amendment Approved 11-1-17
CONFERENCE FOOD & BEVERAGE					
Sunday food and beverage (Embassy Contract)	\$ 11,772.85	\$ 2,564.86	\$ 668.22	\$ 668.22	Budget Amendment Approved 11-1-17
Monday food and beverage	\$ 4,833.33	\$ 8,551.78	\$ 7,153.26	\$ 7,153.26	Budget Amendment Approved 11-1-17
ENP/RPL Breakfast		\$ 1,484.92	\$ 1,700.91	\$ 1,700.91	Budget Amendment Approved 11-1-17
Tuesday food and beverage	\$ 22,779.65	\$ 32,060.72	\$ 33,108.58	\$ 33,108.58	Budget Amendment Approved 11-1-17
Wednesday food and beverage	\$ -	\$ -	\$ 735.71	\$ 735.71	Budget Amendment Approved 11-1-17
CONFERENCE ENTERTAINMENT					
Conference Entertainment	\$ -	\$ 2,300.00		\$ 2,299.00	
OFF-SITE IP EVENT					
Venue Rental	\$ -	\$ 3,500.00		\$ 3,500.00	
Sunday IP Event Food and Beverage		\$ 11,500.00	\$ 12,602.00	\$ 12,602.00	BAA (\$9800 6-7-17) (\$2802 11-1-17)
Entertainment	\$ -	\$ 2,200.00	\$ 2,900.00	\$ 2,900.00	Budget Amendment approved 6/7/17
Transportation	\$ -	\$ -	\$ 700.00	\$ 700.00	BAA 6/7/17 and 11-1-17
CONFERENCE SITE FEES					
Hotel Rooms	\$ 7,111.93	\$ 9,500.00	\$ 7,993.00	\$ 6,469.08	Budget Amendment Approved 11-1-17/\$1,879 is for reimbursement Augustine & Hanna for 2016 expenses approved 09-23-17 board meeting
Meeting Rooms	\$ 12,069.81	\$ 3,470.00	\$ 2,360.00	\$ -	Budget Amendment Approved 11-1-17
Comp industry partner registration					
Decorator Fees / Booth Setup Fees / Electric	\$ 8,550.50	\$ 8,033.70	\$ 9,143.70	\$ 9,138.99	Budget Amendment Approved 11-1-17
AV Fees	\$ 10,794.91	\$ 15,000.00	\$ 13,500.00	\$ 12,627.93	Budget Amendment Approved 11-1-17
PUBLICITY & PRINTING					
Handouts	\$ 105.36	\$ 400.00		\$ 321.97	
Conference Guide	\$ 2,611.26	\$ 3,500.00	\$ 3,175.00	\$ 2,839.73	Budget Amendment Approved 11-1-17
Signs	\$ 535.69	\$ 550.00	\$ 875.00	\$ 871.04	Budget Amendment Approved 11-1-17
REGISTRATION					
Conference Refunds	\$ 105.36	\$ 2,000.00	\$ 3,500.00	\$ 3,168.75	Budget Amendment Approved 11-1-17
Comp Registrations - Attendee	\$ 2,611.26	\$ 1,000.00			
Registration Software	\$ 535.69	\$ 8,300.00	\$ 5,300.00	\$ 3,008.88	Board approved \$3000 additional in this line item at the July meeting. BAA 11-1-17
Registration Supplies	\$ 672.03	\$ 715.00	\$ 3,715.00	\$ 3,684.49	Board approved \$4000 additional in this line item at the July meeting. BAA 11-1-17
TECHNICAL					
Technology Supplies	\$ 1,349.08	\$ 1,750.00	\$ 1,300.00	\$ 1,261.32	Budget Amendment Approved 11-1-17
PRIZES					
Awards	\$ 765.48	\$ 1,050.00	\$ 825.00	\$ 648.52	Budget Amendment Approved 11-1-17
Door Prizes	\$ 987.55	\$ 1,000.00	\$ 1,225.00	\$ 1,201.84	Budget Amendment Approved 11-1-17
GOLF TOURNAMENT					
Golf Course Fees	\$ -	\$ 1,008.00	\$ 1,058.00	\$ 1,056.00	Budget Amendment Approved 11-1-17
Miscellaneous expense	\$ -	\$ 700.00	\$ 925.00	\$ 916.00	Budget Amendment Approved 11-1-17
MISCELLANEOUS					
Conference Bags	\$ -	\$ 3,500.00	\$ 5,789.30	\$ 5,789.30	Budget Amendment approved 5/31/17
Lanyards/Name Badge Holders	\$ 2,186.00	\$ 2,200.00	\$ 1,130.00	\$ 1,130.00	Budget Amendment approved 11/1/17
Conference Shirts	\$ 617.63	\$ 475.00	\$ 482.00	\$ 457.11	Budget Amendment approved 11-1-17 \$150.24 is Brown and Peak 2018 shirts approved 1-31-2018 Board Meeting
Miscellaneous expense	\$ 765.35	\$ 1,000.00	\$ 345.00	\$ 344.99	\$269.99 Receiving conference bags/BAA 11-1-17
Notification System	\$ -	\$ -	\$ 2,506.00	\$ 2,500.00	Budget Amendment Approved 11-1-17
TOTAL EXPENSES	\$ 106,098.09	\$ 150,013.98		\$ 143,549.36	
TOTAL REVENUE	\$ 174,627.00	\$ 179,175.00		\$ 188,710.05	
TOTAL PROFIT / LOSS	\$ 68,528.91	\$ 29,161.02		\$ 45,160.69	

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Monday, March 12, 2018

EXHIBIT 3

Membership Benefits

1. As of this meeting, if you are not a member in good standing you no longer receive the following (members in good standing meaning membership dues are paid):
 - a. Non-members/members not in good standing no longer receive emails, invites to meetings or events.
 - b. ECD's no longer in good standing will have their contact information taken of the ECD section of the site, with the ECD name being grayed out showing they are not currently a member of TENA.
 - c. Any TENA sponsored scholarships including the ENP scholarship shall only be made available to members in good standing. All scholarship applications shall be vetted through the Executive Director/Administrative Coordinator to make sure the applicant would be considered to be in good standing before being awarded a scholarship.
 - d. Job Postings and RFP's are only posted on the website for members who are in good standing.
2. After April 15, 2018:
 - a. The new membership section of the website to become active. Members must submit an email address and passwords for logging in to Maureen, so they can be vetted as members in good standing allowing them access to the website. Any questionable logins will be handled by the Executive Director/Administrative Coordinator by talking with the ECD Director.
 - i. If possible using IP address verification or password changes ever 90 days to make sure access is not being shared with members who are not in good status.
 - b. Allowing a Forum area to be implemented using a secure domain (ex: Wix Domain), which would allow for discussion and even document sharing in a secure format. Through a secure domain like Wix, files shared through a domain like this quarantine anything suspicious.
 - c. Using Quick Poll a feature of our current site to ask polling questions to membership only. (An additional fee of \$3.50 monthly would be required.)
 - d. Policies/Bylaws/Meeting Announcements/Meeting Minutes be placed in the members only area. We would still have full transparency with our membership.
 - e. Leave the Conference Section of the Website open to public view.
 - f. If possible moving the live video of the meeting to the members only section of the website. Once again we would have full transparency to our members through the site.
 - g. Sending out a comprehensive survey to get ECD information established. Working with one or two people plus the Executive Director/Administrative Coordinator.
 - i. Some questions could include:
 1. Population served?
 2. Is your ECD dispatch or non-dispatch?
 - a. If non-dispatch, do you support the PSAP and How? (Ex: Financially, supplies, equipment, etc.)
 3. Number of personnel- support staff, dispatchers, etc.
 4. Salary Survey
3. Develop and implement Membership Applications as per our bylaws (Article II Section 3). Since we have multiple levels of membership, this would help in dues processing and email list configurations.

Hopefully these items will show our membership that membership counts, and will make them more involved in participating in polls, forums, surveys, etc. We can track those who are participating and possibly follow up with members who are not letting their voice be heard through their membership.

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Tuesday, May 1, 2018

Pursuant to appropriate notice, and in accordance with organizational by-laws, the Executive Board of the Tennessee Emergency Number Association (TENA) met at the Williamson Co. Public Safety Building in Franklin, TN on Tuesday, May 1, 2018 at 2:00 pm (CT).

0518.1 Call to Order

President Sherri Hanna called the meeting to order. Leanna Choate-Peek was absent. Russell Freeman and Maureen Culberson were also present. (See Attachment I for member attendance). For the record, due to technical difficulties TENA was unable to broadcast this meeting live via TENA Facebook page; (www.facebook.com/TENA911).

0518.2 Minutes

The March 2018 Board meeting minutes previously sent to the Board were presented for approval. Mark Archer made the motion to accept the minutes and Kim White made the second. There was unanimous approval by the Board to accept.

0518.3 Financial Report

Rose White, Treasurer, made the financial report as of 04/30/2018 (see Exhibit 1). The balance in First Tennessee checking account is \$ 59,362.15 and the balance in the Community Bank investment account was \$ 154,009.69. Mark Archer made the motion to accept the financial report as presented and a second was made by Matthew Brown. With Rose White abstaining the remainder of the Board present voted unanimously, to approve the financial report.

Ms. White also presented the up-to-date Operations budget. (see Exhibit 2).

0518.4 Regional Reports

East Region – *Dale Blevins & Kim White*

Ms. White reported they had a meeting last week with 12 ECD's present. There were many concerns and questions brought up that members would like to have answered;

- What is the goal of TENA? Is it training or to help the ECDS.
- What are we getting for our dues?
- Shouldn't the mission of TENA be defined before paying for lobbyist;
- What about landline funding? Must be kept per AT&T, but no back-up without them.
- Regarding the NENA/TENA issue, when is the decision going to be made? What is TENA going to do?
- Better communications ref: voting. Would like to see the ballot and ask questions before they vote.
- East members are requesting to change the policy back to allow to serve on Board TENA & TECB Board at the same time.

Middle Region – *Joey King & Leanna Choate-Peek*

Mr. King stated there was no meeting.

West Region – *Patricia Ledford & Mark Archer*

Ms. Ledford advised West Region recently met with 12 ECD's represented. They discussed the proposed member benefits; legislation; Policy Committee opening on TECB; Possible communications regionalization by MedLink and sale of GIS data. Also discussed was the hiring of a lobbyist which should be done as soon as possible. She stated that West Region was very supportive and that all but one ECD supported it.

0518.5 Report from Counsel

Mr. Freeman reported that he has been involved with different committee via conference call. He has been doing contract reviews; i.e.: Embassy Suites. He has also reviewed the Executive Director and Legal Counsel contracts.

Regarding the NENA/TENA grievance, he will continue to work with the Board to proceed following legal standards and will continue to do on research. When questioned what TENA can do now, he advised to look back at the grievance and work towards compliance.

0518.6 Report from TECB

Curtis Sutton, Executive Director, stated the TECB meeting was tomorrow and the agenda has been revised to accommodate a waiver request.

- He asked the East Region reps who from AT&T told East they had to keep the back-up lines?

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Tuesday, May 1, 2018

Ms. White said she would attempt to find out.

- He was asked the status of eCats and responded the frustration continues. They are slowly deploying and some of the larger ECD's are already on-line. The largest hurdle is that eCats requires the IP information
- He stated that Mission Critical Partners are doing the radio inventory project for the mobile command unit, which the Board voted to proceed with as an RFI only
- Online training had the "soft" launch and 578 people are now on-line.
- Week of May 15,16,17 TECB will be hosting regional meetings to discuss the survey results.
- He reported he is making some progress with Google maps. There are still some questions. He also advised the TECB does have a year-to-year contract with OIR-GIS. TECB paying for this service and it's very expensive.
- A question was asked as to when everybody is going to be on V-Academy so ECD's can budget appropriately. Mr. Sutton replied there is currently a multi-disciplinary catalog that programs can be chosen from and he feels the Training Advisory Committee will be reconvened to assist with cataloging.
- The GIS training program has gone very well and TECB has received good feedback from the attendees.

0518.7 Report from NENA

NENA's 2nd Vice President, Jamison Peevyhouse reported that NENA 2018 currently 300 registered attendees ahead of San Antonio and 5 hotels have sold-out and they will open 6th one tomorrow. Stay if you can after conference because on Thursday, there will be a tour to Jack Daniels as well as a food tour.

NENA is currently at 13,000 members and still growing and is working on NG-911 funding on federal level.

He stated that reports have been coming in regarding changes in ALI Feeds, possibly coming for LTE phones and usually on Verizon phones. Let NENA know if you start seeing that.

Kim White advised NENA still needs volunteers, will need approximately 30 a day. Go to TENA website for form.

0518.8 Report from TN-APCO

Steve Martini reported that TN-APCO had their annual meeting last month that included Board elections. He is now the President and Paul McCallister is Vice President. There were no other changes to the Board.

He is still communicating with TEMA for mobile command training and trying to coordinate getting the instructor. TN-APCO will assist with costs.

RPL Scholarships are closed. They received 10 applications and they will be reviewed.

0518.9 Old Business

A. TENA Membership Benefits

This issue was deferred from the March meeting. Vice President Brown presented the reformatted Membership Benefits handout (see Exhibit 5). Ms. Ledford asked if there was anyway to know who uses the website. Ms. Culberson advised that there is a "hit counter" currently on the page and she would investigate if further analytics were available. After additional discussion, Mr. King made the motion to proceed with the Membership Benefits as presented and Vice President Brown made the second. The Board voted unanimously to proceed.

Vice President Alexander requested the Board consider that Associate Members would have exclusive rights to sponsor the newsletter banner ads effective July 1st. Vice President Brown made the motion with Mr. King making the second. After discussion, Roll Call vote was taken, with 9 Ayes and 1 Nay (Mr. Archer).

0518.10 New Business

A. Ratify Email Vote – Approval of 2019 Conference Site Contract with Embassy Suites in Murfreesboro – March 12, 2018.

Vice President Brown made the motion to ratify the email vote and Vice President Alexander made the second. The Board voted unanimous approval of this motion.

B. Ratify Conference Call Vote – April 12, 2018

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Tuesday, May 1, 2018

1. Conference Program/Education Budget.
Vice President Brown made the motion to ratify the conference call vote and Ms. Ledford made the second. The Board voted unanimous approval of this motion.
 2. Replacement of Projectors
Vice President Brown made the motion to ratify the conference call vote and Mr. King made the second. The Board voted unanimous approval of this motion.
 3. 2018 Conference Rates
Vice President Brown made the motion to ratify the conference call vote and Ms. Ledford made the second. The Board voted unanimous approval of this motion.
 4. Moving By-Laws and Policy Amendments to Vote
Vice President Brown made the motion to ratify the conference call vote and Ms. K. White made the second. The Board voted unanimous approval of this motion.
- C. Ratify Email Vote Regarding Budget – April 24, 2018
Mr. Archer made the motion to ratify the conference call vote and Ms. Ledford made the second. The Board voted unanimous approval of this motion.
- D. Announce 2018 TENA Nominations and Election Dates – *Maureen Culberson*
Ms. Culberson announced the following positions will be open this year.
- 2nd Vice President
 - Secretary
 - East Region Representative
 - Middle Region Representative
 - West Region Representative
- 2018 TIMELINE**
- Mon. Jun. 4 - Nominations Open to Membership
Thu. Jul. 5 - Nominations Deadline – original forms must be postmarked by 5:00 pm (CT)
Wed. Jul. 11 - TENA Board Meeting - Nominations announced
Fri. Aug 17 - Election Opens with ballots being sent at 6:00 am (CT)
Tue. Sep. 18 - Election Closes at 11:00 am (CT)
Tue. Sep. 18 - Ballot Certification at 12:00 pm (CT)
- E. Announce Annual Conference Plans – *David Alexander*
Vice President Alexander, who is also Conference Chair opened the discussion by asking for dates for the opening of Hotel Reservations and Conference Registration. Ms. Lowery suggested Tuesday, June 5th at 10:00 am. She advised that NENA begins the following week, so she feels this date would work best. She also suggested as in past years to set the date for cancelling rooms one month prior to the beginning of conference, which would be August 16. Ms. R. White agreed with these dates for registration opening and Early Bird rate deadline. With no further discussion, Vice President Brown made the motion to accept these dates for Hotel Reservations and Conference Registrations and Mr. King made the second. The Board voted unanimously in favor.
Mr. Archer opened discussion about TN-TERT. He was advised that the booth is comp'd. Mr. Archer then made the motion to comp the State Coordinator's conference registration and Vice President Brown made the second. The Board voted unanimously in favor of this motion.
- F. Operations & Conference Budget – *Sherri Hanna*
President Hanna advised that the Board voted to do a 6-month budget, instead of an 18-month budget to put TENA in compliance with the new policy. (see Exhibit 3). However, this budget was showing a deficit. During the work session, budget amendments were made, and the Operations & Conference Budget is now in the positive. (see Exhibit 4). Vice President Alexander made the motion to accept the 6-month amended Operations & Conference Budget as discussed. Vice President Brown made the second and the Board voted unanimously to approve the motion.
- G. Ratify Executive Director/Administrative Coordinator's Contract – *Personnel Committee*
Vice President Brown made the motion to amend the current contract to extend to August 1 and defer the decision until the July meeting and Mr. Archer made the second. The Board approved the motion unanimously. (see Attachment 2)
- H. Ratify Legal Counsel's Contract – Personnel Committee

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Tuesday, May 1, 2018

Vice President Alexander made the motion to accept the 6-month contract presented by Mr. Freeman (see Attachment 3). Mr. Archer made the second and the Board voted unanimously to accept.

0518.11 Committee Reports

- A. Legislative Committee – *Mark Archer*
Mr. Archer advised nothing has changed
- B. By-Laws Committee – *David Alexander*
Vice President Alexander had nothing to report.

0518.12 Comments & Report

- A. District Representatives
no comments.
- B. Telco Representatives
Lee Canipe introduced himself and advised he was now with Zetron.
Bob Sabin introduced himself and advised he was not with Ryan Public Safety
- C. Other Delegates
no comments

0518.13 Adjournment

The next meeting is scheduled on Wednesday, July 11, 2018 location to be announced, at 2:00 pm (CT).
With no further business, and without objection, a motion was made to adjourn by Ms. R. White and the second was received from Mr. King. The meeting was adjourned.
These are the true, accurate and complete minutes of the Executive Board Meeting.

TENA Secretary

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Tuesday, May 1, 2018

EXHIBIT 1

Tennessee Emergency Number Association
Financial Report

Rose White, Treasurer
April 30, 2018

First Tennessee Checking Account – 03/05/2018	\$ 60,244.65
Deposits	\$ 18,439.00
Expenses	<u>-\$ 19,321.50</u>
<i>First Tennessee Checking Balance – 04/30/2018</i>	<i>\$ 59,362.15</i>

Community Bank Investment Checking Account – 03/05/2018	\$ 153,876.89
Deposits	\$ 0.00
Expenses	\$ 0.00
Interest	<u>\$ 132.80</u>
<i>Community Bank Checking Balance – 04/30/2018</i>	<i>\$ 154,009.69</i>

PayPal Account – 03/05/2018	\$ 0.00
Deposits	\$ 0.00
Transfers to First TN Bank	\$ 0.00
Transfers to Community Bank	\$ 0.00
Service Charge	<u>\$ 0.00</u>
<i>PayPal Balance – 04/30/2018</i>	<i>\$ 0.00</i>

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Tuesday, May 1, 2018

EXHIBIT 1 con't

Page 2

TENA - First Tennessee Checking Account

Type	Date	Name	Memo	Budget Line Item	Amount
Check 272	3/8/2018	Embassy Suites Hotel	March Board Meeting	Event Expenses	-\$202.49
Check 273	3/8/2018	Maureen Culberson	ED Contract / Shipping Reimbursement	Split	-\$1,716.60
Check 274	3/12/2018	Obion County 911	Reimbursement 911 Goes to Washington	Travel Expenses	-\$1,760.90
Check 275	3/12/2018	Sherri Hanna	Reimbursement 911 Goes to Washington	Travel Expenses	-\$86.80
Check 276	4/10/2018	Maureen Culberson	ED Contract	ED Contract	-\$1,689.30
Check 277	4/25/2018	Haynes, Freeman & Bracey, PLC	Legal Counsel Contract Dec-March	Legal Counsel Contract	-\$6,666.64
Check 278	4/25/2018	TACP	TACP Conference	Event Expenses	-\$635.00
Debit Card	3/19/2018	Quickbooks Online	Quickbooks	Operating Expenses	-\$26.28
Debit Card	3/22/2018	Cvent	Cvent Contract	Registration Software	-\$6,456.68
Debit Card	4/16/2018	WWW.1and1.COM	TENA Domain Expense	Website & Domain Exp	-\$35.34
Debit Card	4/16/2018	Election Buddy	Policy and Bylaw Ammendments	Certificates/Ballots	-\$19.19
Debit Card	4/17/2018	Quickbooks Online	Quickbooks	Operating Expenses	-\$26.28
Deposit	4/9/2018	Deposit First TN Checking	Membership Dues	Membership Dues	\$3,368.00
Deposit	4/9/2018	Deposit First TN Checking	Membership Dues	Membership Dues	\$3,547.00
Deposit	4/13/2018	Deposit First TN Checking	Membership Dues	Membership Dues	\$2,672.00
Deposit	4/18/2018	Deposit First TN Checking	Membership Dues	Membership Dues	\$2,277.00
Deposit	4/24/2018	Deposit First TN Checking	Membership Dues	Membership Dues	\$3,235.00
Deposit	4/25/2018	Deposit First TN Checking	Membership Dues	Membership Dues	\$600.00
Deposit	4/30/2018	Deposit First TN Checking	Membership Dues	Membership Dues	\$2,740.00

TENA - PayPal Account

Type	Date	Name	Memo	Budget Line Item	Amount
------	------	------	------	------------------	--------

TENA - Community Bank Investment Checking Account

Type	Date	Name	Memo	Budget Line Item	Amount
Journal	3/30/2018	Community Bank	March Interest	Community Bank - Interest	\$ 132.80

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Tuesday, May 1, 2018

EXHIBIT 2

page 1

Tennessee Emergency Number Association

Operating Budget FY 2017-2018

Revised: 04/30/2018

REVENUE		2017-2018 BUDGET	2017-2018 ACTUALS	COMMENTS
OPERATING REVENUE	Membership Dues	\$ 29,800.00	\$ 29,429.00	
	NENA Dues	\$ 3,500.00	\$ 4,178.00	
	Interest - Community Bank	\$ 500.00	\$ 1,197.31	
	Conference	\$ 179,175.00	\$ 188,710.05	
	TOTAL REVENUE	\$ 212,975.00	\$ 223,514.36	

EXPENSES		2017-2018 BUDGET	2017-2018 ACTUALS	COMMENTS
OPERATING EXPENSES	Legal Counsel Fees	\$ 20,000.00	\$ 16,666.60	
	Executive Director Contract	\$ 20,271.60	\$ 16,893.00	
	Incentive Pay	\$ 1,200.00	\$ 1,200.00	
	Operating Expenses	\$ 2,200.00	\$ 472.75	
	Certificates & Ballots	\$ 250.00	\$ 147.46	
	Website / Domain Expenses	\$ 200.00	\$ 190.34	
	Travel Expenses	\$ 2,000.00	\$ 1,910.20	
	ENP Scholarship's	\$ 2,350.00	\$ 840.00	
	Survey Services	\$ 120.00		
	Audit Expenses	\$ 4,000.00	\$ 9,000.00	Invoice for 15-16 audit paid in 16-17
	Insurance	\$ 2,500.00	\$ 2,294.00	
	Service Charge	\$ 2,500.00	\$ 1,582.80	\$37.00 is for stop payment fee on check # 191 approved 9-23-17 board meeting
	Surety Bond Expense	\$ 400.00	\$ 359.00	
	Event Expenses	\$ 3,000.00	\$ 837.49	
	TERT Expenses	\$ 250.00		
	Conference Expenses	\$ 150,013.98	\$ 143,549.36	
	TOTAL EXPENSES	\$ 211,255.58	\$ 195,943.00	
	TOTAL INCOME/LOSS	\$1,719.42	\$27,571.36	

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Tuesday, May 1, 2018

EXHIBIT 3

page 1

Rev. 04/30/2018

CONFERENCE REVENUE	2017 FINAL BUDGET	2018 PROPOSED BUDGET	2018 BUDGET AMENDMENTS	2018 ACTUALS	Comments
Attendee Conference Registration	\$ 92,069.75	\$ 93,000.00			
Day Pass	\$ 6,125.00	\$ 6,125.00			
Banquet Tickets	\$ 1,350.00	\$ 1,350.00			
Pre-Conference Course Registration	\$ 2,400.00	\$ 2,400.00			
Golf Tournament Registration	\$ 2,401.00	\$ 2,400.00			
Guest Passes	\$ 1,375.00	\$ 1,375.00			
Super Session Registration	\$ 100.00	\$ 100.00			
Industry Partner Registration	\$ 43,950.00	\$ 47,500.00			
Additional Exhibit Booth	\$ 3,400.00	\$ 3,400.00			
Sponsorships	\$ 35,539.30	\$ 35,550.00			
TOTAL REVENUE	\$ 188,710.05	\$ 193,200.00			

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			
Keynote Speaker Session	\$ 1,500.00	\$ 800.00			
Conference Instructors	\$ 13,500.00	\$ 22,000.00			
Speaker Expenses	\$ 1,005.74	\$ 1,000.00			
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	\$ 7,200.00			
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			

OFF-SITE IP EVENT					
Venue Rental	\$ 3,500.00	\$ 3,500.00			
Sunday IP Event Food and Beverage	\$ 12,602.00	\$ 13,500.00			
Entertainment	\$ 2,900.00	\$ 6,200.00			
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			
Comp Registrations - Attendee		\$ 1,500.00			
Registration Software	\$ 3,008.88	\$ 9,650.00		\$ 6,456.68	
Registration Supplies	\$ 3,684.49	\$ 800.00			

TECHNICAL					
Technology Supplies	\$ 1,261.32	\$ 1,500.00			BA on 04-12-18 Conference call

PRIZES					
Awards	\$ 648.52	\$ 1,300.00			
Door Prizes	\$ 1,201.84	\$ 1,000.00			

GOLF TOURNAMENT					
Golf Course Fees	\$ 1,056.00	\$ 1,200.00			
Miscellaneous expense	\$ 916.00	\$ 1,000.00			

MISCELLANEOUS					
Conference Bags	\$ 5,789.30	\$ 5,789.30			
Lanyards/Name Badge Holders	\$ 1,130.00	\$ 1,300.00			
Conference Shirts	\$ 457.11	\$ 400.00			
Miscellaneous expense	\$ 344.99	\$ 350.00			
Notification System	\$ 2,500.00	\$ 2,500.00			

TOTAL EXPENSES	\$ 143,549.36	\$ 180,639.30			
TOTAL REVENUE	\$ 188,710.05	\$ 193,200.00			
TOTAL PROFIT / LOSS	\$ 45,160.69	\$ 12,560.70			

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Tuesday, May 1, 2018

EXHIBIT 3

Page 2

Rev. 04/25/2018

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			
NEENA Dues	\$ 3,500.00	\$ 3,500.00			
Sponsorship Ads		\$ 1,500.00			newsletter
Interest - Community Bank	\$ 500.00	\$ 750.00			
TOTAL OPERATING REVENUE	\$ 33,800.00	\$ 16,750.00			
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			
Day Pass	\$ 6,125.00	\$ 6,125.00			
Banquet Tickets	\$ 1,350.00	\$ 1,350.00			
Pre-Conference Course Registration	\$ 2,400.00	\$ 2,400.00			
Golf Tournament Registration	\$ 2,401.00	\$ 2,400.00			
Guest Passes	\$ 1,375.00	\$ 1,375.00			
Super Session Registration	\$ 100.00	\$ 100.00			
Industry Partner Registration	\$ 43,950.00	\$ 47,500.00			
Additional Exhibit Booth	\$ 3,400.00	\$ 3,400.00			
Sponsorships	\$ 35,539.30	\$ 35,550.00			
CONFERENCE REVENUE	\$ 188,710.05	\$ 193,200.00			
TOTAL REVENUE	\$ 222,510.05	\$ 209,950.00			

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			
Executive Director Contract	\$ 20,271.60	\$ 10,425.00			
Incentive Pay	\$ 1,200.00	\$ 1,200.00			
Operating Expenses	\$ 2,200.00	\$ 1,100.00			ofc supplies
Certificates & Ballots	\$ 250.00	\$ 125.00			
Website / Domain Expenses	\$ 200.00	\$ -			website pd in Jan, domain pd in Apr
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			
Insurance	\$ 2,500.00	\$ 2,300.00			ins pd in Sep.
Service Charge	\$ 2,500.00	\$ 1,500.00			PayPal acct svc fee
Surety Bond Expense	\$ 400.00	\$ 400.00			pd in Nov
Event Expenses	\$ 3,000.00	\$ 1,000.00			partner assoc's
TERT Expenses	\$ 250.00	\$ 250.00			
TOTAL OPERATING EXPENSES	\$ 61,241.60	\$ 34,125.00			

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			
Keynote Speaker Session	\$ 1,500.00	\$ 800.00			
Conference Instructors	\$ 13,500.00	\$ 22,000.00			
Speaker Expenses	\$ 1,005.74	\$ 1,000.00			
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			

OFF-SITE IP EVENT					
Venue Rental	\$ 3,500.00	\$ 3,500.00			
Sunday IP Event Food and Beverage	\$ 12,602.00	\$ 13,500.00			
Entertainment	\$ 2,900.00	\$ 6,200.00			band (3200.00) & casino night (3000.00)
Transportation	\$ 700.00	\$ 900.00			

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Tuesday, May 1, 2018

EXHIBIT 3

Page 3

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			
Comp Registrations - Attendee		\$ 1,500.00			
Registration Software	\$ 3,008.88	\$ 9,650.00	\$ 6,456.68		
Registration Supplies	\$ 3,684.49	\$ 800.00			

TECHNICAL

Technology Supplies	\$ 1,261.32	\$ 1,500.00			BA on 04-12-18 Conference call
---------------------	-------------	-------------	--	--	--------------------------------

PRIZES

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

GOLF TOURNAMENT

Golf Course Fees	\$ 1,056.00	\$ 1,200.00			
Miscellaneous expense	\$ 916.00	\$ 1,000.00			

MISCELLANEOUS

Conference Bags	\$ 5,789.30	\$ 5,789.30			
Lanyards/Name Badge Holders	\$ 1,130.00	\$ 1,300.00			
Conference Shirts	\$ 457.11	\$ 400.00			
Miscellaneous expense	\$ 344.99	\$ 350.00			
Notification System	\$ 2,500.00	\$ 2,500.00			

TOTAL CONFERENCE EXPENSES	\$ 143,549.36	\$ 180,689.30			
----------------------------------	---------------	---------------	--	--	--

TOTAL EXPENSES	\$ 204,790.96	\$ 214,814.30			
TOTAL REVENUE	\$ 222,510.05	\$ 209,950.00			
TOTAL PROFIT/(LOSS)	\$ 17,719.09	(\$4,864.30)			

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Tuesday, May 1, 2018

EXHIBIT 4

Rev. 05/02/2018

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			
NENA Dues	\$ 3,500.00	\$ 3,500.00			
Sponsorship Ads		\$ 1,500.00			Newsletter Banner Ad
Interest - Community Bank	\$ 500.00	\$ 750.00			
TOTAL OPERATING REVENUE	\$ 33,800.00	\$ 16,750.00			
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			
Day Pass	\$ 6,125.00	\$ 6,125.00			
Banquet Tickets	\$ 1,350.00	\$ 1,350.00			
Pre-Conference Course Registration	\$ 2,400.00	\$ 2,400.00			
Golf Tournament Registration	\$ 2,401.00	\$ 2,400.00			
Guest Passes	\$ 1,375.00	\$ 1,375.00			
Super Session Registration	\$ 100.00	\$ 100.00			
Industry Partner Registration	\$ 43,950.00	\$ 47,500.00			
Additional Exhibit Booth	\$ 3,400.00	\$ 3,400.00			
TN-APCO		\$ 3,022.42			AV Cost (\$22.42) Silver Sponsor (2,500)
Sponsorships	\$ 35,539.30	\$ 35,550.00			
CONFERENCE REVENUE	\$ 188,710.05	\$ 196,222.42			
TOTAL REVENUE	\$ 222,510.05	\$ 212,972.42			

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			
Executive Director Contract	\$ 20,271.60	\$ 10,425.00			
Incentive Pay	\$ 1,200.00	\$ 1,200.00			
Operating Expenses	\$ 2,200.00	\$ 1,100.00			
Certificates & Ballots	\$ 250.00	\$ 125.00			
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			
Insurance	\$ 2,500.00	\$ 2,300.00			
Service Charge	\$ 2,500.00	\$ 1,500.00			
Surety Bond Expense	\$ 400.00	\$ 400.00			
Event Expenses	\$ 3,000.00	\$ 1,000.00			
TERT Expenses	\$ 250.00	\$ 250.00			
TOTAL OPERATING EXPENSES	\$ 61,241.60	\$ 34,125.00			

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			
Keynote Speaker Session	\$ 1,500.00	\$ 800.00			
Conference Instructors	\$ 13,500.00	\$ 22,000.00			
Speaker Expenses	\$ 1,005.74	\$ 1,000.00			
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			

OFF-SITE IP EVENT					
Venue Rental	\$ 3,500.00	\$ 4,000.00			
Sunday IP Event Food and Beverage	\$ 12,602.00	\$ 13,500.00			
Entertainment	\$ 2,900.00	\$ 3,200.00			
Transportation	\$ 700.00	\$ 900.00			

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Tuesday, May 1, 2018

EXHIBIT 4

Page 2

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			
Comp Registrations - Attendee		\$ 1,500.00			
Registration Software	\$ 3,008.88	\$ 9,650.00	\$ 6,456.68		
Registration Supplies	\$ 3,684.49	\$ 800.00			

TECHNICAL

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

PRIZES

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

GOLF TOURNAMENT

Golf Course Fees	\$ 1,056.00	\$ 1,200.00			
Miscellaneous expense	\$ 916.00	\$ 1,000.00			

MISCELLANEOUS

Conference Bags	\$ 5,789.30	\$ 5,789.30			
Lanyards/Name Badge Holders	\$ 1,130.00	\$ 1,300.00			
Conference Shirts	\$ 457.11	\$ 400.00			
Miscellaneous expense	\$ 344.99	\$ 350.00			
Notification System	\$ 2,500.00	\$ 2,500.00			

TOTAL CONFERENCE EXPENSES	\$ 143,549.36	\$ 178,189.30			
----------------------------------	---------------	---------------	--	--	--

TOTAL EXPENSES	\$ 204,790.96	\$ 212,314.30			
TOTAL REVENUE	\$ 222,510.05	\$ 212,972.42			
TOTAL PROFIT/(LOSS)	\$ 17,719.09	\$658.12			

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Tuesday, May 1, 2018

EXHIBIT 5

TENA values it's membership, and we are constantly looking at ways to improve membership benefits. If a District is a TENA member, all personnel related to the District are TENA members. This would include the ECD director and board members, support staff, PSAP managers, supervisors, dispatchers and support staff. Listed below, are some of the current membership benefits, along with future benefits we would like to establish. The lists below are a work in progress, and we welcome any input and suggestions the membership may have.

Current TENA Membership Benefits

- Receive TENA emails and invites to meetings and events.
- ECD's contact information listed on the website.
- Eligibility for TENA sponsored scholarships.
- Job postings and RFP's posted to the website.
- Discounted conference and educational session rates.

Future Additional Membership Benefits (in planning)

- Members Only Section on Website
 - Forum/Discussion Area
 - Secure Document Sharing
 - Quick Polling Feature
 - Policies/Bylaws/Meeting Announcements/Meeting Minutes all in one convenient location.
- Informational Documents
 - Detailed ECD/PSAP Information
 - Population Served
 - Is your ECD dispatch or non-dispatch.
 - If non-dispatch, do you support the PSAP and how? (ex: Financially, supplies, equipment, etc.)
 - Number of personnel, support staff, dispatchers, etc.
 - Salary survey.
 - Suggested best practices and other industry standards information
 - Copies of Presentations from the Annual Conference.

These are concepts that are currently being reviewed and considered as additional membership benefits. Again, we welcome any input and suggestions the membership may have.

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Wednesday, July 11, 2018

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, July 11, 2018 at 2:00 pm (CT).

0718.1 Call to Order

President Sherri Hanna called the meeting to order. Cassie Lowery arrived at 2:12pm and then all Board members were present. Russell Freeman and Maureen Culberson were also present. (See Attachment I for member attendance). For the record, due to technical difficulties TENA was unable to broadcast this meeting live via TENA Facebook page; (www.facebook.com/TENA911).

0718.2 Minutes

The May 2018 Board meeting minutes previously sent to the Board were presented for approval. Mark Archer made the motion to accept the minutes and Patricia Ledford made the second. There was unanimous approval by the Board to accept.

0718.3 Financial Report

Rose White, Treasurer, made the financial report as of 07/06/2018 (see Exhibit 1). The balance in First Tennessee checking account is \$ 66,259.93 and the balance in the Community Bank investment account was \$ 154,413.21. Mark Archer made the motion to accept the financial report as presented and a second was made by Matthew Brown. With Rose White abstaining the remainder of the Board present voted unanimously, to approve the financial report.

Ms. White also presented the up-to-date Operations budget. (see Exhibit 2).

0718.4 Regional Reports

East Region – *Dale Blevins & Kim White*

Ms. White reported they had a meeting last week with 12 ECD's with 22 people present. There were many concerns and questions discussed;

- The lack of membership benefits is primary why people are leaving the organization.
- A poll was taken regarding the hiring of a lobbyist, with all but one in attendance against the proposal and one ECD Board would like additional information ref: fee to be considered, job description, who will lobbyist answer to in the event a quick decision needs to be made, the statement was made this. They also asked about the possibility of sharing the cost of a lobbyist with TN911.
- TENA needs to get bac to where we need to be as an organization.
- TENA needs to focus on our mission statement and where TENA started;
- Would like to have in person meetings & training outside of conference.
- Host directors' training on same day as Board meeting; especially during budget time
- TENA needs to have more input with TECB ref: issues
- The Board more professional
- Consider TENA & TN-APCO joining forces
- TENA needs to be more involved with Sheriffs & PD & Fire
- There needs to be better communications between TENA & membership

¹ East Region would like an update on the NENA grievance and she asked for an answer that she can take back to her region. President Hanna states there has been no movement or progress; and there has been no communications from NENA. Mr. Freeman stated he believes they are still reviewing our bylaws, and it seems they put this issue on the back-burner. Mr. Freeman advised he will reach out to new NENA Legal Counsel and ask if they are ready to move forward.

Middle Region – *Joey King & Leanna Choate-Peek*

Mr. King stated the Middle Region had no formal meeting, he did speak with members at NENA Conference in Nashville. Some of their comments to him were;

- The Board does not appear to be getting along,
- TENA needs to find our core values and mission and follow those.

¹ Cassie Lowery, Secretary is now present

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Wednesday, July 11, 2018

West Region – *Patricia Ledford & Mark Archer*

Ms. Ledford advised the West Region held a conference call and had 19 ECD's on the call. They discussed;

- TENA nominations,
- Conference registration.
- TECB Financial Committee meeting;
- The email from USPS regarding community mailbox and problems with location.
- They discussed the petition to change bylaw and policy ref: serving on both Boards that Kim Augustine has circulated for signatures.

0718.5 Report from Counsel

Mr. Freeman reported that he has continued doing contract & MOU reviews mainly for the conference. He had also attended 2018 NENA-Conference in Nashville and he finds the text-to-911 an interesting concept and will be interested in seeing it come to fruition.

0718.6 Report from TECB

Benjamin Glover, General Counsel, stated it has been a busy 6 weeks. The public hearing was held in Pickett Co; there was the Financial Committee meeting; the rule making hearing was held and there were no comments. Staff is continuing its work on retooling Board Member 101. He also advised that staff is available to assist any ECD if they have any questions or need anything. He reminded all that they are a resource for the Districts

The audience then asked the following question; if Overton-Pickett ECD splits into two separate districts, how will the distribution of revenue be handled? Mr. Glover advised the TECB has no authority to dissolve an existing ECD; only to create new districts. According to law TECB will set a new level of funding for the new District and that revenue funding would come from the excess funds. Overton Co. ECD would continue to receive the current amount. If the two ECD's agree to dissolve the existing contract, then there would be two new ECD's created.

0718.7 Report from NENA

Kim White thanked all who volunteered at the 2018 NENA Conference recently held in Nashville. Tennessee had a great turnout. She also reminded those that volunteered to fill out the reimbursement forms and submit them before the Friday deadline.

0718.8 Report from TN-APCO

Steve Martini sent in a report and advised he would be attending APCO International in Las Vegas next month and hopes others would join him.

0718.9 Old Business

A. Executive Director Contract – *Personnel Committee*

President Hanna advised this item was deferred from last meeting and reviewed during the work session today.

Kim White made the motion to accept the contract as discussed with a 2.3% pay raise and modifying the wording in Section 3.3 of the contract to read "may at the discretion of TENA" Patricia Ledford made the second and the Board unanimously approved the motion.

Ms. Lowery asked if a bylaw amendment were to be approved regarding the change in the title of this position, how would that affect the current contract? Mr. Freeman stated there would have to be an amendment to the contract.

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Wednesday, July 11, 2018

B. TENA Nominations – *Raymond Chiozza Election Committee presented by Maureen Culberson*

The following slate of candidates was announced

East Regional Rep	Justin Crowther, Jefferson Co.
Middle Regional Rep	Karen Moore, ENP Wilson Co. Linda Nichols, ENP Cheatham Co.
West Regional Rep	Michael Spencer, ENP Shelby Co. (Memphis PD)
Secretary	Kim Augustine, ENP Madison Co.
2 nd Vice President	Sean Lovejoy, ENP Shelby Co. (Memphis PD)

Ms. Culberson advised the ballots would be emailed Friday, Aug. 17 and election would close Tuesday, Sep. 18 at 11:00 am.

President Hanna then advised the Board that there is an issue with two of the candidates being from the same ECD which conflicts with the bylaws. She talked to legal counsel and he determined that TENA cannot disqualify the candidates. President Hanna suggested that the issue be sent back to the District to make the decision. Matthew Brown made the motion to send the two nominations back to Shelby Co. to decide which candidate would run and Rose White made the second. The Board voted unanimous approval. Mr. Freeman stated it is presumed that Shelby Co. will resolve this issue and depending on the outcome of the decision it may become necessary to hold a special election for the West Region Rep. position.

C. Membership Benefits Report

Vice President Brown advised the “Members only section” on website is being worked on and will be tested by Board Members first. The Member Satisfaction Survey will go out within the next couple of days to all ECD’s, whether they are currently members or not. The questions were sent previously to the Board for review and after discussion all questions were approved by Board. The results will be presented at the TENA Membership meeting at the TENA Conference. President Brown asked that all ECD’s participate in the survey and the survey will be completely anonymous. He also reminded members that if they have any issues with TENA and/or the Board, they should email the Board or speak the concerns during a Board meeting.

D. Any Additional Old Business

Mark Archer asked why the nominations are kept secret until the Board meeting. He was advised that was how it was always done and has never been questioned before. He then made the motion to have the nominee’s information placed on the Members Only section of the website as soon as they are completely vetted. Matthew Brown made the second and the Board voted unanimously to approve this motion.

0718.10 New Business

A. Ratify Email Vote – TECB Tract & Registrations For TECB Staff – May 3, 2018.

Mark Archer made the motion to ratify the email vote and Kim White made the second. The Board voted unanimous approval of this motion.

C. Ratify Legal Counsel’s Contract – Personnel Committee

Vice President Alexander made the motion to accept the 6-month contract presented by Mr. Freeman (see Attachment 3). Mr. Archer made the second and the Board voted unanimously to accept.

0718.11 Committee Reports

A. By-Laws Committee – *David Alexander*

Vice President Alexander reported that he has received a petition to amend the bylaws, specifically to strike the bylaw against not being allowed to serve on both the TENA and the TECB Board and add it to policy. He reminded all it would take a 2/3’s majority to strike from the bylaws and a 50%+1 to add to policy. The Bylaws and Policy Committee will meet to look at the petition.

B. Conference Committee

1. Food & Entertainment – *Matthew Brown, Chair*

Vice President Brown stated the committee has decided to have the Murder/Mystery Theater again this year, only with another theme.

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Wednesday, July 11, 2018

2. Golf Tournament – *Mark Archer, Chair*
Mr. Archer advised everything has been arranged and going well. Sponsors are coming in with 17 holes already sponsored and goody bags and visors have been donated.
 3. Hotel Committee – *Cassie Lowery*
Reservations filled within 20 minutes and 932 room nights have been reserved.
 4. IP Committee – *Kim White, Chair*
Ms. White stated that Replay is sponsoring a photo booth on Tuesday evening. Mark Archer advised that the same band as last year has been contracted for the Welcome Reception and there will be shuttle bus again.
Mr. Archer told the Board that when he was contacting IP's from last year's event one exhibitor said that he will not be attending because nobody came to his booth, and it was a waste of time. He asked that Board members encourage the attendees to stop by each booth and talk to the Industry Partners and to say thank you for being at the Conference.
 5. Memorial Service; Programs & Agenda; Signs & Publicity - *Maureen Culberson*
Ms. Culberson asked that any ECD who has lost a member or PSAP personnel this year to please send her the information along with a picture by August 24.
All printing for guidebooks, signs, etc. must be sent by August 24 so she can get the files to the printer.
 6. Registration - *Rose White*
Ms. White reported that as of this morning there were 92 attendees; 26 Industry Partner's; 2 Gold sponsors; 3 Silver sponsors; and 1 Sponsor.
 7. Technical Committee – *Eric Ritzman*
Ms. White advised that the 2 new projectors were ordered and delivered, and Matthew Brown was going to take them to Mr. Ritzman for pre-conference check.
 8. 911 Professional Awards - *Appointment of Chair by Sherri Hanna*
President Hanna stated that she is appointing Matthew Brown as the chair of this committee and Patricia Ledford will be West Region Rep. Rose White made the motion to affirm this appointment and Kim White made the second. The Board voted unanimous approval of this motion.
Nominations for the 911 Professional Awards, as well as the Joe Haynes Award will open July 24 and closes August 24. Nomination criteria and forms will be posted to the website.
 - 9 Budget – *Sherri Hanna*
No report currently
- C. Other Committee Reports
President Hanna advised that the Legal Steering Committee should convene soon.

0718.12 Comments & Report

- A. District Representatives
Kim Augustine, Madison Co. asked if there were any ENP Scholarships left as she had someone in her District interested. Ms. Lowery, Chair of the committee, advised she was not sure how many were left, but would let Ms. Augustine know.
- B. Telco Representatives
no comments.
- C. Other Delegates
no comments

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Wednesday, July 11, 2018

0718.13 Adjournment

The next meeting is scheduled on Saturday, September 15, 2018 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 Patricia Ledford. The meeting was adjourned.

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

TENA Secretary

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Wednesday, July 11, 2018

EXHIBIT 1

Tennessee Emergency Number Association
Financial Report

Rose White, Treasurer

July 11, 2018

First Tennessee Checking Account – 04/30/2018	\$ 59,362.15
Deposits	\$ 34,917.33
Expenses	<u>-\$ 28,019.55</u>
First Tennessee Checking Balance – 07/06/2018	\$ 66,259.93

Community Bank Investment Checking Account – 04/30/2018	\$ 154,009.69
Deposits	\$ 0.00
Expenses	\$ 0.00
Interest	<u>\$ 403.52</u>
Community Bank Checking Balance – 07/06/2018	\$ 154,413.21

PayPal Account – 04/30/2018	\$ 0.00
Deposits	\$ 21,350.00
Transfers to First TN Bank	-\$ 20,723.33
Transfers to Community Bank	\$ 0.00
Service Charge	<u>-\$ 626.67</u>
PayPal Balance – 07/06/2018	\$ 0.00

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes Wednesday, July 11, 2018

EXHIBIT 1 con't

Page 2

TENA - First Tennessee Checking Account

Type	Date	Name	Memo	Budget Line Item	Amount
Check 279	5/11/2018	Maureen Culberson	ED Contract	ED Contract	-\$1,689.30
Check 280	6/11/2018	Haynes, Freeman & Bracey, PLC	Legal Counsel Contract April	Legal Counsel Contract	-\$1,666.66
Check 281	6/11/2018	Maureen Culberson	ED Contract	ED Contract	-\$1,689.30
Check 282	6/11/2018	Success Communications	Dr Kelly Rasmussen	Conference Instructors	-\$10,000.00
Check 283	6/11/2018	Showalter & Company	Pre-Con and Conference Instructors	Pre-Con/Conf Instructors	-\$5,500.00
Check 284	6/28/2018	The Grove at Williamson Place	IP Venue Deposit	IP Venue Rental	-\$1,000.00
Check 285	6/29/2018	banDlux, LLC	IP Entertainment Deposit	IP Entertainment	-\$750.00
Check 286	6/29/2018	Haynes, Freeman & Bracey, PLC	Legal Counsel Contract May	Legal Counsel Contract	-\$1,666.66
Check 287	7/5/2018	Greg Young	Keynote Speaker / Airfare	Split	-\$1,045.78
Debit Card	5/9/2018	Harland Clarke	Deposit Slips	Operating Expenses	-\$59.70
Debit Card	5/17/2018	Quickbooks Online	Quickbooks	Operating Expenses	-\$26.28
Debit Card	6/13/2018	Newegg Business	Projectors	Conf Exp - Technology	-\$1,391.41
Debit Card	6/18/2018	Quickbooks Online	Quickbooks	Operating Expenses	-\$26.28
Debit Card	6/20/2018	Full Source	Conference Shirts	Conf Exp - Shirts	-\$108.68
Debit Card	6/22/2018	The Murder Mystery Company	Banquet Entertainment	Conf Entertainment	-\$1,149.50
Debit Card	6/28/2018	NENA	ENP Study Guides	ENP Scholarship	-\$250.00
Deposit	5/4/2018	PayPal Bank Verify	PayPal	Misc Expense	\$0.19
Deposit	5/4/2018	PayPal Bank Verify	PayPal	Misc Expense	-\$0.19
Deposit	5/11/2018	Deposit First TN Checking	Anderson Co	Membership Dues	\$332.00
Deposit	5/11/2018	Deposit First TN Checking	Chester Co	Membership Dues	\$146.00
Deposit	5/11/2018	Deposit First TN Checking	Hamblen Co	Membership Dues	\$532.00
Deposit	5/25/2018	Deposit First TN Checking	Dekalb Co	Membership Dues	\$159.00
Deposit	5/25/2018	Deposit First TN Checking	Williamson Co	Membership Dues	\$600.00
Deposit	5/25/2018	Deposit First TN Checking	Henderson Co	Membership Dues	\$236.00
Deposit	5/25/2018	Deposit First TN Checking	City of Bristol	Membership Dues	\$227.00
Deposit	6/5/2018	Deposit First TN Checking	Zetron May 2018	Newsletter Banner Ad	\$250.00
Deposit	6/12/2018	Deposit First TN Checking	Cocke Co Conference Registration	Attendee Registration	\$500.00
Deposit	6/15/2018	Deposit First TN Checking	Wilson Co Conference Registration	Attendee Registration	\$2,000.00
Deposit	6/15/2018	Deposit First TN Checking	Blue Ridge Voice & Data Registration	Industry Partner Reg	\$850.00
Deposit	6/18/2018	Deposit First TN Checking	Transfer from PayPal	Split	\$10,967.48
Deposit	6/18/2018	PayPal Transfer Verify	PayPal	Misc Expense	\$1.95
Deposit	6/18/2018	PayPal Transfer Verify	PayPal	Misc Expense	-\$1.95
Deposit	6/21/2018	Deposit First TN Checking	Zetron June 2018	Newsletter Banner Ad	\$250.00
Deposit	6/21/2018	Deposit First TN Checking	Meigs Co Conference Registration	Attendee Registration	\$500.00
Deposit	6/21/2018	Deposit First TN Checking	Johnson Co Conference Registration	Attendee Registration	\$500.00
Deposit	6/21/2018	Deposit First TN Checking	Jerry Jordan Banquet Pass	Banquet Guest	\$50.00
Deposit	6/21/2018	Deposit First TN Checking	Greene Co Conference Registration	Attendee Registration	\$1,000.00
Deposit	6/21/2018	Deposit First TN Checking	PowerPhone Registration	Industry Partner Reg	\$850.00
Deposit	6/25/2018	Deposit First TN Checking	Tipton County E911	Attendee Registration	\$1,500.00
Deposit	6/28/2018	Deposit First TN Checking	Clay County	Membership Dues	\$100.00
Deposit	6/28/2018	Deposit First TN Checking	TN-APCO	Sponsorship	\$2,500.00
Deposit	7/5/2018	Deposit First TN Checking	Carroll County	Membership Dues	\$242.00
Deposit	7/6/2018	Deposit First TN Checking	Transfer from PayPal	Split	\$9,755.85
Deposit	7/6/2018	Deposit First TN Checking	Rhea County	Membership Dues	\$270.00
Deposit	7/6/2018	Deposit First TN Checking	Madison County	Membership Dues	\$600.00

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes Wednesday, July 11, 2018

EXHIBIT 1 con't

Page 3

TENA - PayPal Account

Type	Date	Name	Memo	Budget Line Item	Amount
Deposit	5/31/2018	Maureen Culberson	PayPal/Cvent Test	Conference Expense - Misc	\$1.00
Deposit	6/5/2018	Tommy Canipe	Golf Registration	Conference Revenue - Golf	\$75.00
Deposit	6/5/2018	Chuck Peters	Conference Registration	Conference Revenue - Attendee Reg	\$500.00
Deposit	6/5/2018	GeoConex	Conference Registration	Split	\$3,350.00
Deposit	6/5/2018	Hyper-Reach	Conference Registration	Conference Revenue - Industry Partner	\$850.00
Deposit	6/5/2018	weatherTAP	Conference Registration	Conference Revenue - Industry Partner	\$850.00
Deposit	6/5/2018	Danny Smith	Conference Registration	Conference Revenue - Attendee Reg	\$250.00
Deposit	6/5/2018	RPSS	Conference Registration	Split	\$1,250.00
Deposit	6/6/2018	Tommy Canipe	Golf Registration	Conference Revenue - Golf	\$75.00
Deposit	6/6/2018	Southern Software	Conference Registration	Split	\$900.00
Deposit	6/6/2018	Tommy Canipe	Golf Registration	Conference Revenue - Golf	\$75.00
Deposit	6/6/2018	Tommy Canipe	Golf Registration	Conference Revenue - Golf	\$75.00
Deposit	6/6/2018	Everbridge	Conference Registration	Conference Revenue - Industry Partner	\$850.00
Deposit	6/8/2018	Evans Consoles	Conference Registration	Conference Revenue - Industry Partner	\$850.00
Deposit	6/11/2018	Weakley County ECD	Conference Registration	Conference Revenue - Attendee Reg	\$500.00
Deposit	6/13/2018	Tri Tech	Conference Registration	Conference Revenue - Industry Partner	\$850.00
Refund	6/14/2018	Maureen Culberson	PayPal/Cvent Test	Conference Expense - Misc	-\$1.00
Journal	6/18/2018	PayPal Service Charge	Service Charge	Operating Expense - Service Charge	-\$332.52
Transfer	6/18/2018	Transfer to First TN Checking	Transfer to First TN	Split	-\$10,967.48
Deposit	6/21/2018	West Safety Services	Conference Registration	Conference Revenue - Industry Partner	\$850.00
Deposit	7/1/2018	AT&T	Sponsorship & Banquet	Split	\$5,100.00
Deposit	7/3/2018	Replay Systems	Conference Registration	Conference Revenue - Industry Partner	\$850.00
Deposit	7/3/2018	James Wood - True North	Sponsorship - Golf	Sponsorship	\$200.00
Deposit	7/5/2018	City of Oak Ridge	Conference Registration	Conference Revenue - Attendee Reg	\$500.00
Deposit	7/5/2018	Carolina Recording	Conference Registration	Conference Revenue - Industry Partner	\$850.00
Deposit	7/5/2018	Douglas Nelson - Nelson Systems	Sponsorship - Golf	Sponsorship	\$150.00
Deposit	7/5/2018	ComTech	Conference Registration	Conference Revenue - Attendee Reg	\$700.00
Deposit	7/6/2018	Avtec Inc	Conference Registration	Conference Revenue - Industry Partner	\$850.00
Transfer	7/6/2018	Transfer to First TN Checking	Transfer to First TN	split	-\$9,755.85
Journal	7/6/2018	PayPal Service Charge	Service Charge	Operating Expense - Service Charge	-\$294.15

TENA - Community Bank Investment Checking Account

Type	Date	Name	Memo	Budget Line Item	Amount
Journal	4/30/2018	Community Bank	April Interest	Community Bank - Interest	\$137.34
Journal	5/4/2018	Community Bank	PayPal Bank Verify	Misc Expense	\$0.06
Journal	5/4/2018	Community Bank	PayPal Bank Verify	Misc Expense	-\$0.06
Journal	5/31/2018	Community Bank	May Interest	Community Bank - Interest	\$137.47
Journal	6/29/2018	Community Bank	June Interest	Community Bank - Interest	\$128.71

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes Wednesday, July 11, 2018

EXHIBIT 2

page 1

Rev. 07/06/2018

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	\$ 1,112.00		
NENA Dues	\$ 3,500.00	\$ 3,500.00			
Newsletter Banner Ads		\$ 1,500.00			
Interest - Community Bank	\$ 500.00	\$ 750.00			
TOTAL OPERATING REVENUE	\$ 33,800.00	\$ 16,750.00	\$ 1,112.00		
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	\$ 8,450.00		
Day Pass	\$ 6,125.00	\$ 6,125.00			
Banquet Tickets	\$ 1,350.00	\$ 1,350.00	\$ 200.00		
Pre-Conference Course Registration	\$ 2,400.00	\$ 2,400.00			
Golf Tournament Registration	\$ 2,401.00	\$ 2,400.00	\$ 300.00		
Guest Passes	\$ 1,375.00	\$ 1,375.00			
Super Session Registration	\$ 100.00	\$ 100.00			
Industry Partner Registration	\$ 43,950.00	\$ 47,500.00	\$ 11,050.00		
Additional Exhibit Booth	\$ 3,400.00	\$ 3,400.00	\$ 850.00		
TN-APCO		\$ 3,022.42	\$ 2,500.00		AV Cost (\$22.42) Silver Sponsor (2,500)
Sponsorships	\$ 35,539.30	\$ 35,550.00	\$ 8,250.00		
CONFERENCE REVENUE	\$ 188,710.05	\$ 196,222.42	\$ 31,600.00		
TOTAL REVENUE	\$ 222,510.05	\$ 212,972.42	\$ 32,712.00		

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			
Executive Director Contract	\$ 20,271.60	\$ 10,425.00			
Incentive Pay	\$ 1,200.00	\$ 1,200.00			
Operating Expenses	\$ 2,200.00	\$ 1,100.00			
Certificates & Ballots	\$ 250.00	\$ 125.00			
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			
Insurance	\$ 2,500.00	\$ 2,300.00			
Service Charge	\$ 2,500.00	\$ 1,500.00	\$ 294.15		PayPal
Surety Bond Expense	\$ 400.00	\$ 400.00			
Event Expenses	\$ 3,000.00	\$ 1,000.00			
TERT Expenses	\$ 250.00	\$ 250.00			
TOTAL OPERATING EXPENSES	\$ 61,241.60	\$ 34,125.00	\$ 294.15		

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	\$ 14,000.00		
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	\$ 1,149.50		

OFF-SITE IP EVENT					
Venue Rental	\$ 3,500.00	\$ 4,000.00	\$ 1,000.00		
Sunday IP Event Food and Beverage	\$ 12,602.00	\$ 13,500.00			
Entertainment	\$ 2,900.00	\$ 3,200.00	\$ 750.00		
Transportation	\$ 700.00	\$ 900.00			

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes Wednesday, July 11, 2018

EXHIBIT 2 con't

page 2

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			
Comp Registrations - Attendee		\$ 1,500.00			
Registration Software	\$ 3,008.88	\$ 9,650.00	\$ 6,456.68		
Registration Supplies	\$ 3,684.49	\$ 800.00			

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			
Door Prizes	\$ 1,201.84	\$ 1,000.00			

GOLF TOURNAMENT

Golf Course Fees	\$ 1,056.00	\$ 1,200.00			
Miscellaneous expense	\$ 916.00	\$ 1,000.00			

MISCELLANEOUS

Conference Bags	\$ 5,789.30	\$ 5,789.30			
Lanyards/Name Badge Holders	\$ 1,130.00	\$ 1,300.00			
Conference Shirts	\$ 457.11	\$ 400.00	\$ 108.68		
Miscellaneous expense	\$ 344.99	\$ 350.00			
Notification System	\$ 2,500.00	\$ 2,500.00			

TOTAL CONFERENCE EXPENSES	\$ 143,549.36	\$ 178,189.30	\$ 27,402.05		
----------------------------------	----------------------	----------------------	---------------------	--	--

TOTAL EXPENSES	\$ 204,790.96	\$ 212,314.30	\$ 27,696.20		
TOTAL REVENUE	\$ 222,510.05	\$ 212,972.42	\$ 32,712.00		
TOTAL PROFIT/(LOSS)	\$ 17,719.09	\$658.12	\$ 5,015.80		

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Saturday, September 15, 2018

Wednesday, September 19, 2018

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 15 at 2:00 pm (local time).

0918.1-I Call to Order

President Sherri Hanna called the meeting to order. Dale Blevins and Leanna Choate-Peek were absent. All other Board members were present, as was Russell Freeman, Legal Counsel and Maureen Culberson, Executive Director.

0918.1-II Minutes

The July 2018 Board meeting minutes were presented for approval. Matthew Brown 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.

0918.1-III Financial Report

Rose White, Treasurer, made the financial report as of 09/14/2018 (see Exhibit 1 and attached file). The balance in First Tennessee checking account is \$ 148,411.46 and the balance in the Community Bank investment account was \$ 154,693.18. The report also shows the PayPal account with a balance of \$ 800.00. Ms. White advised that ck.312 to the Murder/Mystery Company will be voided, as their payment was taken from the debit card. Matthew Brown made the motion to accept the financial report with correction and a second was made by Joey King. The Board present voted unanimously, with Rose White abstaining, to approve this motion.

Patricia Ledford asked Ms. White for an update on securing a credit card in the name of TENA. Rose assured her that she is working with the bank on the additional forms that are required.

0918.1-IV 2018 Scheduling Assignments

Maureen Culberson advised that President Hanna and Rose White has worked out a schedule that has been sent to all Board members.

0918.1.V 2018 TENA Conference Committee Report

A. Hotel – *Cassie Lowery*

Ms. Lowery reported that the hotel was able to give us some more rooms and TENA is well within our contract, currently sitting at 931 room nights.

B. Registration – *Rose White*

Ms. White reported there were 328 TENA members and 9 non-members registered. There are 50 IP's registered currently and one has cancelled due to the hurricane.

C. Sponsors & Vendors – *Kim White, M. Archer, L. Choate-Peek*

Ms. White stated that as the report shows, there are 50 vendors registered.

D. Programs & Agenda – *Maureen Culberson*

Ms. Culberson advised that Kelly Rasmussen will need to be picked up at the airport on Monday afternoon and dropped off on Wednesday afternoon. She had been offered an Uber, but would rather have Board members pick her up. Cassie Lowery volunteered to handle both trips.

Greg Young will need to be picked up at the airport on Sunday evening and returned on Monday evening. Sherri Hanna volunteered to pick him up and Maureen Culberson will take him back.

She reported that the EventXD mobile app had already had 70+ downloads and feels that this will be a good adjunct to the guidebook. She would like the Board to consider purchasing the "push notifications" portion at \$150.00, which would allow TENA to push out any schedule changes or other important information to the users. Motion was made by Matthew Brown to purchase the push notifications and the second was made by Joey King. The Board voted unanimously to approve this motion.

E. Opening Session – *Maureen Culberson*

Murfreesboro Fire & Rescue Honor Guard will be on-site to present the colors. The timeline & agenda has been discussed and all is set.

F. Memorial Service – *Maureen Culberson*

Maureen Culberson advised that as in the past few years, this will be in the conference guidebook.

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Saturday, September 15, 2018

Wednesday, September 19, 2018

She asked the Board for suggestions as to how to handle this event in the future and stay within the policy of memorializing each person for 3 years.

G. Signs & Publicity – *Maureen Culberson*

The signs and the guidebooks are onsite. This year the 4 retractable signs have had the hard body replaced due to age.

H. Technical – *Eric Ritzman*

Mr. Ritzman was not available for report. He will be bringing the projectors and other items.

I. Food & Entertainment – *Matthew Brown; Dale Blevins; Joey King; Patricia Ledford*

Mr. Brown reported the food menus have been decided and final numbers have been given to the hotel. The Murder-Mystery Theater has been in contact with staff, making all the final arrangements.

David Alexander reported the IP Welcome Reception is all set, thanks to additional help from Cassie Lowery. Shuttle buses will be available on Sunday.

J. Golf Tournament – *Mark Archer, Jeremy McDaniel, Ned Patterson*

David Alexander stated that he has heard from Mark Archer and all is good to go.

K. Professional Awards – *Matthew Brown, Dale Blevins, Joey King, Patricia Ledford*

Matthew Brown reported there were quite a few nominations with all categories except Large PSAP, having a recipient.

L. Joe Haynes Award – *Sherri Hanna, Bob McNeill, Buddy Shaffer, Kim Augustine, Matthew Brown*

The award will be presented this year by Steve Frost and Mark Bowery from VFIS, who are sponsoring the award.

M. Budget – *Sherri Hanna, David Alexander, Matthew Brown, Rose White, Cassie Lowery*

Copies of the most recent budgets are attached. See Exhibit 2. President Hanna reminded the Board the numbers may look “off” but to remember that we are in a 6 month budget cycle. Joey King expressed concern the membership dues were reported to be \$3,000.00 down.

0918.1-VI New Business

A. Ratify Email Vote July 18, 2018 – Purchase of Microphones & Stands

Motion made by Matthew Brown and second by Joey King with Board voting unanimous approval.

B. Ratify Email Vote July 23, 2018 – Conference Refund for:

- 1 BIS Digital
- 2 Watson Consoles
- 3 Asher Group (Hyper Reach)

C. Ratify Email Vote August 7, 2018 – Conference Refund for Zuercher

D. Ratify Email Vote August 15, 2018 – Comp Registration for M. Archer

E. Ratify Email Vote August 16, 2018 – Conference Refund for Tipton Co.

F. Ratify Email Vote August 17, 2018 – Conference Refund for The With Agency (West)

G. Ratify Email Vote August 24, 2018 – Conference Refund for:

- 1 Hardeman Co.
- 2 Shelby Co. (Duplicate Registrations)

H. Ratify Email Vote September 5, 2018 – Conference Refund for Bradley Co.

Matthew Brown made the motion to condense the remaining motions (B-H) into one vote and approve all. The second was made by Kim White and the Board approved the motion unanimously.

I. Any Other New Business

Linda Draughn-Woloski, NENA Southeast Director, reported that the NENA Annual Conference recently held in Nashville exceeded what was done in last one 4 years ago and she is very grateful for all the support and help from all the volunteers.

0918.1-VII Recess

The motion was made to recess the meeting until Wednesday afternoon.

President Hanna declared the Annual Conference is open.

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Saturday, September 15, 2018

Wednesday, September 19, 2018

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 19 at 12:15 pm (local time).

The new Board members were present; Sean Lovejoy, 2nd Vice President; Kim Augustine, Secretary; Justin Crowther, East Region Rep.; and Karen Moore, Middle Region Rep. The position of West Region Rep will be decided in a special election.

0918.2-I Call to Order

President Alexander called the meeting back to order. All Board members, including the new members, were present, with the exception of Leanna Choate Peek. Mr. Freeman and Maureen Culberson were also attending. All others in attendance can be found on Attachment 2.

0918.2-II Regional Reports

East Region – *Kim White, Justin Crowther*

No report.

Middle Region – *Karen Moore*

There was no meeting, however she did send an email introducing herself to all of the Middle Region.

West Region – *Patricia Ledford*

There was a brief conference call on September 10 where the TENA Membership meeting and the Special Election was discussed.

0918.2-III Report from Russell Freeman, Legal Counsel

Mr. Freeman thanked the Board and membership for the opportunity and the honor to serve TENA.

All the new Board members should have his email address and phone number and he is available if needed.

0918.2-IV Report from TN ECB

There will be a special meeting next Thursday where the discussion will involve AT&T commitment to implement text-to-911 in 60-90 days and signing on to the nationwide ESINet.

0918.2-V Report from NENA

No report.

0918.2-VI New Business

A. Conference Committee Reports

No reports

B. Any Additional New Business

1. Special Election Timeline

Maureen Culberson stated she and Mr. Freeman have worked out the following timeline for the West Region Rep special election.

- Nominations Open – Thu. Sept. 20
- Nominations Close – Mon. Oct. 22 @ 5:00 pm. (CDT)
- Ballots sent – Mon. Oct. 22 @ 6:00 pm (CDT)
- Ballots closed – Tue. Nov. 6 @ 5:00 pm (CST)

2. Committee Appointments – *David Alexander*

President Alexander proceeded to advise the Board that his committee choices have been reviewed by Legal Counsel and found to comply with the current by-laws. See Exhibit 3 for complete list of the 2019 Standing and Conference Committees. Patricia Ledford questioned why there was no chairperson listed for the Legislative Committee and Mr. Alexander responded he was going to allow the committee to choose the chair. After further review, Sean Lovejoy made the motion to approve all committee members as presented and a second was received by Kim White. The Board voted to approve this motion with Sherri Hanna abstaining.

3. Executive Director Incentive Pay

Sherri Hanna made the motion to pay Maureen Culberson the incentive pay, as stipulated in her contract, in the amount of \$1,200.00. Matthew Brown made the second and a roll call vote

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Saturday, September 15, 2018

Wednesday, September 19, 2018

of the Board showed unanimous support. The motion passed. Ms. Culberson thanked the Board.

0918.2-VII Comments / Reports

A. District Representatives

No comments

B. Telco Representative

Replay stated they were very excited to do the Photo Booth this year and Henderson County won the PSAP Pizza Party.

C. Other Delegates

No comments

0918.2-VIII Adjourn

The next meeting will be held on November 7, 2018 at TBA pm (CST) at the Embassy Suites and Conference Center, Murfreesboro, TN.

With no further business, and without objection, a motion was made to adjourn by Rose White 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

Approved, this _____ day of _____ 2018

Secretary

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Saturday, September 15, 2018

Wednesday, September 19, 2018

ATTACHMENT 2 – Wednesday, 09.19.2018 Attendance

	Name	Representing	Email Address
1	S. Eric Carpenter	Hamblen Co. ECD	ecarpenter@hamblen911.org
2	Carol Brasley	Obion Co.	carolbrasley@bellsouth.net
3	Jamie Evans	Obion Co. 911	jamie.evans@bellsouth.net
4	Johanna Harrell	Gibson Co.	johanna.harrell@gibsoncounty-tn.gov
5	April Gibbons	Dyer County 911	agibbons@co.dyer.tn.us
6	Brandy Mills	Obion Co 911	brandylmills@bellsouth.net
7	Randall W Lewis	Washington Co 911	rlewis@wc911.org
8	Janice Adams	Washington Co 911	jadams@wc911.org
9	Greg Matherly	Washington Co 911	greg.matherly@wc911.org
10	Paul McCallister	Dickson Co ECD	pmccallister@dicksoncountytn.gov
11	Jennifer Lanter	Loudon Co ECD	j@loudoncounty911.org
12	Mark Gaudet	Mary County 911	mgaudet@mary911.com
13	Jonny King	Marshall Co 911	911director@tnweb.com
14	Shanaa Addison	Dickson Co	satchison@dicksonpd.org
15	Rosalind Sowell	Dickson Co	rsowell@dicksonpd.org
16	B.J. McCurry	Fayetteville-Lincoln Co	bmacurry@fayetteville.tn.com
17	Ernst Qualls	Fayetteville-Lincoln Co ECD	equalls@fayetteville.tn.com
18	Pamela Tolley	Henderson Co 911	ptolley@hendo911.com
19	Jimmy Turnbow	Wayne Co E911	jturnbow911@yahoo.com
20	LANONDA JERNIGAN	MADISON Co ECD	ljernigan@cityofjackson.net
21	Troy Carmack	McNairy Co E911	mcnairy911supervisor@gmail.com
22	Dana Swims	McNairy 911	mcnairyecd@yahoo.com
23	Justin Whipple	Benton County 911	justin.whipple@bentoncounty911.com
24	Scott Rushton	Hickman Co 911	srushton@centervilletn.org
25	Darlene Field	Hickman Co 911	DField@centervilletn.org
26	Rick Hines	Hickman Co 911	hinescr@juno.com
27	Shane Clark	Rhea Co. 911	e911@volstate.net
28	Linda Nichols	Cheatham Co. 911	linda.nichols@CheathamCountytn.gov
29	STEVE SMITH	RUTHERFORD Co. ECD	smith@rcecd911.org
30	Johnny Chestnood	Lawrence Co. ECD	JFC911@bellsouth.net

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 14, 2018

First Tennessee Checking Account – 07/06/2018	\$ 66,259.93
Deposits	\$ 125,357.27
Expenses	<u>-\$ 43,205.74</u>
<i>First Tennessee Checking Balance – 09/14/2018</i>	<i>\$ 148,411.46</i>

Community Bank Investment Checking Account – 07/06/2018	\$ 154,413.21
Deposits	\$ 0.00
Expenses	\$ 0.00
Interest	<u>\$ 279.97</u>
<i>Community Bank Checking Balance – 09/14/2018</i>	<i>\$ 154,693.18</i>

PayPal Account – 07/06/2018	\$ 0.00
Deposits	\$ 56,025.00
Transfers to First TN Bank	-\$ 53,586.93
Transfers to Community Bank	\$ 0.00
Service Charge	<u>-\$ 1638.07</u>
<i>PayPal Balance – 09/14/2018</i>	<i>\$ 800.00</i>

For complete Finance Report, see attached file

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Saturday, September 15, 2018

Wednesday, September 19, 2018

EXHIBIT 2 page 1

Rev. 09/14/2018

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

STANDING COMMITTEES

BUDGET COMMITTEE

Rose White; TENA Treasurer; Chairperson
David Alexander, ENP; TENA President
Matthew Brown; TENA 1st Vice President
Sean Lovejoy; TENA 2nd Vice President
Kim Augustine; TENA Secretary
Maureen Culberson; TENA Executive Director/Administrative Coordinator

BY-LAWS & POLICIES COMMITTEE

Sean Lovejoy, ENP; 2nd Vice President, Chair
Matthew Brown TENA 1st Vice President
Kim White; East Region Rep
Karen Moore; ENP; Middle Region Rep
Patricia Ledford; West Region Rep
Gay Murrell, ENP; East TENA Member
Lynn Thompson; Middle TENA Member
Kim Augustine, ENP; West TENA Member
David Alexander, ENP; TENA Board Member
Russell Freeman

EDUCATION COMMITTEE

Sherri Hanna, ENP; Chairperson
Jennifer Estes Lanter, ENP; East TENA Member
Joey King, ENP; Middle TENA Member
Paul McAllister, ENP; West TENA Member

ELECTION COMMITTEE

Raymond Chiozza; Chairperson
Brad Gass; East TENA Member
Cassie Lowery; Middle TENA Member
Pamelia Tolley; West TENA Member
Kim Augustine, ENP; TENA Secretary

ENP SCHOLARSHIP COMMITTEE

Kim Augustine, ENP; TENA Secretary, Chair
Sherri Maxfield, ENP; East TENA Member
Cassie Lowery, ENP; Middle TENA Member
Roberta Ivory, ENP; West TENA Member
Kristy Meggs, ENP; At-Large TENA Member

ETHICS COMMITTEE

Eric Ritzman; Chairperson
Roger Hager, ENP; East TENA Member
Tonya Jetton, ENP; Middle TENA Member
Michael Spencer; West TENA Member
Russell Freeman; TENA Legal Counsel

LEGAL STEERING COMMITTEE (DISSOLVE)

Sherri Hanna, ENP; TENA President
David Alexander, ENP; TENA 1st Vice President
Matthew Brown; TENA 2nd Vice President
Dale Blevins, ENP; East Region Rep
Joey King, ENP; Middle Region Rep
Mark Archer; West Region Rep

LEGISLATIVE AFFAIRS

Sean Lovejoy; West Region Board Member
Pam Tolley; West TENA Member
Jimmy Turnbow; West TENA Member
Linda Nichols, ENP; Middle TENA Member
Karen Moore, ENP; Middle Region Board Member
Johnny Cheatwood; Middle TENA Member
Justin Crowther; East Region Board Member
S. Eric Carpenter; East TENA Member
Jennifer Estes Lanter, ENP; East TENA Member
Russell Freeman

PERSONNEL COMMITTEE

David Alexander, ENP; TENA President
Matthew Brown; TENA 1st Vice President
Sean Lovejoy, ENP; TENA 2nd Vice President

TN/TN-APCO COMMITTEE

Steve Martini, ENP; Chairperson
Matthew Brown; TENA 1st Vice President
John Allman, ENP; Middle Region Rep
Paul McAllister, ENP; West Region Rep.

TERT COMMITTEE

Brad Gass; East TENA Member; TN State TERT Coordinator, Chairperson
Jeff Carney, ENP; East TENA Member
Steve Martini, ENP; Middle TENA Member
Kristy Meggs, ENP; West TENA Member
Kevin Colson; At-Large TENA Member
Non-Voting Advisory Counsel to TERT Operations
Eddie Burchell; TN State Deputy TERT Coordinator
Jennifer Estes Lanter, ENP; Loudon Co
Jamison Peevyhouse, ENP; TECB Training Coordinator

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Saturday, September 15, 2018

Wednesday, September 19, 2018

EXHIBIT 3 con't

CONFERENCE COMMITTEES

CONFERENCE CHAIR

Matthew Brown

HOTEL COMMITTEE

Kim Augustine

REGISTRATION COMMITTEE

Rose White

Maureen Culberson

PROGRAMS & AGENDA

Matthew Brown - Conference Chair

Maureen Culberson

Education Committee to assist with topics

INDUSTRY PARTNERS / IP EVENT

Kim White, Chair

Karen Moore

Mark Archer

Patricia Ledford

FOOD & ENTERTAINMENT

Sean Lovejoy

Matthew Brown

Justin Crowther

Karen Moore

Open West Rep

TECHNICAL COMMITTEE

David Alexander, Chair

Eric Ritzman

Dale Blevins

911 PROFESSIONAL AWARDS

Sean Lovejoy, Chair

Justin Crowther

Leanna Choate-Peek

NEW West Rep

SENATOR JOE HAYNES AWARD

David Alexander, Chair

Buddy Shaffer

Bob McNeil

Kim Augustine

Sherri Hanna

GOLF TOURNAMENT

Mark Archer, Chair

Jimmy Turnbow

MEMORIALS

Maureen Culberson

SIGNS & PUBLICITY

Maureen Culberson

BUDGET (absorbed into one budget)

~~David Alexander, Chair~~

~~Matthew Brown~~

~~Sean Lovejoy~~

~~Rose White~~

~~Kim Augustine~~

~~Maureen Culberson~~

SITE SELECTION

Matthew Brown, Chair

Sean Lovejoy, Vice Chair

David Alexander, West Board Member

Karen Moore, Middle Board Member

Justin Crowther, East Board Member

Rose White

Kim Augustine

Maureen Culberson

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Wednesday, November 07, 2018

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 7, 2018 at 1:00 pm (CT).

1118.I Call to Order

President David Alexander called the meeting to order. Leanna Choate-Peek arrive at 2:00 pm. Russell Freeman and Maureen Culberson were also present. For the record, this meeting was broadcast live via TENA Facebook page; (www.facebook.com/TENA911).

1118.II Recess

The meeting was recessed to allow the Election Committee to affirm the results of the Special Election for West Regional Rep.

President Alexander announced the results with Justin Whipple, Benton Co. being elected.

1118.III Return to Order

The meeting was called back to order. President Alexander announced the By-Law, to allow a TENA Board member to served concurrently on the TENA Board and the TECB Board had passed, and the Policy amendment allowing the same also passed.

1118.IV Installation of West Regional Representative

Mr. Freeman, Legal Counsel issued the oath of office and Mr. Whipple took his place at the table, who then took his seat at the Board table.

1118.V Presentation of September Minutes

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

1118.VI Ratify Email Votes Since Previous Board Meeting

Sherri Hanna made the motion to ratify all three email votes with Sean Lovejoy making the second. The Board voted unanimously to approve this motion.

1118.VII Financial Report

Rose White, Treasurer, presented the financial report as of 11/07/2018 (see Exhibit 1). The balance in First Tennessee checking account is \$ 63,613.22 and the balance in the Community Bank investment account was \$ 154,964.75. She advised that all the PayPal funds have been transferred to the First Tennessee account. Kim Augustine asked if there has been any activity on the Community Bank account and who were the current signatories. Ms. R. White responded there has been no activity and the current signatories were Kim Augustine, Patricia Ledford, and Mark Archer. Matthew Brown made the motion to deposit \$1.00 into the Community Bank account to prevent it from going dormant and Kim Augustine made the second. The Board voted unanimously to approve. It was also suggested that Rose White look for other recommendations for this account.

Kim White made the motion to approve the financial report as presented and Patricia Ledford made the second with the Board voting unanimously, with Rose White abstaining, to pass this motion.

2019 Budget Proposal – Rose White

Ms. R. White presented the 2019 Operations & Conference combined budget (see Exhibit 3). She recommends the addition of \$ 1,100.00 to the Meeting Room line and she explained that Legal Counsel's fee was rounded from \$ 1,666.67 to \$ 1,667.00/month. The suggestion was made to check with the Embassy and see if the bi-monthly meeting room charges could be combined with the overall conference invoice. The motion was made to approve the 2019 combined budget as amended and the second was received from Sherri Hanna. The Board voted unanimous approval of this motion.

Quickbooks Proposal – Rose White

Ms. R. White advised the Board that the introductory promotion of \$ 6.00/month for Quickbooks has now expired and to continue to pay monthly subscription would cost \$ 40.00+tax/month. She has found that Office Depot has the desktop version for \$ 199.00+tax. Matthew Brown made the motion to purchase Quickbooks desktop from Office Depot with Sherri Hanna making the second. There was unanimous approval from the Board.

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Wednesday, November 07, 2018

1118.VIII Regional Reports

East Region – Justin Crowther & Kim White

East had a meeting on Oct. 11 at Know Co 911 with 25 people representing 15 ECD's in attendance. Jim Barnes, TECB Fiscal Director presented his program that was cancelled at conference. They also discussed education and legislative committee direction and Text-to-911. East Region requested the TENA President send a letter to the TECB requesting the elimination of the ALI/ANI costs.

Middle Region –Leanna Choate-Peek & Karen Moore

Karen Moore stated there was a meeting scheduled for Nov. 16 at the Wilson Co. EMA and dinner will be served. Please RSVP Karen so she has an accurate food count. She advised that Jim Barnes, TECB Fiscal Director will present his program that was cancelled at conference.

West Region – Patricia Ledford & Justin Whipple

Ms. Ledford advised the West Region held a conference call and had 19 ECD's on the call. She stated that Jim Barnes, TECB Fiscal Director presented his program that was cancelled at conference. They also discussed ALI database, the special election for West Regional Rep, Jimmy Turnbow talked about the direction of Legislative Affairs Committee, the reclassification issue and the website benefits.

1118.IX Report from Counsel

Russell Freeman reported the since conference he has been actively working with Bylaw & Policy Committee and the TENA/NENA grievance; which he feels has gone full circle with NENA and that they (NENA) does have a compromising attitude. He stated that legally this chapter should try to follow the membership survey response to be put this issue to rest.

1118.X 911 Partner Reports

Tennessee Emergency Communications Board – Steve Martini

Mr. Martini stated the TECB will be sending the excess revenue distribution of \$ 12,318.514.00 out to ECD's sometime in mid-November. He advised this 100% distribution would not be repeated next year. He mentioned that if you want text-to-911 in your PSAP's you must request it through AT&T to move forward

President Alexander advised that he did present a letter to the TECB as requested from East Region and he was advised they would be looking into the issue but didn't make any further promises. There is a webinar scheduled for December with timeline to alleviate the ALI/ANI charges.

NENA -

Rose White stated that TENA has not received the rebate from NENA, however when she called, she found out there is now a request form. She filled it out and returned it and NENA advised the check, in the amount of \$ 4,629.00 should be mailed this week.

TN-APCO – Steve Martini

Mr. Martini reported that 11 members are enrolled in the RPL program. The winter meeting will be held on Jan.30 at the 911 Winter Workshop in Gatlinburg. TN-APCO is now coordinating with TEMA to present COML and COM-IT training.

1118.XI Committee Reports

ENP Scholarship Committee – Kim Augustine

Ms. Augustine advised the committee has awarded 4 scholarship but there were still 5 applicants left in que. The committee is working on a new application form and until all the applications left in the cue have been handled, they have temporarily removed the scholarship process from the website.

President Alexander stated there was an allowance in budget for 10 ENP scholarships; but he would like Industry Partner's to sponsor for at least 5 of those scholarships. Kim White inquired how much would each sponsorship be, and Ms. Augustine replied each would be right at \$ 500.00 for study guides and testing fee.

Personnel Committee – David Alexander

President Alexander advised that this committee has reviewed Legal Counsel's previous contract which was for a 6-month period and there were no changes. The Personnel Committee recommends approving. Kim White made the motion to accept Russell Freeman's 12-month contract as presented and Sherri Hanna

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Wednesday, November 07, 2018

made the second. There was unanimous approval by the Board to accept this motion.

Bylaws & Policy Committee – Sean Lovejoy

Sean Lovejoy advised the work was ongoing to amend the Bylaws to address the NENA grievance. He was not prepared to give a full explanation of how TENA is planning to address it until some of the language has been worked out. He plans to bring a full report back to the January meeting.

He stated there was a conference call between NENA Legal Counsel, TENA Legal Counsel, himself and David Alexander on November 6th to make sure TENA was on the right path to resolving the grievance and so far, there have been unofficial approvals from NENA that TENA was proceeding in the correct direction. Sean Lovejoy stated they had also had affirmation from NENA that TENA can set the qualifications & criteria for serving as a board member. Russell Freeman stated that we really need to resolve this grievance and this compromise would take care of it.

Justin Crowther questioned how the voting privileges would work if we change one regional representative position to a NENA representative position. Mr. Lovejoy explained that each NENA member with voting privileges would cast a vote to elect their respective regional representative. Ms. Hanna explained TENA needs to assure it is only NENA eligible voting members. President Alexander stated that Telecommunicator level membership were not eligible to vote based on the current NENA bylaws.

Mr. Lovejoy advised the Bylaws & Policy Committee would continue to hold weekly committee meetings and hopes to have something further to present at the January meeting.

Education Committee – Sherri Hanna

Ms. Hanna advised the training programs to coincide along with TENA Board meetings will start in January and the committee is working diligently to encompass all disciplines in these programs.

President Alexander stated he asked that Committee to recommend a person to serve on the Mid-TN Mental Health Board and the committee recommended Sherri Hanna to serve in that capacity. He continued that Ms. Hanna wrote the grant, so it's only natural for her to serve on the Board. The motion was made by Matthew Brown to affirm the Education Committee recommendation to allow Ms. Hanna to serve on the Mid-TN Mental Health board. The second was made by Justin Crowther with unanimous approval by the Board.¹

Ms. Hanna advised the TECB providing 10 NENA courses over the next year across the state.

President Alexander stated it was his hope to reenergize education through TENA. Kim Augustine asked about hosting the CMCP training and Ms. Hanna said she would check with NENA to see if that was possible.

Conference Site Selection Committee – Matthew Brown

Mr. Brown reported the committee met and reviewed the 4 RFP's that were submitted. He advised there was 1) Gatlinburg Convention Center; 2) Sevierville Convention Center; 3) Meadowview Resorts & Convention Center, Kingsport and 4) Embassy Suites & Convention Center, Murfreesboro. The committee's choices were based on the costs and those were Embassy Suites and Meadowview Resort. The Committee then stated they would like the membership to decide and requested survey be sent. 59% of the respondents voted for Embassy Suites as the site of the 2020 Conference.

The Committee then discussed the possibility of holding the 2021 Conference at the Meadowview, if they would honor the bid, they submitted for the 2020 Conference, which they stated they would. Matthew Brown made the motion to affirm the Site Selection Committee decision to hold the 2020 TENA Conference at the Embassy Suites & Convention Center, Murfreesboro and the 2021 TENA Conference at the Meadowview Resort & Convention Center. Sean Lovejoy then made the second. There was unanimous approval by the Board to approve this motion.

Comments were then heard from audience.

Legislative Affairs Committee – Jennifer (Estes) Lanter

Ms. Lanter advised there have been several conference calls and the committee was working on organizing the survey results. To date they have received 24 responses and she urged all member to respond so they had the most information possible. The Legislative Affairs page is now on website and will be updated with information. She also advised the committee is working with Amber McDonald, TECB Government Liaison on setting up 911 on the Hill Day and will keep membership informed as to the date and events as they become known.

¹ Leanna Choate=Peek arrived

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Wednesday, November 07, 2018

President Alexander stated he is looking for a productive year.

Other Committees

Vice President Brown stated that more website pages would be added to the "Member's Only" classification and urges all to sign up. This is something that the Membership survey revealed was wanted and has been implemented as a benefit.

1118.XII Old Business

There was no Old Business for presentation

1118.XIII New Business

Calendar for 2019 Meeting & Events – David Alexander

President Alexander presented the following meeting schedule;

Embassy Suites & Convention Center, Murfreesboro

Unless otherwise listed; Training with begin at 10:00 am (CT)

Board Meeting will begin at 1:00 pm (CT)

All dates and times are subject to change

Wednesday, January 16

Monday, March 4 (*tentative*)

Tuesday, March 5 (*tentative*) 911 Day on the Hill to follow on

Wednesday, May 15

Monday, July 22

Saturday, September 7

Wednesday, September 11

(these dates coincide with Conference

Wednesday, November 20

Data Collection Project – Sherri Hanna

Ms. Hanna presented an initiative to the Board to collect and categorized ECD and PSAP information. She talked about the many benefits to having this information available for members to use. She is suggesting having a small group of collectors across the state to work with the ECD's to gather the data. David Alexander made the motion to allow Sherri Hanna and Johanna Harrell, Gibson Co. to proceed with this initiative and Kim Augustine made the second. There was unanimous approval by the Board.

Conference Shirts – Kim Augustine

Kim Augustine stated there was no need for further discussion on this matter.

Affiliate Associations - David Alexander

President Alexander has received registration information from both the TACP and the TSA for their Spring, 2019 meetings. Kim White stated she attended the last conference and it was a very good way to establish and maintain important relationships with those organizations and their members. The motion to approve representatives from TENA to attend and exhibit at TACP and TSA in Cool Springs in 2019 was made by Justin Crowther and a second was received from Matthew Brown with the Board voting unanimous approval.

911 Goes to Washington – David Alexander

Sherri Hanna made the motion to send President Alexander to 911 Goes to Washington and reimburse him for the airfare, hotel, and registration. The second was made by Matthew Brown. Discussion followed with Kim Augustine asking if it was more productive to go to 911 GTW or NENA Conference? Ms. Hanna replied that she felt it is important to go to 911 GTW to meet on a national legislative scale. With David Alexander abstaining the Board voted unanimously to approve the motion.

Additional New Business

No additional New Business

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Wednesday, November 07, 2018

1118.XIV Comments/Reports

District / PSAP Representatives

Kristy Meggs, Carroll Co. reported that FL TERT is putting together a list of needed items to go the FL dispatchers affected by recent hurricane. As soon as she gets the list she will forward to TENA.

Jennifer Lanter, Loudon Co. advised there was some confusion with the ENP scholarship applicants notification and suggested possibly sending a certificate to indicate approval. Ms. Augustine advised she was new to the committee and was following the format previously used. She would take the certificate suggestion back to the committee for discussion.

Ms. Lanter also suggested the Board consider sending the President to 911 Goes to Washington and the 2nd Vice President to the NENA Conference.

President Alexander stated TENA does have energetic and good committees going this year and he is very thankful for everyone's involvement.

Industry Partners

Bob Sabin, Ryan Public Safety Solutions (RPSS) stated they were very interested in sponsoring an ENP scholarship, and he would like to see study group formed and would be willing to assist in that endeavor.

Other Delegates

No comments

1118.XV Adjournment

The next meeting is scheduled on Wednesday, January 16, 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, November 07, 2018

EXHIBIT 1

Tennessee Emergency Number Association
Financial Report

Rose White, Treasurer
November 7, 2018

First Tennessee Checking Account – 09/14/2018	\$ 148,411.46
Deposits	\$ 31,038.07
Expenses	<u>-\$ 115,836.31</u>
<i>First Tennessee Checking Balance – 11/5/2018</i>	\$ 63,613.22

Community Bank Investment Checking Account – 09/14/18	\$ 154,693.18
Deposits	\$ 0.00
Expenses	\$ 0.00
Interest	<u>\$ 271.57</u>
<i>Community Bank Checking Balance – 11/5/2018</i>	\$ 154,964.75

PayPal Account – 09/14/2018	\$ 800.00
Deposits	\$ 700.00
Transfers to First TN Bank	-\$ 1,454.07
Transfers to Community Bank	\$ 0.00
Service Charge	<u>-\$ 45.93</u>
<i>PayPal Balance – 11/5/2018</i>	\$ 0.00

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes Wednesday, November 07, 2018

EXHIBIT 1 con't

Page 2

TENA - First Tennessee Checking Account

Type	Date	Name	Memo	Budget Line Item	Amount
Check 315	9/16/2018	Old Fort Golf Club	Golf Tournament	CE - Golf Outing	-\$2,702.90
Check 316	9/20/2018	Kristie Sneed	Bus Rental IP Event	CE - IP Transportation	-\$700.00
Check 317	9/20/2018	Julie's Bartending	Drink Tickets IP Event	CE - Food and Beverage	-\$2,396.00
Check 318	9/25/2018	Haynes, Freeman & Bracey, PLC	Legal Counsel Contract 08-31-18	OE - Legal Counsel	-\$1,666.66
Check 319	9/25/2018	Maureen Culberson	2018 Incentive Pay	OE - Incentive Pay	-\$1,200.00
Check 320	9/25/2018	VIP Awards	Award Certificates	CE - Awards	-\$404.98
Check 321	10/2/2018	Xybix Systems Inc	Conference Refund	CR - Industry Partner Reg	-\$650.00
Check 322	10/2/2018	Washington County	Conference Refund	CE - Refunds	-\$125.00
Check 323	10/2/2018	Henry County 911	Conference Refund	CR - Golf Outing	-\$75.00
Check 324	10/2/2018	City of Bristol	Refund Overpayment	CR - Registration	-\$100.00
Check 325	10/4/2018	Embassy Suites	2018 Conference	Split	-\$76,722.60
Check 326	10/10/2018	Maureen Culberson	ED Contract	OE - ED Contract	-\$1,724.78
Check 327	10/10/2018	CAN Surety	Culberson Surety Bond	OE - Surety Bond	-\$359.00
Check 328	10/10/2018	FedEx	Conference Printing	Split	-\$6,749.58
Check 329	10/18/2018	NENA	Dana Walker Scholarship	OE - ENP Scholarship	-\$420.00
Check 330	10/18/2018	Dana Walker	ENP Study Guide Reimbursement	OE - ENP Scholarship	-\$50.00
Check 331	10/18/2018	Brad Gass	Shipping of TERT Conference Materials	OE - TERT Expenses	-\$34.17
Check 332	11/5/2018	Haynes, Freeman & Bracey, PLC	Legal Counsel Contract 09-30-18	OE - Legal Counsel	-\$1,666.66
Check 333	11/5/2018	NENA	ENP Scholarship Danielle Ferguson	OE - ENP Scholarship	-\$420.00
Check 334	11/5/2018	NENA	ENP Scholarship Jessee Paulson	OE - ENP Scholarship	-\$420.00
Check 335	11/5/2018	NENA	ENP Scholarship Barbara Loveless	OE - ENP Scholarship	-\$420.00
Check 336	11/5/2018	Embassy Suites	November Board Meeting	OE - Event Expenses	-\$204.14
Check 337	11/5/2018	Maureen Culberson	ED Contract	OE - ED Contract	-\$1,724.78
Debit Card	9/14/2018	Office Depot	Name Badge Inserts	CE - Registration Supplies	-\$40.60
Debit Card	9/17/2018	Walmart	Tickets for IP Event	CE - IP Food and Beverage	-\$8.76
Debit Card	9/17/2018	Staples	Door Prizes and Tickets for IP Event	Split	-\$157.67
Debit Card	9/17/2018	Events XD	Events XD Push Notifications	CE - Notification System	-\$149.99
Debit Card	9/17/2018	Little Guys Movers	Moving Conference Bags	CE - Misc	-\$260.00
Debit Card	9/18/2018	Office Depot	Industry Partner Laynards	CE - Laynards	-\$92.07
Debit Card	9/18/2018	Five Senses Restaurant & Catering	IP Event Food	CE - IP Food and Beverage	-\$13,497.00
Debit Card	9/18/2018	QuickBooks	QuickBooks Online	OE - Operating Expenses	-\$26.28
Debit Card	10/9/2018	Survey Monkey	Survey Monkey Annual Membership	OE - Surveys	-\$384.00
Debit Card	10/10/2018	NENA	ENP Study Guides	OE - ENP Scholarship	-\$100.00
Debit Card	10/10/2018	NENA	ENP Study Guides	OE - ENP Scholarship	-\$50.00
Debit Card	10/17/2018	QuickBooks	QuickBooks Online	OE - Operating Expenses	-\$43.80
Debit Card	10/23/2018	RightLabs Inc - Election Buddy	West Rep and ByLaws	OE - Certificates & Ballots	-\$89.89
Deposit	9/20/2018	Deposit First TN Checking	Dyer County	CR - Attendee Registration	\$250.00
Deposit	9/20/2018	Deposit First TN Checking	Cumberland County	CR - Attendee Registration	\$1,375.00
Deposit	9/20/2018	Deposit First TN Checking	Johnston Technologies, Inc	CR - Industry Partner Reg	\$850.00
Deposit	9/20/2018	Deposit First TN Checking	Hawkins County	OR - Membership Dues	\$509.00
Deposit	9/20/2018	Deposit First TN Checking	Dyer County	CR - Attendee Registration	\$500.00
Deposit	9/20/2018	Deposit First TN Checking	Dyer County	CR - Pre-Con Course	\$300.00
Deposit	9/20/2018	Deposit First TN Checking	Dyer County	CR - Banquet Ticket	\$50.00
Deposit	9/20/2018	Deposit First TN Checking	Dyer County	CR - Attendee Registration	\$750.00
Deposit	9/20/2018	Deposit First TN Checking	Madison County	CR - Attendee Registration	\$1,000.00

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes Wednesday, November 07, 2018

EXHIBIT 1 cont.

Page 3

Deposit	9/20/2018	Deposit First TN Checking	Houston County	OR - Membership Dues	\$150.00
Deposit	9/20/2018	Deposit First TN Checking	Eric Ritzman	CR - Banquet Ticket	\$50.00
Deposit	9/20/2018	Deposit First TN Checking	Steve Lofty	CR - Banquet Ticket	\$50.00
Deposit	9/20/2018	Deposit First TN Checking	City of Bristol	CR - Attendee Registration	\$1,100.00
Deposit	9/20/2018	Deposit First TN Checking	Charles Davis	CR - Day Pass	\$125.00
Deposit	9/20/2018	Deposit First TN Checking	Polk County	CR - Attendee Registration	\$2,000.00
Deposit	9/20/2018	Deposit First TN Checking	Moore County	CR - Day Pass	\$250.00
Deposit	9/20/2018	Deposit First TN Checking	Moore County	CR - Attendee Registration	\$825.00
Deposit	9/20/2018	Deposit First TN Checking	Bedford County	CR - Day Pass	\$875.00
Deposit	9/20/2018	Deposit First TN Checking	Bedford County	CR - Attendee Registration	\$500.00
Deposit	9/20/2018	Deposit First TN Checking	Randal Ward	CR - Banquet Ticket	\$50.00
Deposit	9/20/2018	Deposit First TN Checking	Quality Recording Solutions	CR - Golf Registration	\$225.00
Deposit	9/20/2018	Deposit First TN Checking	Henry County 911	CR - Golf Registration	\$300.00
Deposit	9/20/2018	Deposit First TN Checking	Paul McCallister	CR - Golf Registration	\$300.00
Deposit	9/20/2018	Deposit First TN Checking	Moetivations	Split	\$775.00
Deposit	9/20/2018	Deposit First TN Checking	Cannon County	CR - Banquet Ticket	\$200.00
Deposit	9/20/2018	Deposit First TN Checking	Cannon County	CR - Day Pass	\$125.00
Deposit	9/20/2018	Deposit First TN Checking	Cannon County	CR - Attendee Registration	\$1,775.00
Deposit	9/20/2018	Deposit First TN Checking	Steve Smith	CR - Attendee Registration	\$275.00
Deposit	9/20/2018	Deposit First TN Checking	Blount County	CR - Attendee Registration	\$825.00
Deposit	9/20/2018	Deposit First TN Checking	Chester County	CR - Attendee Registration	\$250.00
Deposit	9/20/2018	Deposit First TN Checking	Monroe County	CR - Attendee Registration	\$1,000.00
Deposit	9/20/2018	Deposit First TN Checking	Monroe County	CR - Pre-Con Course	\$150.00
Deposit	9/20/2018	Deposit First TN Checking	Monroe County	CR - Attendee Registration	\$350.00
Deposit	9/20/2018	Deposit First TN Checking	Dickson County	CR - Attendee Registration	\$1,375.00
Deposit	9/20/2018	Deposit First TN Checking	The Office Planning Group	CR - Industry Partner Reg	\$850.00
Deposit	9/20/2018	Deposit First TN Checking	Sequatchie County	CR - Attendee Registration	\$500.00
Deposit	9/24/2018	Deposit First TN Checking	Sumner County	CR - Day Pass	\$125.00
Deposit	9/24/2018	Deposit First TN Checking	Henderson County	CR - Attendee Registration	\$2,000.00
Deposit	9/24/2018	Deposit First TN Checking	Henderson County	CR - Banquet Ticket	\$100.00
Transfer	9/25/2018	Transfer from PayPal	PayPal Transer	Split	\$1,454.07
Deposit	10/1/2018	Deposit First TN Checking	Perry County	CR - Attendee Registration	\$500.00
Deposit	10/1/2018	Deposit First TN Checking	McNairy County	CR - Attendee Registration	\$500.00
Deposit	10/1/2018	Deposit First TN Checking	Rhea County	CR - Attendee Registration	\$1,000.00
Deposit	10/1/2018	Deposit First TN Checking	State of TN - Retire Ready	CR - Industry Partner Reg	\$850.00
Deposit	10/3/2018	Deposit First TN Checking	Benton County	CR - Attendee Registration	\$250.00
Deposit	10/9/2018	Deposit First TN Checking	King Carter	CR - Golf Registration	\$75.00
Deposit	10/17/2018	Deposit First TN Checking	Motorola	CR - Sponsorship	\$2,500.00
Deposit	10/17/2018	Deposit First TN Checking	Hamilton NG911 Inc	CR - Industry Partner Reg	\$850.00

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Wednesday, November 07, 2018

EXHIBIT 1 cont.

page 4

TENA - PayPal Account

Type	Date	Name	Memo	Budget Line Item	Amount
Deposit	9/12/2018	Shelby County	Day Pass	CR - Day Pass	\$125.00
Deposit	9/12/2018	Shelby County	Day Pass	CR - Day Pass	\$125.00
Deposit	9/13/2018	Williamson County	Conference Registration	CR - Attendee Registration	\$275.00
Deposit	9/13/2018	Williamson County	Conference Registration	CR - Attendee Registration	\$275.00
Deposit	9/14/2018	Shelby County	Banquet Tickets	CR - Banquet Tickets	\$50.00
Deposit	9/14/2018	Motorola	Sponsorship - IP Event	CR - Sponsorship	\$500.00
Deposit	9/15/2018	Lara Brothers	Golf Registration	CR - Golf Tournament Registration	\$75.00
Deposit	9/15/2018	Chris Mitchell	Golf Registration	CR - Golf Tournament Registration	\$75.00
Transfer	9/24/2018	Transfer to First TN Checking	Transfer to First TN	Split	-\$1,454.07
Journal	9/24/2018	PayPal Service Charge	Service Charge	OE - Service Charge	-\$45.93

TENA - Community Bank Investment Checking Account

Type	Date	Name	Memo	Budget Line Item	Amount
Journal	9/28/2018	Community Bank	September Interest	OR - Community Bank - Interest	\$124.60
Journal	10/31/2018	Community Bank	October Interest	OR - Community Bank - Interest	\$146.97

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes Wednesday, November 07, 2018

EXHIBIT 2 Current Budget

Rev. 11/5/2018

page 1

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	
NEENA Dues	\$ 3,500.00	\$ 3,500.00			
Newsletter Banner Ads		\$ 1,500.00		\$ 1,000.00	
Interest - Community Bank	\$ 500.00	\$ 750.00		\$ 551.54	
TOTAL OPERATING REVENUE	\$ 33,800.00	\$ 16,750.00		\$ 11,667.88	
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		\$ 88,425.00	
Day Pass	\$ 6,125.00	\$ 6,125.00		\$ 3,750.00	
Banquet Tickets	\$ 1,350.00	\$ 1,350.00		\$ 2,175.00	
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		\$ 178,989.48	
TOTAL REVENUE	\$ 222,510.05	\$ 212,972.42		\$ 190,657.36	

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		\$ 6,666.64	
Executive Director Contract	\$ 20,271.60	\$ 10,425.00		\$ 8,588.42	
Incentive Pay	\$ 1,200.00	\$ 1,200.00		\$ 1,200.00	
Operating Expenses	\$ 2,200.00	\$ 1,100.00	\$ 3,015.00	\$ 1,370.42	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		\$ 436.63	
TERT Expenses	\$ 250.00	\$ 250.00		\$ 34.17	
TOTAL OPERATING EXPENSES	\$ 61,241.60	\$ 34,125.00		\$ 25,418.21	

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			

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, November 07, 2018

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		\$ 162,318.52	
----------------------------------	---------------	---------------	--	---------------	--

TOTAL EXPENSES	\$ 204,790.96	\$ 212,314.30		\$ 187,736.73	
TOTAL REVENUE	\$ 222,510.05	\$ 212,972.42		\$ 190,657.36	
TOTAL PROFIT/(LOSS)	\$ 17,719.09	\$ 658.12		\$ 2,920.63	

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes Wednesday, November 07, 2018

EXHIBIT 3 Proposed Budget

Rev. 11/5/2018

page 1

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			
Associate Membership Dues	\$ 1,233.34	\$ 2,000.00			
NERA Dues		\$ 3,500.00			
Newsletter Banner Ads	\$ 1,000.00	\$ 3,000.00			
BNP Scholarships		\$ 2,500.00			5 at \$500 each from Industry partners
Interest - Community Bank	\$ 551.54	\$ 1,500.00			
TOTAL OPERATING REVENUE	\$ 11,667.88	\$ 42,224.00		\$ -	
CONFERENCE REVENUE	2018 FINAL CONFERENCE BUDGET	2019 PROPOSED CONFERENCE BUDGET	2019 BUDGET AMENDMENTS	2019 ACTUALS	Comments
Attendee Conference Registration	\$ 88,425.00	\$ 88,000.00			
Day Pass	\$ 3,750.00	\$ 3,500.00			
Banquet Tickets	\$ 2,175.00	\$ 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	\$ 178,989.48	\$ 177,889.48		\$ -	
TOTAL REVENUE	\$ 190,657.36	\$ 220,113.48		\$ -	

OPERATING EXPENSES	July 1-Dec 31, 2018 OPERATING BUDGET	2019 PROPOSED BUDGET	2019 BUDGET AMENDMENTS	2019 ACTUALS	Comments
Legal Counsel Fees	\$ 6,666.64	\$ 20,000.00			
Executive Director Contract	\$ 8,588.42	\$ 20,700.00			
Incentive Pay	\$ 1,200.00	\$ 1,200.00			
Operating Expenses	\$ 1,370.42	\$ 1,300.00			
Certificates & Ballots	\$ 179.78	\$ 400.00			
Website / Domain Expenses		\$ 200.00			
Travel Expenses		\$ 2,000.00			
BNP Scholarship's	\$ 1,880.00	\$ 5,000.00			
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	\$ 436.63	\$ 2,500.00			
TERT Expenses	\$ 34.17	\$ 250.00			
TOTAL OPERATING EXPENSES	\$ 25,418.21	\$ 65,675.00		\$ -	

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			
Speaker Expenses	\$ 245.78	\$ 250.00			
CEU's		\$ 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, November 07, 2018

EXHIBIT 3 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			
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			
Miscellaneous expense	\$	408.49	\$	100.00			
Notification System	\$	149.99	\$	500.00			

TOTAL CONFERENCE EXPENSES	\$	162,318.52	\$	151,716.67		\$	-
----------------------------------	----	------------	----	------------	--	----	---

TOTAL EXPENSES	\$	187,736.73	\$	217,391.67		\$	-
TOTAL REVENUE	\$	190,657.36	\$	220,113.48		\$	-
TOTAL PROFIT/(LOSS)	\$	2,920.63		\$2,721.81		\$	-