

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Tuesday, January 31, 2023

Pursuant to appropriate notice, and in accordance with organizational bylaws, the Executive Board of the Tennessee Emergency Number Association (TENA), met both in-person at the Rutherford Co. ECD Offices, Murfreesboro, TN and via Zoom Call on Tuesday, January 31, 2023, at 1:00 pm (CT).

0123.I Call to Order

President White called the meeting to order.

See Appendix 1 for Board of Directors & staff attendance. Four (4) Board members attended virtually (J. Carney, P. Ledford, J. Whipple, M. Spencer), Mark Hutchinson was absent, but all others attended in-person. Staff in attendance included Russell Freeman, Legal Counsel and Maureen Culberson, Executive Director-Administrative Coordinator.

Members and others in attendance, both in-person and virtually can be found on Attachment 2.

0123.II Presentation of Minutes from Previous Meeting

Justin Crowther requested his name be edited in one line and then made the motion to approve the minutes of the November Board meeting as corrected. Eric Carpenter made the second and the Board voted unanimous approval.

0123.III Ratify Email Votes Since Previous Meeting

There were four email votes to ratify.

- 1) Approve Purchase of Cvent "Attendee Hub" to be paid by Dec. 16 using the fund balance.
- 2) Approve the 2023 Budget as presented.
- 3) Approve Legal Counsel's contract for 2023 as written & recommended by Personnel Committee
- 4) Approve Executive Director-Admin. Coord.'s contract for 2023 as written & recommended by Personnel Committee

Michael Spencer made the motion to ratify all four with Patricia Ledford making the second. The Board unanimously approved this motion.

0123.IV Presentation of Financial Report – J. Crowther

Justin Crowther, Treasurer, presented the financial report as of 01/20/2023 (see Exhibit 1).

The balances are as follows:

First Horizon (First Tennessee) checking account \$ 28,557.94.

Community Bank investment account \$ 135,405.49

PayPal account \$0.00.

He stated the 2022 budget has been closed out and that the Cvent Attendee Hub payment has been made out of the fund balance. There has also been some payments made from the 2023 budget. The motion to approve the budget was made by Kim White and Lynn Thompson made the second. With Justin Crowther abstaining, the remainder of the Board voted to unanimously approve this motion. Mr. Crowther then presented audit ending on 12/31/2021. He did state that there were no findings for the year and that it would be available on the website. The motion to accept the audit as presented was made by Kim White. The second was made by Eric Carpenter and the Board approved the motion.

0123.V Regional Reports

A. East Region –Kim White & James Long

Kim White advised that East Region met on Zoom and had 16 ECD's represented by 20 attendees. They reviewed conference dates, the site selection committee's recommendation, the legislation and discussed some T-CPR questions.

B. Middle Region –Lynn Thompson & Mark Hutchison

Lynn Thompson reported that Middle Region also met by Zoom and there were 18-20 members on the call. They discussed the legislation, and Lynn stressed that each one of them needs to speak personally with their legislators and tell them your agency may be affected by these bills.

C. West Region – Patricia Ledford & Justin Whipple

Patricia Ledford stated that West Region did not have a meeting.

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D. NENA At-Large – *Michael Spencer*

Michael Spencer advised the meeting was attended by 13 members. They discussed the training that was available, the Stanton Award given by NENA and the new Workforce Recruitment videos that NENA has done and are available for members to use.

0123.VI Report from Legal Counsel

Mr. Freeman advised he is working with the Policies and Bylaws Committee on some language changes and continuing the discussion on the TN-TERT Committee. The intent is for this committee to be autonomous but continue to allow TENA an advisory role.

0123.VII 911 Partner Reports

A. Tennessee Emergency Communications Board

Curtis Sutton, TECB Executive Director made the following report.

- There is Board meeting tomorrow.
- Due to the weather forecast, some of the Board members have requested bridge access which should be available for the Board.
- There will be an update on the training contract.
- There will also be a discussion about the NG911 costs after hook-up.
- Commerce & Industry has a sunset hearing tomorrow so Mr. Glover will be handling the meeting in his absent

B. NENA

Cassie Lowery, NENA Southeast Director made the following report,

- 9-1-1 Goes To Washington has been very successful and there is a new overflow hotel added.
- NENA Conference will be in Grapevine, TX June 17-22.
- Scholarship programs are now open for conference and can be found on the NENA website.
- Webinar Wednesday are available and can be used for continuing education points. Again, check the NENA website for more details.
- Check the EPRC and make sure all your information is correct.
- 4 staffing recruitment PSA's available on the NENA website.
- NENA now has 19,000 members with 656 from Tennessee.

C. TN-APCO

Chris Burst, 1st VP made the following report.

- TN-APCO met at Winter Workshop in Gatlinburg.
- 2nd VP nominations will open next month.
- APCO "Local Flavors" chair looking for any unique vehicles, K-9 units etc, to demo at the conference in Nashville.
- The Call for Conference Volunteers will official open in Spring. 2023

0123.VIII Committee Reports

A. Site Selection Committee – *Jeff Carney*

Mr. Carney reported the committee met and reviewed the 2 bids that were submitted for the location of the 2026 and 2027 conference. The Committee is recommending the Embassy Suites & Convention Center in Murfreesboro as that location. Lynn Thompson made the motion to accept the Site Selection Committee's recommendation with the second being made by Kim White. There was unanimous approval from the Board.

B. Bylaws & Policies Committee – *Crystal Key*

Ms. Key stated this Committee met and as reported by Mr. Freeman will be working on clearing up some language.

C. Legislative Committee – *Jimmy Long*

Mr. Long advised the Committee is closely monitoring the legislation currently on the floor and will continue to watch for any movement. He is urging all members to contact their local representatives and establish communications with them and their staff. He also asked for our members to join us at "9-1-1 On the Hill".

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D. ENP Scholarship Committee – *Randall Lewis*

Mr. Lewis reported that the 2022 Scholarship budget was maxed out, which is a great problem to have, and 7 members will be testing in the Winter session. So far, there are 3 new applicants for the 2023 year.

E. Conference Committees

No reports

F. Other Committees

No reports

0123.IX Old Business

No old business to discuss

0123.X New Business

A. 9-1-1 Goes To Washington – *Rose White*

President White asked if anyone was planning on attending this event to please contact her or Maureen Culberson as she would like to schedule a conference call with the group to discuss and plan the events.

She is working on getting a tour of the Capital scheduled for the group and will have further details on the call.

On Monday, TENA will be taking part in the wreath-laying ceremony at the Tomb of the Unknown Soldier in Arlington Cemetery. Again, more details will be discussed in the conference call.

B. March Meeting & 9-1-1 On the Hill – *Rose White*

The dates for 9-1-1 On the Hill had to be changed due to scheduling issues at the Capital, so the March meeting date has also been rescheduled.

The TENA Board meeting will be Monday, March 13, 2023 @ 1:00 pm (CT) at the Rutherford CO. ECD Offices

9-1-1 On the Hill will be Tuesday, March 14, 2023 beginning at 8:30 am (CT) at the Cordell Hull Building, Conf. Room 8C

A group picture with Governor Lee is scheduled for 1:30 pm at the 1st Floor steps at the Capital building.

E. Additional New Business

0123.XI Comments/Reports

A. District / PSAP Representatives

No comments

B. Industry Partners

No comments

C. Other Delegates

No comments.

0123.XII Adjournment

The next meeting is scheduled on Monday, March 13, 2023, at 1:00 pm (CT) at the Rutherford Co. ECD Office in Murfreesboro.

With no further business, and without objection, a motion was made to adjourn by Eric Carpenter and the second was made by Lynn Thompson. The meeting was adjourned.

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

Secretary

Date

TENNESSEE EMERGENCY NUMBER ASSOCIATION

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Tuesday, January 31, 2023

APPENDIX 1 – TENA Board & Staff Attendance

		Present	Absent	Virtual
<i>President</i>	Rose White, ENP	X		
<i>1st Vice President</i>	Jeff Carney, ENP			X
<i>2nd Vice President</i>	Crystal Key	X		
<i>Secretary</i>	Shauna Atchison, ENP	X		
<i>Treasurer</i>	Justin Crowther, ENP	X		
<i>East Region Rep</i>	James Long	X		
<i>East Region Rep</i>	Kim White	X		
<i>Middle Region Rep</i>	Mark Hutchinson-Roberts		X	
<i>Middle Region Rep</i>	James (Lynn) Thompson	X		
<i>West Region Rep</i>	Patricia Ledford			X
<i>West Region Rep</i>	Justin Whipple			X
<i>At-Large NENA Rep</i>	Michael Spencer, ENP			X
<i>Past President</i>	Eric Carpenter, ENP	X		
<i>Legal Counsel</i>	Russell Freeman	X		
<i>Executive Director</i>	Maureen Culberson	X		

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ATTACHMENT 2 – In-Person Attendance

TENNESSEE EMERGENCY NUMBER ASSOCIATION

EXECUTIVE BOARD MEETING: _Tuesday, January 31, 2023_

Members & Guests Attendance

NAME	REPRESENTING	EMAIL ADDRESS
Brad Andrus	Knox 911	BRAD.ANDRUS@KNOX911.ORG
Chris Burt	WC 911	Christopher.burt@wilkescounty-nc.gov
Cassie Lowery	Rutherford Co ECD	clowery@rcecd911.org
Joey King	Marshall Co 911	911director@tomb.com
Bernard Brown	Rutherford Co ECD	BBROWN@RCECD911.ORG
Michael Guthrie	Sumner ECD	mguthrie@sumnercountyn. ^{SOE}
Michael Puckett	Rutherford ECD	mpuckett@rcecd911.org

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

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ATTACHMENT 2 – Virtual Attendance

Meeting ID	Start Time	End Time	Duration
TENA January Board Mtg	1/31/2023 12:25	1/31/2023 13:36	48

Name (Original Name)			Join Time	Leave Time	Duration
			1/31/2023 12:52	1/31/2023 13:36	44
Robert	Campbell		1/31/2023 13:03	1/31/2023 13:36	34
Wilson	County 911		1/31/2023 12:58	1/31/2023 13:29	31
Brad	Gass		1/31/2023 13:00	1/31/2023 13:36	37
Robert	Howell		1/31/2023 13:13	1/31/2023 13:36	23
Jonathan	Johnson		1/31/2023 13:00	1/31/2023 13:36	37
Stacey	Johnson		1/31/2023 12:59	1/31/2023 13:36	37
Matt	Johnston		1/31/2023 12:58	1/31/2023 13:36	38
Randall W	Lewis		1/31/2023 12:59	1/31/2023 13:36	37
Lesley	M		1/31/2023 12:59	1/31/2023 13:36	38
Greg	Matherly		1/31/2023 12:59	1/31/2023 13:36	38
Paul	McCallister		1/31/2023 13:03	1/31/2023 13:36	34
Hope	Petersen		1/31/2023 12:58	1/31/2023 13:36	38
Alycia	Rosson		1/31/2023 13:15	1/31/2023 13:36	22
Jennifer	Schwendimann		1/31/2023 13:01	1/31/2023 13:36	36
Monica			1/31/2023 13:09	1/31/2023 13:36	27
16156185552			1/31/2023 13:00	1/31/2023 13:25	25
17314314645			1/31/2023 13:01	1/31/2023 13:36	36
TENA	Jeff	Carney	1/31/2023 12:59	1/31/2023 13:36	37
TENA	Justin	Crowther	1/31/2023 12:52	1/31/2023 13:36	45
TENA	Patricia	Ledford	1/31/2023 12:50	1/31/2023 13:36	47
TENA	Michael	Spencer	1/31/2023 12:59	1/31/2023 13:36	37
TENA	Lynn	Thompson	1/31/2023 12:51	1/31/2023 13:36	45
TENA	Justin	Whipple	1/31/2023 12:56	1/31/2023 13:36	40
TENA	Admin	Coordinator	1/31/2023 12:25	1/31/2023 12:39	15
TENA	Admin	Coordinator	1/31/2023 12:59	1/31/2023 13:36	38

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

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EXHIBIT 1

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Financial Report

Justin Crowther, Treasurer

1/20/2023

First Tennessee Checking Account	10/24/2022	\$	44,550.84
Deposits		\$	7,482.63
Expenses		\$	23,475.53
First Tennessee Checking Account Balance	1/20/2023	\$	<u>28,557.94</u>
Community Investment Checking Account	10/24/2022	\$	135,051.63
Deposits		\$	-
Interest		\$	353.86
Expenses		\$	-
Community Investment Checking Account Balance	1/20/2023	\$	<u>135,405.49</u>
Paypal	10/24/2022	\$	-
Deposits		\$	-
Transfers to First TN Bank		\$	-
Transfers to Community Bank		\$	-
Refunds		\$	-
Paypal Balance	1/20/2023	\$	<u>-</u>

For complete Finance Report, see attached file

TENNESSEE EMERGENCY NUMBER ASSOCIATION

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EXHIBIT 2 Budget

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2023 Budget

Tennessee Emergency Number Association
Financial Report
1/20/2023

OPERATING REVENUE						
OPERATING REVENUE	2022 Actuals	2023 Budget Proposed	2023 Amendments	2023 Actuals	Remaining	Comments
Membership Dues	29,352.00	29,300.00			(29300.00)	
Associate Membership Dues	45.00	0.00			0.00	
NENA Dues	4,000.00	4,300.00			(4300.00)	
ENP Scholarships	0.00	0.00			0.00	
TERT Donations	0.00	0.00			0.00	
Credit Card Processing Fees	1,922.20	1,900.00			(1900.00)	
Interest - Community Bank	1,117.12	1,300.00			(1300.00)	
TOTAL OPERATING REVENUE	36,436.32	36,800.00		0.00	(36800.00)	
CONFERENCE REVENUE						
CONFERENCE REVENUE	2022 Actuals	2023 Budget Proposed	2023 Amendments	2023 Actuals	Remaining	Comments
Attendee Conference Registration	78,175.00	78,000.00			(78,000.00)	
Day Pass	4,500.00	4,500.00			(4,500.00)	
Banquet Tickets	1,200.00	1,200.00			(1,200.00)	
Pre-Conference Course Registration	10,200.00	10,000.00			(10,000.00)	
Golf Tournament Registration	1,200.00	1,200.00			(1,200.00)	
Guest Passes	1,725.00	1,700.00			(1,700.00)	
Super Session Registration	0.00	0.00			0.00	
Industry Partner Registration	41,305.00	41,300.00			(41,300.00)	
Additional Exhibit Booth	1,800.00	1,800.00			(1,800.00)	
TN-APCO	3,103.63	3,100.00			(3,100.00)	
Sponsorships - Conference	34,000.00	35,000.00			(35,000.00)	
CONFERENCE REVENUE	177,208.63	177,800.00		0.00	(177,800.00)	
TOTAL REVENUE	213,644.95	214,600.00		0.00	(214,600.00)	
OPERATING EXPENSES						
OPERATING EXPENSES	2022 Actuals	2023 Budget Proposed	2023 Amendments	2023 Actuals	Remaining	Comments
Legal Counsel Fees	20,999.92	21,000.00		1,750.00	19,250.00	
Executive Director Contract	21,732.23	18,115.00			18,115.00	
Operating Expenses	1,641.35	1,650.00			1,650.00	
Certificates & Ballots	198.00	200.00			200.00	
Website / Domain Expenses	262.15	265.00			265.00	
Travel Expenses	0.00	0.00			0.00	
ENP Scholarship's	1,740.00	3,500.00		870.00	2,630.00	
Survey Services	0.00	0.00			0.00	
Audit Expenses	4,000.00	4,000.00			4,000.00	
Insurance	3,377.00	4,000.00			4,000.00	
Service Charge	2,355.77	2,400.00			2,400.00	
Surety Bond Expense		400.00			400.00	
Event Expenses	0.00	0.00			0.00	
TERT Expenses	0.00	0.00			0.00	
TOTAL OPERATING EXPENSES	56,306.42	55,530.00		2,620.00	52,910.00	

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EXHIBIT 2 cont.

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2023 Budget

Tennessee Emergency Number Association
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CONFERENCE EXPENSES						
CONFERENCE EXPENSES	2022 Actuals	2023 Budget Proposed	2023 Amendments	2023 Actuals	Remaining	Comments
PROGRAM/AGENDA						
Pre-Conference Course Session	9,202.00	10,000.00			10,000.00	
Keynote Speaker Session	3,000.00	3,000.00			3,000.00	
Conference Instructors	5,500.00	5,500.00			5,500.00	
Speaker Expenses	1,066.35	1,100.00			1,100.00	
CEU's	2,000.00	2,000.00			2,000.00	
CONFERENCE FOOD & BEVERAGE						
Sunday food and beverage	0.00	0.00			0.00	
Monday food and beverage	6,552.08	6,500.00			6,500.00	
Tuesday food and beverage	27,681.69	28,000.00			28,000.00	
Wednesday food and beverage	1,273.10	1,300.00			1,300.00	
CONFERENCE ENTERTAINMENT						
Conference Entertainment	0.00	0.00			0.00	
OFF-SITE IP EVENT						
Venue Rental	0.00	0.00			0.00	
Sunday IP Event Food and Beverage	29,701.24	26,925.00			26,925.00	
Entertainment	4,200.00	4,200.00			4,200.00	
Transportation	0.00	0.00			0.00	
CONFERENCE SITE FEES						
Hotel Rooms	8,626.55	8,600.00			8,600.00	
Meeting Rooms	329.25	330.00			330.00	
Comp industry partner registration	0.00	0.00			0.00	
Decorator Fees / Booth Setup Fees / Electric	22,018.59	22,100.00			22,100.00	
AV Fees	17,038.69	17,100.00			17,100.00	
PUBLICITY & PRINTING						
Handouts	0.00	0.00			0.00	
Conference Guide	2,696.57	0.00			0.00	
Signs	412.83	415.00			415.00	
REGISTRATION						
Conference Refunds	1,799.32	0.00			0.00	
Comp Registrations - Attendee	0.00	0.00			0.00	
Registration Software	7,757.46	12,000.00			12,000.00	
Registration Supplies	193.99	200.00			200.00	
TECHNICAL						
Technology Supplies	0.00	500.00			500.00	
PRIZES						
Awards	482.83	500.00			500.00	
Door Prizes	1,200.45	1,000.00			1,000.00	
GOLF TOURNAMENT						
Golf Course Fees	950.00	1,000.00			1,000.00	
Miscellaneous expense	2,015.92	2,100.00			2,100.00	
In-Kind Sponsorships	0.00	0.00			0.00	
MISCELLANEOUS						
Conference Bags	2,023.52	2,100.00			0.00	
Lanyards/Name Badge Holders	1,532.51	1,600.00			0.00	
Conference Shirts	384.13	500.00			0.00	
Miscellaneous expense	0.00	500.00			0.00	
Notification System	0.00	0.00			0.00	
TOTAL CONFERENCE EXPENSES	159,639.07	159,070.00				
TOTAL EXPENSES	215,945.49	214,600.00		2,620.00		
TOTAL REVENUE	213,644.95	214,600.00		0.00		
TOTAL PROFIT/(LOSS)	(2,300.54)	0.00		(2,620.00)		

Tennessee Emergency Number Association
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1/20/2023

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Survey Services	0.00	0.00			0.00	
Audit Expenses	4,000.00	4,000.00			4,000.00	
Insurance	3,377.00	4,000.00			4,000.00	
Service Charge	2,355.77	2,400.00			2,400.00	
Surety Bond Expense		400.00			400.00	
Event Expenses	0.00	0.00			0.00	
TERT Expenses	0.00	0.00			0.00	
TOTAL OPERATING EXPENSES	56,306.42	55,530.00		2,620.00	52,910.00	

Tennessee Emergency Number Association
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1/20/2023

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OFF-SITE IP EVENT						
Venue Rental	0.00	0.00			0.00	
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Comp industry partner registration	0.00	0.00			0.00	
Decorator Fees / Booth Setup Fees / Electric	22,018.59	22,100.00			22,100.00	
AV Fees	17,038.69	17,100.00			17,100.00	
PUBLICITY & PRINTING						
Handouts	0.00	0.00			0.00	
Conference Guide	2,696.57	0.00			0.00	
Signs	412.83	415.00			415.00	
REGISTRATION						
Conference Refunds	1,799.32	0.00			0.00	
Comp Registrations - Attendee	0.00	0.00			0.00	
Registration Software	7,757.46	12,000.00			12,000.00	
Registration Supplies	193.99	200.00			200.00	
TECHNICAL						
Technology Supplies	0.00	500.00			500.00	
PRIZES						
Awards	482.83	500.00			500.00	
Door Prizes	1,200.45	1,000.00			1,000.00	
GOLF TOURNAMENT						
Golf Course Fees	950.00	1,000.00			1,000.00	
Miscellaneous expense	2,015.92	2,100.00			2,100.00	
In-Kind Sponsorships	0.00	0.00			0.00	
MISCELLANEOUS						
Conference Bags	2,023.52	2,100.00			0.00	
Lanyards/Name Badge Holders	1,532.51	1,600.00			0.00	
Conference Shirts	384.13	500.00			0.00	
Miscellaneous expense	0.00	500.00			0.00	
Notification System	0.00	0.00			0.00	
TOTAL CONFERENCE EXPENSES	159,639.07	159,070.00				
TOTAL EXPENSES	215,945.49	214,600.00		2,620.00		
TOTAL REVENUE	213,644.95	214,600.00		0.00		
TOTAL PROFIT/(LOSS)	(2,300.54)	0.00		(2,620.00)		

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OPERATING REVENUE						
OPERATING REVENUE	2021 Actuals	2022 Budget Proposed	2022 Amendments	2022 Actuals	Remaining	Comments
Membership Dues	29,584.00	30,000.00		29,352.00	(648.00)	
Associate Membership Dues	117.00	1,300.00		45.00	(1255.00)	
NENA Dues	0.00	4,000.00		5,704.00	1704.00	
ENP Scholarships	0.00	1,000.00		1,175.00	175.00	
TERT Donations	250.00	0.00			0.00	
Credit Card Processing Fees	0.00	0.00		1,922.20	1922.20	
Interest - Community Bank	1,326.04	1,000.00		1,470.98	470.98	
Community Bank - Reserves	0.00	28,000.00		28,000.00	0.00	Reserve Funds
TOTAL OPERATING REVENUE	33,329.95	65,300.00		67,669.18	2369.18	
CONFERENCE REVENUE						
CONFERENCE REVENUE	2021 Actuals	2022 Budget Proposed	2022 Amendments	2022 Actuals	Remaining	Comments
Attendee Conference Registration	63,525.00	87,000.00		78,175.00	(8,825.00)	
Day Pass	875.00	3,750.00		4,500.00	750.00	
Banquet Tickets	650.00	1,750.00		1,200.00	(550.00)	
Pre-Conference Course Registration	0.00	10,000.00		10,200.00	200.00	
Golf Tournament Registration	1,800.00	2,700.00		1,200.00	(1,500.00)	
Guest Passes	1,250.00	1,000.00		1,725.00	725.00	
Super Session Registration	0.00	100.00		0.00	(100.00)	
Industry Partner Registration	31,000.00	39,500.00		41,305.00	1,805.00	
Additional Exhibit Booth	2,650.00	1,700.00		1,800.00	100.00	
TN-APCO	2,500.00	2,500.00		3,103.63	603.63	
Sponsorships - Conference	30,000.00	32,000.00		26,500.00	(5,500.00)	
Sponsorships - Golf Tournament	2,250.00	3,000.00		2,500.00	(500.00)	Mission Critical
Sponsorships - IP Event	0.00	4,000.00		5,000.00	1,000.00	Onstar & Rapid Deploy
CONFERENCE REVENUE	136,500.00	189,000.00		177,208.63	(11,791.37)	
TOTAL REVENUE	169,829.95	254,300.00		244,877.81	(9,422.19)	
OPERATING EXPENSES						
OPERATING EXPENSES	2021 Actuals	2022 Budget Proposed	2022 Amendments	2022 Actuals	Remaining	Comments
Legal Counsel Fees	16,666.60	20,999.92		20,916.66	83.26	
Executive Director Contract	15,523.02	21,732.23		21,732.24	(0.01)	
Operating Expenses	66.06	1,300.00	\$ 2,000.00	1,707.21	292.79	Amended 11/2022
Certificates & Ballots	179.78	300.00		198.00	102.00	
Website / Domain Expenses	262.15	375.00		277.32	97.68	
Travel Expenses	0.00	200.00			200.00	
ENP Scholarship's	1,680.00	5,000.00		3,480.00	1,520.00	
Survey Services	0.00	425.00	\$ -		0.00	Amended 11/2022
Audit Expenses	0.00	4,000.00		4,000.00	0.00	
Insurance	2,338.00	2,350.00	\$ 3,380.00	3,377.00	3.00	Amended 11/2022
Service Charge	2,150.69	2,500.00		2,400.32	99.68	
Surety Bond Expense	0.00	400.00			400.00	
Event Expenses	340.23	1,500.00	\$ -		0.00	Amended 11/2022
TERT Expenses	178.59	150.00			150.00	
Training	0.00	28,000.00		28,000.00	0.00	
TOTAL OPERATING EXPENSES	39,385.12	89,232.15	\$ 89,037.15	86,088.75	3,143.40	
CONFERENCE EXPENSES						
CONFERENCE EXPENSES	2021 Actuals	2022 Budget Proposed	2022 Amendments	2022 Actuals	Remaining	Comments
PROGRAM/AGENDA						
Pre-Conference Course Session	0.00	10,000.00	\$ 9,202.00	9,202.00	0.00	Amended 11/2022
Keynote Speaker Session	2,500.00	2,500.00	\$ 3,000.00	3,000.00	0.00	Amended 11/2022
Conference Instructors	5,500.00	15,000.00	\$ 6,675.00	6,543.00	132.00	Amended 11/2022
Speaker Expenses	0.00	1,000.00	\$ 1,075.00	1,066.35	8.65	Amended 11/2022
CEU's	0.00	2,000.00		1,975.00	25.00	
CONFERENCE FOOD & BEVERAGE						
Sunday food and beverage	774.91	1,000.00	\$ -		0.00	Amended 11/2022
Monday food and beverage	12,916.33	9,000.00	\$ 6,553.00	6,552.08	0.92	Amended 11/2022
Tuesday food and beverage	26,148.03	35,000.00	\$ 27,682.00	27,681.69	0.31	Amended 11/2022
Wednesday food and beverage	0.00	0.00	\$ 1,275.00	1,273.10	1.90	Amended 11/2022
CONFERENCE ENTERTAINMENT						
Conference Entertainment	0.00	0.00	\$ -		0.00	

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OFF-SITE IP EVENT						
Venue Rental	1,200.00	4,000.00	\$ -		0.00	Amended 11/2022
Sunday IP Event Food and Beverage	5,131.72	15,000.00	\$ 29,702.00	29,701.24	0.76	Amended 11/2022
Entertainment	1,700.00	3,000.00	\$ 4,200.00	4,200.00	0.00	Amended 11/2022
Transportation	1,700.00	700.00	\$ -		0.00	Amended 11/2022
CONFERENCE SITE FEES						
Hotel Rooms	13,964.98	5,000.00	\$ 8,627.00	8,626.55	0.00	Amended 11/2022
Meeting Rooms	0.00	1,000.00	\$ 330.00	329.25	0.75	Amended 11/2022
Comp industry partner registration	0.00	0.00			0.00	
Decorator Fees / Booth Setup Fees / Electric	6,767.33	11,000.00	\$ 22,019.00	22,018.59	0.41	Amended 11/2022
AV Fees	18,313.75	18,000.00	\$ 17,040.00	17,038.69	1.31	Amended 11/2022
PUBLICITY & PRINTING						
Handouts	0.00	500.00	\$ -		0.00	Amended 11/2022
Conference Guide	2,489.32	2,700.00		2,696.57	3.43	
Signs	325.57	1,000.00	\$ 415.00	412.83	2.17	Amended 11/2022
REGISTRATION						
Conference Refunds	4,112.50	2,000.00		1,799.32	200.68	
Comp Registrations - Attendee	0.00	0.00			0.00	
Registration Software	0.00	8,000.00	\$ 7,760.00	12,307.37	(4,547.37)	Amended 11/2022
Registration Supplies	710.60	700.00	\$ 200.00	193.99	6.01	Amended 11/2022
TECHNICAL						
Technology Supplies	0.00	500.00			500.00	
PRIZES						
Awards	465.28	500.00		482.83	17.17	
Door Prizes	926.86	1,000.00	\$ 1,300.00	1,200.45	99.55	Amended 11/2022
GOLF TOURNAMENT						
Golf Course Fees	945.00	1,400.00		950.00	450.00	
Miscellaneous expense	1,899.23	1,200.00	\$ 2,300.00	2,015.92	284.08	Amended 11/2022
In-Kind Sponsorships	0.00	800.00	\$ -		0.00	Amended 11/2022
MISCELLANEOUS						
Conference Bags	5,000.00	5,000.00	\$ 2,025.00	2,023.52	1.48	Amended 11/2022
Lanyards/Name Badge Holders	1,210.22	1,300.00	\$ 1,535.00	1,532.51	2.49	Amended 11/2022
Conference Shirts	647.27	500.00	\$ 385.00	384.13	0.87	Amended 11/2022
Miscellaneous expense	0.00	100.00	\$ -		0.00	Amended 11/2022
Notification System	0.00	500.00	\$ -		0.00	Amended 11/2022
TOTAL CONFERENCE EXPENSES	115,348.90	160,900.00	162,400.00	165,206.98	(4,306.98)	
TOTAL EXPENSES	154,734.02	250,132.15	251,437.15	251,295.73		
TOTAL REVENUE	169,829.95	254,300.00	254,300.00	244,877.81		Accounting for Reserve Funds Used for Precon
TOTAL PROFIT/(LOSS)	15,095.93	4,167.85	\$ 2,862.85	[6,417.92]		

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Financial Report

Justin Crowther, Treasurer

1/20/2023

First Tennessee Checking Account	10/24/2022	\$	44,550.84
Deposits		\$	7,482.63
Expenses		\$	23,475.53
First Tennessee Checking Account Balance	1/20/2023	\$	<u>28,557.94</u>

Community Investment Checking Account	10/24/2022	\$	135,051.63
Deposits		\$	-
Interest		\$	353.86
Expenses		\$	-
Community Investment Checking Account Balance	1/20/2023	\$	<u>135,405.49</u>

Paypal	10/24/2022	\$	-
Deposits		\$	-
Transfers to First TN Bank		\$	-
Transfers to Community Bank		\$	-
Refunds		\$	-
Paypal Balance	1/20/2023	\$	<u>-</u>

Tennessee Emergency Number Association							
First Horizon							
October 25, 2022 - January 20, 2023							
	Date	Transacti on Type	Num	Name	Memo/Description	Split	Amount
	01/09/2023	Check		Jefferson County 911		Operating Expenses:ENP Scholarship	-870.00
	01/11/2023	Expense		Freeman & Bracey, PLC	Legal Contract	Operating Expenses:Legal Counsel contract	-1,750.00
	10/31/2022	Expense		Intuit Transaction Fees		Operating Expenses:Service Charge	-9.21
	10/31/2022	Expense		Intuit Transaction Fees		Operating Expenses:Service Charge	-8.95
	10/31/2022	Expense		Intuit Transaction Fees		Operating Expenses:Service Charge	-9.21
	11/16/2022	Expense		NENA		Operating Expenses:ENP Scholarship	-435.00
	11/16/2022	Expense		NENA		Operating Expenses:ENP Scholarship	-435.00
	11/17/2022	Expense		NENA		Operating Expenses:ENP Scholarship	-435.00
	11/17/2022	Expense		NENA		Operating Expenses:ENP Scholarship	-435.00
	11/20/2022	Check	577	Stephen James Johnson LLC		Conference Expenses:Program / Agenda:Conference Instructors	-5,343.00
	11/20/2022	Check	578	Maureen Culberson	ED Contract	Operating Expenses:Executive Director contract	-1,811.02
	11/20/2022	Check	579	Motlow State Community College	CEUs	Conference Expenses:Program / Agenda:CEU's	-1,975.00
	11/20/2022	Check	580	Freeman & Bracey, PLC	Legal Contract	Operating Expenses:Legal Counsel contract	-1,750.00
	11/20/2022	Expense		Quickbooks		Operating Expenses:Operating Expenses{106}	-32.93
	12/05/2022	Expense		Cvent, Inc		Conference Expenses:Registration:Registration Software	-4,145.70
	12/07/2022	Expense		Intuit Transaction Fees		Operating Expenses:Service Charge	-12.87
	12/08/2022	Expense		Intuit Transaction Fees		Operating Expenses:Service Charge	-4.31
	12/13/2022	Expense		Freeman & Bracey, PLC	Legal Contract	Operating Expenses:Legal Counsel contract	-1,750.00
	12/13/2022	Expense		Maureen Culberson	ED Contract	Operating Expenses:Executive Director contract	-1,811.02
	12/14/2022	Expense		Ionos Inc.		Operating Expenses:Website / Domain Expenses	-15.17
	12/20/2022	Expense		Cvent, Inc	Unpaid Sales Tax for Invoice 4110131730	Conference Expenses:Registration:Registration Software	-404.21
	12/21/2022	Expense		Quickbooks		Operating Expenses:Operating Expenses{106}	-32.93
							-23,475.53
	11/18/2022	Payment	1065	TN-APCO		Accounts Receivable	603.63
	12/06/2022	Payment		Tennessee Emergency Communications Board	Paid via QuickBooks Payments: Payment ID 009187	Accounts Receivable	435.00
	12/07/2022	Payment		Christy Perez	Paid via QuickBooks Payments: Payment ID 07700D	Accounts Receivable	140.00
	12/12/2022	Deposit		NENA		Operating Revenue:NENA Dues	5,704.00
	12/27/2022	Deposit		Freeman & Bracey, PLC		Operating Revenue:ENP Scholarships	600.00
							7,482.63

Tennessee Emergency Number Association							
Community Bank							
October 25, 2022 - January 20, 2023							
	Date	Transacti on Type	Num	Name	Memo/Description	Split	Amount
	10/31/2022	Deposit	INTEREST		Interest Earned	Operating Revenue:Community Bank - Interest	120.44
	11/30/2022	Deposit	INTEREST		Interest Earned	Operating Revenue:Community Bank - Interest	116.66
	12/30/2022	Deposit	INTEREST		Interest Earned	Operating Revenue:Community Bank - Interest	116.76
							353.86

Tennessee Emergency Number Association							
PayPal							
October 25, 2022 - January 20, 2023							
	Date	Transaction Type	Num	Name	Memo/Description	Split	Amount

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Monday, March 13 2023

Pursuant to appropriate notice, and in accordance with organizational bylaws, the Executive Board of the Tennessee Emergency Number Association (TENA), met both in-person at the Rutherford Co. ECD Offices, Murfreesboro, TN and via Zoom Call on Monday, March 13, 2023, at 1:00 pm (CT).

0323.I Call to Order

President White called the meeting to order.

See Appendix 1 for Board of Directors & staff attendance. Four (4) Board members attended virtually (J. Crowther, P. Ledford, M. Spencer, K. White), Jeff Carney was absent, but all others attended in-person. Staff in attendance included Russell Freeman, Legal Counsel and Maureen Culberson, Executive Director-Administrative Coordinator.

Members and others in attendance, both in-person and virtually can be found on Attachment 2.

0323.II Presentation of Minutes from Previous Meeting

Eric Carpenter made the motion to approve the minutes of the January Board meeting. Lynn Thompson made the second and the Board voted unanimous approval.

0323.III Ratify Email Votes Since Previous Meeting

There was one email vote to ratify.

- 1) To approve the recommendation by the Legislative Committee to send a letter to all Directors urging them to contact their representatives.

Lynn Thompson made the motion to ratify this vote and Justin Whipple made the second. The Board unanimously approved this motion.

0323.IV Presentation of Financial Report – J. Crowther

Justin Crowther, Treasurer, presented the financial report as of 03/08/2023 (see Exhibit 1).

The balances are as follows:

First Horizon (First Tennessee) checking account \$ 13,028.07.

Community Bank investment account \$ 135,640.31

PayPal account \$0.00.

He stated the budget balances were on the report sent to the Board. The motion to approve the budget was made by Lynn Thompson and Mark Hutchison made the second. With Justin Crowther abstaining, the remainder of the Board voted to unanimously approve this motion.

0323.V Regional Reports

- A. NENA At-Large – *Michael Spencer*

Michael Spencer advised there was no meeting.

- B. West Region – *Patricia Ledford & Justin Whipple*

Patricia Ledford stated West Region met by conference call and 12 ECD's were represented by 22 people. They discussed 911 On the Hill and the current legislation, as well as the training from TECB.

- C. Middle Region – *Lynn Thompson & Mark Hutchison*

Lynn Thompson reported there was no meeting.

- D. East Region – *Kim White & James Long*

Kim White stated there was no meeting.

0323.VI Report from Legal Counsel

Mr. Freeman advised he is still working on revisions to the policies regarding TN-TERT. He said he finalized the review on the 2026-2027 with Embassy Suites and clarified some language in our favor.

0323.VII 911 Partner Reports

- A. Tennessee Emergency Communications Board

Curtis Sutton, TECB Executive Director made the following report.

- The training contract with Vector Solutions has been canceled and V-Academy has been awarded the contract, however, it has not yet been signed.
- The 4 Roadshow have been scheduled and will be in East, Upper East, Middle and West

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Monday, March 13 2023

B. NENA

Cassie Lowery, NENA Southeast Director made the following report,

- NENA Conference will be in Grapevine, TX June 17-22.
- Scholarship programs are now open for conference and can be found on the NENA website.
- There was a very large group at 911 Goes To Washington.

C. TN-APCO

Chris Burst, 1st VP made the following report.

- The volunteer list for APCO-Nashville will be released on April 3, which is also the same day as the Flash Date.
- RPL Scholarships open for applications this spring
- Nominations are now closed for the open VP position.
- The next meeting will be April 25 at Williamson Co. EOC, Franklin

0323.VIII Committee Reports

A. Legislative Committee – *Jimmy Long*

Mr. Long advised the Committee met on February 24 and had a great discussion. There were also quite a few members on the call and participated in the discussions. The Legislative Committee is urging that all members get to know their representatives and let them know how the proposed legislation will affect their ECD's and PSAP's. It's a matter of educating those in power to make the laws.

Mr. Long also went over the agenda for 911 Day on the Hill and he would have copies available for all who attend. (see Exhibit 3). The group would be introduced by Senator Briggs in the Senate State and Local Government meeting at 10:30 am. We would also have our pictures with the Governor at 1:30 pm. There would be time for each of you to meet with your representatives in between.

B. Bylaws & Policies Committee – *Crystal Key*

Ms. Key stated this Committee has not met.

C. ENP Scholarship Committee – *Randall Lewis*

Mr. Lewis reported that he is getting unofficial reports that Tennessee now has 6 new ENP's. He is waiting until NENA posts the official list to make it public. The committee has also approved 4 more candidates for Spring and Summer testing.

D. Budget Committee

No report

E. Conference Committees

No reports

F. Other Committees

No reports

0323.IX Old Business

A. TECB Nomination – *Rose White*

President White stated there was one (1) position on the TECB expiring on June 30 and historically TENA submits candidates for consideration. This position will be an at-large member appointed by the Speaker of the House and who is, at the time of appointment, either a current director of an ECD or a current member of the ECD Board of Directors. Nominations would open on Wednesday, Mar. 15 and close on Friday, Mar. 31. The Board could then vote by email poll.

A discussion followed. It was asked who was currently in that position and Ms. Culberson advised it was Philip Noel who would be completing his second term.

Ms. Culberson was asked if any of our past nominees were chosen and she said that since the law was changed, none of TENA's were chosen. She continued that prior to this, TENA was the sole nominating organization, but since the law change there were other organizations that could also submit, and individuals could place their own name into nomination.

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Monday, March 13 2023

After additional discussion, Eric Carpenter made the motion to open the nominations following the timeline proposed and Jimmy Long made the second. The Board voted unanimous approval.

0323.X New Business

- A. Election Committee Member Appointment – *Rose White*
President White advised that she has learned the Pamela Tolley, Henderson Co. who was on the Election Committee, has retired, and Rose has asked Robert Howell if he would accept that open position and he has agreed. Justin Whipple stated that Ms. Tolley is going to be appointed to the ECD Board, however Mr. Freeman advised with a gap in employment, there is a vacancy on the committee.
Lynn Thompson made the motion to appoint Robert Howell to the Election Committee with Justin Whipple making the second and unanimous approval was voted by the Board.
- B. TENA 2023 Conference Rates – *Rose White for Jeff Carney*
President White stated that Ms. Culberson previously sent the chart of Past Conference rates for consideration in this discussion (see Exhibit 4). After talking, Mark Hutchison made the motion to keep all the 2023 rates the same as 2022. Lynn Thompson made the second.
Roll Call vote take with 11 Ayes; 1 Nay (J. Crowther). This motion passed.
- C. TENA 2023 Registration & Hotel Reservations Start Dates – *Rose White for Jeff Carney*
President White then advised that after discussions with the primary committees that Registrations and Reservations should be opened on Monday June 5 at 9:00 am (CT) and Wednesday, Aug. 16 will be the deadline for early registrations. This will allow a couple of weeks prior to NENA 2023 and June seems to work good for all our members. Justin Whipple made the motion and Crystal Kay made the second. The Board approved this motion unanimously.
- D. Additional New Business
Justin Whipple advised that Mark Archer asked him to tell the Board that he has signed the contract to hold this year's golf tournament at Old Fort Golf Course in Murfreesboro.

0323.XI Comments/Reports

- A. District / PSAP Representatives
Sherri Hanna, Obion Co ECD Director asked the Board to consider possibly live-streaming the conference this year. She also suggested a registration fee be charged. She stated it would be very helpful to make the education available to all centers, especially those experiencing staffing shortages.
- B. Industry Partners
No comments
- C. Other Delegates
No comments.

0323.XII Adjournment

The next meeting is scheduled for Tuesday, May 02, 2023, at 1:00 pm (CT) at the Rutherford Co. ECD Office in Murfreesboro.

With no further business, and without objection, a motion was made to adjourn by Eric Carpenter and the second was made by Lynn Thompson. The meeting was adjourned.

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

Secretary

Date

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Monday, March 13 2023

APPENDIX 1 – TENA Board & Staff Attendance

		Present	Absent	Virtual
<i>President</i>	Rose White, ENP	X		
<i>1st Vice President</i>	Jeff Carney, ENP		X	
<i>2nd Vice President</i>	Crystal Key	X ¹		
<i>Secretary</i>	Shauna Atchison, ENP	X		
<i>Treasurer</i>	Justin Crowther, ENP			X
<i>East Region Rep</i>	James Long	X		
<i>East Region Rep</i>	Kim White			X
<i>Middle Region Rep</i>	Mark Hutchinson-Roberts	X		
<i>Middle Region Rep</i>	James (Lynn) Thompson	X		
<i>West Region Rep</i>	Patricia Ledford			X
<i>West Region Rep</i>	Justin Whipple	X		
<i>At-Large NENA Rep</i>	Michael Spencer, ENP			X ¹
<i>Past President</i>	Eric Carpenter, ENP	X		
<i>Legal Counsel</i>	Russell Freeman	X		
<i>Executive Director</i>	Maureen Culberson	X		

¹ arrived / logged on - Late

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Monday, March 13 2023

ATTACHMENT 2 – In-Person Attendance

TENNESSEE EMERGENCY NUMBER ASSOCIATION

EXECUTIVE BOARD MEETING: Monday, March 13, 2023

Members & Guests Attendance

NAME	REPRESENTING	EMAIL ADDRESS
Cassie Lowery	Ruth Co ECD	clowery@rcecd911.org
Robert Howell	Crockett Co. 911	roberthowell@crockett911.com
BRAD ANDERSON	KCECD	BRAD.ANDERSON@KCECD.ORG
Eric Ritzman	Cumb. Co. ECD	eric.ritzman@cumberlandtn911.org
Brina Fugate	Hambledon ECD	bfugate@hambledon911.org
Chris Burst	Williamson Co 911	christopher.burst@williamsoncountytn.gov
Stephen Martini	Davidson Co ECD	stephen.martini@nashville.gov
Bernard Brour	RCECD	bbbrour@RCECD911.org
Michael Puckett	RCECD	mpuckett@rcecd911.org
Sherri Hanna	Obion Co 911	director@obioncountyttn911.gov
Carol Easley	Obion Co 911	training@obioncountyttn911.gov

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Monday, March 13 2023

ATTACHMENT 2 – Virtual Attendance

Meeting ID	Start Time	End Time
TENA MARCH BOARD MEETING	3/13/2023 12:37	3/13/2023 14:02

	Name		Join Time	Leave Time	Duration
	Kim	Augustine	3/13/2023 12:54	3/13/2023 14:02	68
	Patrice	Coleman	3/13/2023 13:04	3/13/2023 14:02	58
	Christy	Fulcher	3/13/2023 12:56	3/13/2023 13:05	9
	Michael	Guthrie	3/13/2023 12:56	3/13/2023 13:58	63
	Jonathan	Johnson	3/13/2023 12:59	3/13/2023 14:02	63
	K	Lowery	3/13/2023 13:37	3/13/2023 14:02	26
	Greg	Matherly	3/13/2023 13:02	3/13/2023 13:15	13
	Paul	McCallister	3/13/2023 13:12	3/13/2023 13:17	5
	Paul	McCallister	3/13/2023 13:40	3/13/2023 14:02	22
	Hope	Petersen	3/13/2023 13:01	3/13/2023 14:02	62
	Seth	Russell	3/13/2023 12:57	3/13/2023 14:02	66
	Jennifer	Schwendimann	3/13/2023 13:00	3/13/2023 14:02	63
	gina.	stanford	3/13/2023 13:01	3/13/2023 13:14	14
	a	strickland	3/13/2023 12:57	3/13/2023 14:02	65
	Curtis	Sutton	3/13/2023 13:07	3/13/2023 14:00	53
	Brooke		3/13/2023 12:59	3/13/2023 13:17	18
	Brooke		3/13/2023 13:17	3/13/2023 14:02	46
	Raymond		3/13/2023 12:58	3/13/2023 14:02	64
	iPhone		3/13/2023 12:56	3/13/2023 14:02	67
	14236769110		3/13/2023 13:19	3/13/2023 13:35	16
	14236769110		3/13/2023 13:01	3/13/2023 13:18	17
	16156185552		3/13/2023 13:13	3/13/2023 13:59	47
	14232627519		3/13/2023 13:01	3/13/2023 14:02	61
TENA	Admin	Coordinator	3/13/2023 12:37	3/13/2023 13:16	39
TENA	Admin	Coordinator	3/13/2023 13:23	3/13/2023 14:02	40
TENA	Admin	Coordinator	3/13/2023 13:22	3/13/2023 14:02	41
TENA	Justin	Crowther	3/13/2023 12:56	3/13/2023 14:02	67
TENA	Patricia	Ledford	3/13/2023 12:47	3/13/2023 14:02	76
TENA	Michael	Spencer ENP	3/13/2023 13:29	3/13/2023 14:02	34
TENA	kim	white	3/13/2023 12:59	3/13/2023 14:02	64

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Monday, March 13 2023

EXHIBIT 1

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Financial Report

Justin Crowther, Treasurer

3/8/2023

First Tennessee Checking Account	1/20/2023	\$	28,557.94
Deposits		\$	-
Expenses		\$	(15,529.87)
First Tennessee Checking Account Balance	3/8/2023	\$	<u>13,028.07</u>
Community Investment Checking Account	1/20/2023	\$	135,405.49
Deposits		\$	1.00
Interest		\$	233.82
Expenses		\$	-
Community Investment Checking Account Balance	3/8/2023	\$	<u>135,640.31</u>
Paypal	1/20/2023	\$	-
Deposits		\$	-
Transfers to First TN Bank		\$	-
Transfers to Community Bank		\$	-
Refunds		\$	-
Paypal Balance	3/8/2023	\$	<u>-</u>

For complete Finance Report, see attached file

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Monday, March 13 2023

EXHIBIT 2 Budget

page 1

2023 Budget

Tennessee Emergency Number Association Financial Report 1/20/2023

OPERATING REVENUE						
OPERATING REVENUE	2022 Actuals	2023 Budget Proposed	2023 Amendments	2023 Actuals	Remaining	Comments
Membership Dues	29,352.00	29,300.00			(29300.00)	
Associate Membership Dues	45.00	0.00			0.00	
NENA Dues	4,000.00	4,300.00			(4300.00)	
ENP Scholarships	0.00	0.00			0.00	
TERT Donations	0.00	0.00			0.00	
Credit Card Processing Fees	1,922.20	1,900.00			(1900.00)	
Interest - Community Bank	1,117.12	1,300.00		233.82	(1066.18)	
TOTAL OPERATING REVENUE	36,436.32	36,800.00		233.82	(36566.18)	
CONFERENCE REVENUE						
CONFERENCE REVENUE	2022 Actuals	2023 Budget Proposed	2023 Amendments	2023 Actuals	Remaining	Comments
Attendee Conference Registration	78,175.00	78,000.00			(78,000.00)	
Day Pass	4,500.00	4,500.00			(4,500.00)	
Banquet Tickets	1,200.00	1,200.00			(1,200.00)	
Pre-Conference Course Registration	10,200.00	10,000.00			(10,000.00)	
Golf Tournament Registration	1,200.00	1,200.00			(1,200.00)	
Guest Passes	1,725.00	1,700.00			(1,700.00)	
Super Session Registration	0.00	0.00			0.00	
Industry Partner Registration	41,305.00	41,300.00			(41,300.00)	
Additional Exhibit Booth	1,800.00	1,800.00			(1,800.00)	
TN-APCO	3,103.63	3,100.00			(3,100.00)	
Sponsorships - Conference	34,000.00	35,000.00			(35,000.00)	
CONFERENCE REVENUE	177,208.63	177,800.00		0.00	(177,800.00)	
TOTAL REVENUE	213,644.95	214,600.00		233.82	(214,366.18)	
OPERATING EXPENSES						
OPERATING EXPENSES	2022 Actuals	2023 Budget Proposed	2023 Amendments	2023 Actuals	Remaining	Comments
Legal Counsel Fees	20,999.92	21,000.00		3,500.00	17,500.00	
Executive Director Contract	21,732.23	18,115.00		3,622.04	14,492.96	
Operating Expenses	1,641.35	1,650.00		302.86	1,347.14	
Certificates & Ballots	198.00	200.00			200.00	
Website / Domain Expenses	262.15	265.00		347.41	(82.41)	
Travel Expenses	0.00	0.00			0.00	
ENP Scholarship's	1,740.00	3,500.00		2,175.00	1,325.00	
Survey Services	0.00	0.00			0.00	
Audit Expenses	4,000.00	4,000.00			4,000.00	
Insurance	3,377.00	4,000.00			4,000.00	
Service Charge	2,355.77	2,400.00			2,400.00	
Surety Bond Expense		400.00			400.00	
Event Expenses	0.00	0.00			0.00	
TERT Expenses	0.00	0.00			0.00	
TOTAL OPERATING EXPENSES	56,306.42	55,530.00		9,947.31	45,582.69	

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Monday, March 13 2023

EXHIBIT 2 cont.

page 2

2023 Budget

Tennessee Emergency Number Association

Financial Report

1/20/2023

CONFERENCE EXPENSES						
CONFERENCE EXPENSES	2022 Actuals	2023 Budget Proposed	2023 Amendments	2023 Actuals	Remaining	Comments
PROGRAM/AGENDA						
Pre-Conference Course Session	9,202.00	10,000.00			10,000.00	
Keynote Speaker Session	3,000.00	3,000.00			3,000.00	
Conference Instructors	5,500.00	5,500.00			5,500.00	
Speaker Expenses	1,066.35	1,100.00			1,100.00	
CEU's	2,000.00	2,000.00			2,000.00	
CONFERENCE FOOD & BEVERAGE						
Sunday food and beverage	0.00	0.00			0.00	
Monday food and beverage	6,552.08	6,500.00			6,500.00	
Tuesday food and beverage	27,681.69	28,000.00			28,000.00	
Wednesday food and beverage	1,273.10	1,300.00			1,300.00	
CONFERENCE ENTERTAINMENT						
Conference Entertainment	0.00	0.00			0.00	
OFF-SITE IP EVENT						
Venue Rental	0.00	0.00			0.00	
Sunday IP Event Food and Beverage	29,701.24	26,925.00			26,925.00	
Entertainment	4,200.00	4,200.00			4,200.00	
Transportation	0.00	0.00			0.00	
CONFERENCE SITE FEES						
Hotel Rooms	8,626.55	8,600.00			8,600.00	
Meeting Rooms	329.25	330.00			330.00	
Comp industry partner registration	0.00	0.00			0.00	
Decorator Fees / Booth Setup Fees / Electric	22,018.59	22,100.00			22,100.00	
AV Fees	17,038.69	17,100.00			17,100.00	
PUBLICITY & PRINTING						
Handouts	0.00	0.00			0.00	
Conference Guide	2,696.57	0.00			0.00	
Signs	412.83	415.00			415.00	
REGISTRATION						
Conference Refunds	1,799.32	0.00			0.00	
Comp Registrations - Attendee	0.00	0.00			0.00	
Registration Software	7,757.46	12,000.00		8,201.56	3,798.44	
Registration Supplies	193.99	200.00			200.00	
TECHNICAL						
Technology Supplies	0.00	500.00			500.00	
PRIZES						
Awards	482.83	500.00			500.00	
Door Prizes	1,200.45	1,000.00			1,000.00	
GOLF TOURNAMENT						
Golf Course Fees	950.00	1,000.00			1,000.00	
Miscellaneous expense	2,015.92	2,100.00			2,100.00	
In-Kind Sponsorships	0.00	0.00			0.00	
MISCELLANEOUS						
Conference Bags	2,023.52	2,100.00			0.00	
Lanyards/Name Badge Holders	1,532.51	1,600.00			0.00	
Conference Shirts	384.13	500.00			0.00	
Miscellaneous expense	0.00	500.00			0.00	
Notification System	0.00	0.00			0.00	
TOTAL CONFERENCE EXPENSES	159,639.07	159,070.00				
TOTAL EXPENSES	215,945.49	214,600.00		9,947.31		
TOTAL REVENUE	213,644.95	214,600.00		233.82		
TOTAL PROFIT/(LOSS)	(2,300.54)	0.00		(9,713.49)		

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Monday, March 13 2023

EXHIBIT 3



TENA

Tennessee Emergency Number Association

9-1-1 ON THE HILL

Tuesday, March 14, 2023

Cordell Hull Building

425 Rep. John Lewis Way N Nashville, TN



8:30 am Conf. Room 8C
10:30 am Senate Hearing Rm 1

Agenda Planning Meeting
Senate State and Local Government
To be introduced by Sen. Richard Briggs, Chair

Appointments with your local
Representatives and Senators

1:15 – 1:20 pm Capitol, 1st Floor staircase Picture with Governor Lee

OTHER SCHEDULED COMMITTEE MEETINGS

SENATE Tuesday 03/14	
8:30 am	Senate FW & M Revenue Subcommittee
Immediately following	Senate FW&M Revenue Committee
10:30 am	Senate State & Local Government
1:00 pm	Senate Commerce & Labor
3:00 pm	Senate Judiciary

HOUSE Tuesday 03/14	
8:00 am	Transportation *HB0713 / SB0366 on agenda to be heard House Hearing Room #1
9:00 am	Commerce
9:00 am	Education Instruction
10:30 am	Agriculture & Natural Resources Subcommittee
10:30 am	Insurance
10:30 am	Corrections Subcommittee
12:00 pm	Business & Utilities Subcommittee
12:00 pm	Children & Family Affairs Subcommittee
12:00 pm	Criminal Justice Subcommittee
12:00 pm	Insurance Subcommittee
1:30 pm	Banking & Consumer Affairs Subcommittee
1:30 pm	Civil Justice Subcommittee
1:30 pm	Health Subcommittee
1:30 pm	Local Government
3:00 pm	Finance, Ways, and Means
3:00 pm	Population Health Subcommittee
4:30 pm	Criminal Justice
4:30 pm	K-12 Subcommittee
4:30 pm	Public Service Subcommittee

You can make a difference when you reach out to your representatives.

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Monday, March 13 2023

EXHIBIT 4

TENA CONFERENCE RATES

	MEMBER ATTENDEE	NON- MEMBER ATTENDEE	GUEST PASS	DAY PASS	SUPER SESSION	EXTRA BANQUET TICKET	PRE-CONF. COURSE	INDUSTRY PARTNERS
2010 ²	\$ 150.00	\$ 250.00	\$ 100.00	\$ 65.00		\$ 40.00	\$ 100.00	\$ 475.00
2011 ³	\$ 150.00	\$ 250.00	\$ 100.00	\$ 65.00		\$ 40.00	\$ 100.00	\$ 475.00
2012 ³	\$ 200.00	\$ 300.00	\$ 100.00	\$ 100.00		\$ 50.00	\$ 100.00	\$ 500.00
2013 ²	\$ 200.00	\$ 300.00	\$ 100.00	\$ 100.00	\$ 50.00	\$ 50.00	\$ 100.00	\$ 500.00
2014 ²	\$ 225.00 \$ 250.00	\$ 325.00 \$ 350.00	\$ 100.00	\$ 100.00	\$ 50.00	\$ 50.00	\$ 100.00	\$ 500.00 \$ 600.00
2015 ²	\$ 225.00 \$ 250.00	\$ 325.00 \$ 350.00	\$ 100.00	\$ 100.00	\$ 50.00	\$ 50.00	\$ 150.00 \$ 250.00	\$ 500.00 \$ 600.00
2016 ⁴	\$ 250.00 \$ 275.00	\$ 350.00 \$ 375.00	\$ 100.00	\$ 125.00	\$ 50.00	\$ 50.00		\$ 750.00 \$ 850.00
2017 ²	\$ 250.00 \$ 275.00	\$ 350.00 \$ 375.00	\$ 125.00	\$ 125.00	\$ 50.00	\$ 50.00	\$ 150.00	\$ 850.00 \$ 950.00
2018 ²	\$ 250.00 \$ 275.00	\$ 350.00 \$ 375.00	\$ 125.00	\$ 125.00	\$ 50.00	\$ 50.00	\$ 150.00	\$ 850.00 \$ 950.00
2019 ²	\$ 250.00 \$ 275.00	\$ 350.00 \$ 375.00	\$ 125.00	\$ 125.00	\$ 50.00	\$ 50.00	\$ 150.00	\$ 850.00 \$ 950.00
2020	Conference Cancelled							
2021 ³	\$ 250.00 \$ 275.00	\$ 350.00 \$ 375.00	\$ 125.00	\$ 125.00	\$ 50.00	\$ 50.00	\$ 150.00	\$ 850.00 \$ 950.00
2022 ²	\$ 275.00 \$ 300.00	\$ 375.00 \$ 400.00	\$ 150.00	\$ 150.00	\$ 75.00	\$ 75.00	\$ 300.00	\$ 900.00 \$ 1000.00
2023 ²								
	Conference Dates Sunday, September 24 – Wednesday, September 27, 2023 Early Bird through Wednesday, August 16, 2023							

² Embassy Suites – Murfreesboro; ³ Meadowview – Kingsport; ⁴ Chattanooga Convention Center

2011 & 2012 & 2021 – Boxed lunches were included in Member, non-Member, IP and Guest Pass registration fees

2014 – 2022 – Attendee and IP rates include second rate for late registrations

2015 – Pre-Conference Course rates were for 1 day session and 2 day session

2022 – Pre-Conference Course rates were for 3-day session / substituted luncheon for banquet on Tuesday

MEMBER REGISTRATION

NOTE: This rate includes attendees holding TENA, NENA, TN-APCO & APCO membership

Includes all educational sessions; admittance to the vendor hall; Sunday reception; Monday, Tuesday & Wednesday breaks;

ONE ticket to the luncheon / banquet on Tuesday

NON-MEMBER REGISTRATION

Includes all educational sessions; admittance to the vendor hall; Sunday reception; Monday, Tuesday & Wednesday breaks;

ONE ticket to the luncheon / banquet on Tuesday

DAY PASS

A one-day educational and training pass is available for 9-1-1 and emergency services personnel.

One day's educational sessions and breaks, as well as admittance to the vendor hall on that day.

GUEST PASS

Includes Sunday Reception; Monday's Opening Session; Tuesday Luncheon / Banquet and all Concession Breaks

EXTRA LUNCHEON / BANQUET TICKETS

These may be purchased by any registered attendee for additional banquet guests.

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Monday, March 13 2023

EXHIBIT 4 con't

INDUSTRY PARTNER REGISTRATION

Includes registration materials; Sunday reception; all educational sessions; breaks on Monday, Tuesday & Wednesday; ONE exhibit booth space with pipe, drape and electricity; one table; two chairs and TWO tickets to the Tuesday banquet and entertainment. Up to 5 people can register per booth.

GOLD LEVEL SPONSOR. \$5,000.00 or >

Registration fee waived

1 additional booth registration fee waived

Full page logo/ad in the guidebook & level recognition in the guidebook at the sponsored event and in the Industry Partner section of the guidebook, as well as on the TENA website.

Prominent logo on signage

SILVER LEVEL SPONSOR. \$2,500.00 - 4,999.00

Registration fee waived

1/2 page logo in the guidebook & level recognition in the guidebook at the sponsored event and in the Industry Partner section of the guidebook, as well as on the TENA website.

Logo on signage

BRONZE LEVEL SPONSOR. \$1,000.00 - \$2,499.00

Registration fee is NOT waived

1/4 page logo in the guidebook & level recognition in the guidebook at the sponsored event and in the Industry Partner section of the guidebook, as well as on the TENA website.

Logo on signage

SPONSOR. < \$1,000.00

Registration fee is NOT waived

Logo only in the guidebook & level recognition at the sponsored event in the guidebook and in the Industry Partner section of the guidebook, as well as on the TENA website.

Logo on signage

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Financial Report

Justin Crowther, Treasurer

3/8/2023

First Tennessee Checking Account	1/20/2023	\$	28,557.94
Deposits		\$	-
Expenses		\$	(15,529.87)
First Tennessee Checking Account Balance	3/8/2023	\$	<u>13,028.07</u>
Community Investment Checking Account	1/20/2023	\$	135,405.49
Deposits		\$	1.00
Interest		\$	233.82
Expenses		\$	-
Community Investment Checking Account Balance	3/8/2023	\$	<u>135,640.31</u>
Paypal	1/20/2023	\$	-
Deposits		\$	-
Transfers to First TN Bank		\$	-
Transfers to Community Bank		\$	-
Refunds		\$	-
Paypal Balance	3/8/2023	\$	<u>-</u>

Date	Transaction type	Transaction number	Name	Memo	Split account	Amount
01/30/2023	Expense	--	Quickbooks	--	Operating Expenses{106}	-32.93
01/30/2023	Check	581	Maureen Culberson	ED Contract	Executive Director contract	-1811.02
01/30/2023	Check	582	Cvent, Inc	Registration/ OnArrival Premium Invoice 4110139023	Registration Software	-8201.56
02/02/2023	Expense	--	Suburban Florist	--	Operating Expenses{106}	-237.00
02/09/2023	Expense	--	Wix.com	--	Website / Domain Expenses	-58.99
02/10/2023	Expense	--	NENA	--	ENP Scholarship	-435.00
02/13/2023	Expense	--	NENA	--	ENP Scholarship	-435.00
02/13/2023	Expense	--	NENA	--	ENP Scholarship	-435.00
02/20/2023	Expense	--	Quickbooks	Quickbooks	Operating Expenses{106}	-32.93
02/20/2023	Expense	--	Maureen Culberson	ED Contract	Executive Director contract	-1811.02
02/21/2023	Expense	--	Freeman & Bracey, PLC	Legal Contract	Legal Counsel contract	-1750.00
02/22/2023	Expense	--	Community Bank	--	Operating Expenses	-1.00
02/27/2023	Expense	--	Wix.com	--	Website / Domain Expenses	-288.42
						-15529.87

Date	Transaction type	Transaction number	Name	Memo	Account	Split account	Amount
01/31/2023	Deposit	INTEREST	--	Interest Earned	Community Bank	Community Bank - Interest	124.65
02/28/2023	Deposit	INTEREST	--	Interest Earned	Community Bank	Community Bank - Interest	109.17
02/28/2023	Deposit	--	TENA	--	Community Bank	Uncategorized Income	1.00
							234.82

Tennessee Emergency Number Association

Profit and Loss

January 1 - March 8, 2023

	TOTAL
Income	
Operating Revenue	0.00
Community Bank - Interest	233.82
Total Operating Revenue	233.82
Total Income	\$233.82
GROSS PROFIT	\$233.82
Expenses	
Conference Expenses	0.00
Registration	0.00
Registration Software	8,201.56
Total Registration	8,201.56
Total Conference Expenses	8,201.56
Operating Expenses	0.00
ENP Scholarship	2,175.00
Executive Director contract	3,622.04
Legal Counsel contract	3,500.00
Operating Expenses{106}	302.86
Website / Domain Expenses	347.41
Total Operating Expenses	9,947.31
Total Expenses	\$18,148.87
NET OPERATING INCOME	\$ -17,915.05
NET INCOME	\$ -17,915.05

Tennessee Emergency Number Association
Financial Report
1/20/2023

OPERATING REVENUE						
OPERATING REVENUE	2022 Actuals	2023 Budget Proposed	2023 Amendments	2023 Actuals	Remaining	Comments
Membership Dues	29,352.00	29,300.00			(29300.00)	
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CONFERENCE REVENUE	2022 Actuals	2023 Budget Proposed	2023 Amendments	2023 Actuals	Remaining	Comments
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Day Pass	4,500.00	4,500.00			(4,500.00)	
Banquet Tickets	1,200.00	1,200.00			(1,200.00)	
Pre-Conference Course Registration	10,200.00	10,000.00			(10,000.00)	
Golf Tournament Registration	1,200.00	1,200.00			(1,200.00)	
Guest Passes	1,725.00	1,700.00			(1,700.00)	
Super Session Registration	0.00	0.00			0.00	
Industry Partner Registration	41,305.00	41,300.00			(41,300.00)	
Additional Exhibit Booth	1,800.00	1,800.00			(1,800.00)	
TN-APCO	3,103.63	3,100.00			(3,100.00)	
Sponsorships - Conference	34,000.00	35,000.00			(35,000.00)	
CONFERENCE REVENUE	177,208.63	177,800.00		0.00	(177,800.00)	
TOTAL REVENUE	213,644.95	214,600.00		233.82	(214,366.18)	
OPERATING EXPENSES						
OPERATING EXPENSES	2022 Actuals	2023 Budget Proposed	2023 Amendments	2023 Actuals	Remaining	Comments
Legal Counsel Fees	20,999.92	21,000.00		3,500.00	17,500.00	
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ENP Scholarship's	1,740.00	3,500.00		2,175.00	1,325.00	
Survey Services	0.00	0.00			0.00	
Audit Expenses	4,000.00	4,000.00			4,000.00	
Insurance	3,377.00	4,000.00			4,000.00	
Service Charge	2,355.77	2,400.00			2,400.00	
Surety Bond Expense		400.00			400.00	
Event Expenses	0.00	0.00			0.00	
TERT Expenses	0.00	0.00			0.00	
TOTAL OPERATING EXPENSES	56,306.42	55,530.00		9,947.31	45,582.69	

Tennessee Emergency Number Association
Financial Report
1/20/2023

CONFERENCE EXPENSES						
CONFERENCE EXPENSES	2022 Actuals	2023 Budget Proposed	2023 Amendments	2023 Actuals	Remaining	Comments
PROGRAM/AGENDA						
Pre-Conference Course Session	9,202.00	10,000.00			10,000.00	
Keynote Speaker Session	3,000.00	3,000.00			3,000.00	
Conference Instructors	5,500.00	5,500.00			5,500.00	
Speaker Expenses	1,066.35	1,100.00			1,100.00	
CEU's	2,000.00	2,000.00			2,000.00	
CONFERENCE FOOD & BEVERAGE						
Sunday food and beverage	0.00	0.00			0.00	
Monday food and beverage	6,552.08	6,500.00			6,500.00	
Tuesday food and beverage	27,681.69	28,000.00			28,000.00	
Wednesday food and beverage	1,273.10	1,300.00			1,300.00	
CONFERENCE ENTERTAINMENT						
Conference Entertainment	0.00	0.00			0.00	
OFF-SITE IP EVENT						
Venue Rental	0.00	0.00			0.00	
Sunday IP Event Food and Beverage	29,701.24	26,925.00			26,925.00	
Entertainment	4,200.00	4,200.00			4,200.00	
Transportation	0.00	0.00			0.00	
CONFERENCE SITE FEES						
Hotel Rooms	8,626.55	8,600.00			8,600.00	
Meeting Rooms	329.25	330.00			330.00	
Comp industry partner registration	0.00	0.00			0.00	
Decorator Fees / Booth Setup Fees / Electric	22,018.59	22,100.00			22,100.00	
AV Fees	17,038.69	17,100.00			17,100.00	
PUBLICITY & PRINTING						
Handouts	0.00	0.00			0.00	
Conference Guide	2,696.57	0.00			0.00	
Signs	412.83	415.00			415.00	
REGISTRATION						
Conference Refunds	1,799.32	0.00			0.00	
Comp Registrations - Attendee	0.00	0.00			0.00	
Registration Software	7,757.46	12,000.00		8,201.56	3,798.44	
Registration Supplies	193.99	200.00			200.00	
TECHNICAL						
Technology Supplies	0.00	500.00			500.00	
PRIZES						
Awards	482.83	500.00			500.00	
Door Prizes	1,200.45	1,000.00			1,000.00	
GOLF TOURNAMENT						
Golf Course Fees	950.00	1,000.00			1,000.00	
Miscellaneous expense	2,015.92	2,100.00			2,100.00	
In-Kind Sponsorships	0.00	0.00			0.00	
MISCELLANEOUS						
Conference Bags	2,023.52	2,100.00			0.00	
Lanyards/Name Badge Holders	1,532.51	1,600.00			0.00	
Conference Shirts	384.13	500.00			0.00	
Miscellaneous expense	0.00	500.00			0.00	
Notification System	0.00	0.00			0.00	
TOTAL CONFERENCE EXPENSES	159,639.07	159,070.00				
TOTAL EXPENSES	215,945.49	214,600.00		9,947.31		
TOTAL REVENUE	213,644.95	214,600.00		233.82		
TOTAL PROFIT/(LOSS)	(2,300.54)	0.00		(9,713.49)		

Tennessee Emergency Number Association
Financial Report
1/20/2023

OPERATING REVENUE						
OPERATING REVENUE	2022 Actuals	2023 Budget Proposed	2023 Amendments	2023 Actuals	Remaining	Comments
Membership Dues	29,352.00	29,300.00			(29300.00)	
Associate Membership Dues	45.00	0.00			0.00	
NENA Dues	4,000.00	4,300.00			(4300.00)	
ENP Scholarships	0.00	0.00			0.00	
TERT Donations	0.00	0.00			0.00	
Credit Card Processing Fees	1,922.20	1,900.00			(1900.00)	
Interest - Community Bank	1,117.12	1,300.00		233.82	(1066.18)	
TOTAL OPERATING REVENUE	36,436.32	36,800.00		233.82	(36566.18)	
CONFERENCE REVENUE						
CONFERENCE REVENUE	2022 Actuals	2023 Budget Proposed	2023 Amendments	2023 Actuals	Remaining	Comments
Attendee Conference Registration	78,175.00	78,000.00			(78,000.00)	
Day Pass	4,500.00	4,500.00			(4,500.00)	
Banquet Tickets	1,200.00	1,200.00			(1,200.00)	
Pre-Conference Course Registration	10,200.00	10,000.00			(10,000.00)	
Golf Tournament Registration	1,200.00	1,200.00			(1,200.00)	
Guest Passes	1,725.00	1,700.00			(1,700.00)	
Super Session Registration	0.00	0.00			0.00	
Industry Partner Registration	41,305.00	41,300.00			(41,300.00)	
Additional Exhibit Booth	1,800.00	1,800.00			(1,800.00)	
TN-APCO	3,103.63	3,100.00			(3,100.00)	
Sponsorships - Conference	34,000.00	35,000.00			(35,000.00)	
CONFERENCE REVENUE	177,208.63	177,800.00		0.00	(177,800.00)	
TOTAL REVENUE	213,644.95	214,600.00		233.82	(214,366.18)	
OPERATING EXPENSES						
OPERATING EXPENSES	2022 Actuals	2023 Budget Proposed	2023 Amendments	2023 Actuals	Remaining	Comments
Legal Counsel Fees	20,999.92	21,000.00		3,500.00	17,500.00	
Executive Director Contract	21,732.23	18,115.00		3,622.04	14,492.96	
Operating Expenses	1,641.35	1,650.00		302.86	1,347.14	
Certificates & Ballots	198.00	200.00			200.00	
Website / Domain Expenses	262.15	265.00		347.41	(82.41)	
Travel Expenses	0.00	0.00			0.00	
ENP Scholarship's	1,740.00	3,500.00		2,175.00	1,325.00	
Survey Services	0.00	0.00			0.00	
Audit Expenses	4,000.00	4,000.00			4,000.00	
Insurance	3,377.00	4,000.00			4,000.00	
Service Charge	2,355.77	2,400.00			2,400.00	
Surety Bond Expense		400.00			400.00	
Event Expenses	0.00	0.00			0.00	
TERT Expenses	0.00	0.00			0.00	
TOTAL OPERATING EXPENSES	56,306.42	55,530.00		9,947.31	45,582.69	

Tennessee Emergency Number Association
Financial Report
1/20/2023

CONFERENCE EXPENSES						
CONFERENCE EXPENSES	2022 Actuals	2023 Budget Proposed	2023 Amendments	2023 Actuals	Remaining	Comments
PROGRAM/AGENDA						
Pre-Conference Course Session	9,202.00	10,000.00			10,000.00	
Keynote Speaker Session	3,000.00	3,000.00			3,000.00	
Conference Instructors	5,500.00	5,500.00			5,500.00	
Speaker Expenses	1,066.35	1,100.00			1,100.00	
CEU's	2,000.00	2,000.00			2,000.00	
CONFERENCE FOOD & BEVERAGE						
Sunday food and beverage	0.00	0.00			0.00	
Monday food and beverage	6,552.08	6,500.00			6,500.00	
Tuesday food and beverage	27,681.69	28,000.00			28,000.00	
Wednesday food and beverage	1,273.10	1,300.00			1,300.00	
CONFERENCE ENTERTAINMENT						
Conference Entertainment	0.00	0.00			0.00	
OFF-SITE IP EVENT						
Venue Rental	0.00	0.00			0.00	
Sunday IP Event Food and Beverage	29,701.24	26,925.00			26,925.00	
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TOTAL CONFERENCE EXPENSES	159,639.07	159,070.00				
TOTAL EXPENSES	215,945.49	214,600.00		9,947.31		
TOTAL REVENUE	213,644.95	214,600.00		233.82		
TOTAL PROFIT/(LOSS)	(2,300.54)	0.00		(9,713.49)		

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Tuesday, May 02 2023

Pursuant to appropriate notice, and in accordance with organizational bylaws, the Executive Board of the Tennessee Emergency Number Association (TENA), met both in-person at the Rutherford Co. ECD Offices, Murfreesboro, TN and via Zoom Call on Tuesday, May 02, 2023, at 1:00 pm (CT).

0523.I Call to Order

President White called the meeting to order.

See Appendix 1 for Board of Directors & staff attendance. Two (2) Board members were absent, (L. Thompson, M. Spencer) but all others attended in-person. Staff in attendance included Russell Freeman, Legal Counsel and Maureen Culberson, Executive Director-Administrative Coordinator.

Members and others in attendance, both in-person and virtually can be found on Attachment 2.

President White congratulated 1st Vice President Carney on being named Executive Director of Hamilton Co. 911 and she also congratulated 2nd Vice President Crystal Keys on receiving her ENP certification.

0523.II Presentation of Minutes from Previous Meeting

James Long made the motion to approve the minutes of the March Board meeting. Kim White made the second and the Board voted unanimous approval.

0523.III Ratify Email Votes Since Previous Meeting

There were two email votes to ratify.

- 1) To approve the nominations of three (3) candidates for the expiring TECB position and send their qualifications to the Speaker of the House for consideration for an appointment to the TECB. Scott LeDuc, Coffee Co; Jeff Carney, ENP, Hamilton Co; S. Eric Carpenter, ENP, Hamblen Co.
- 2) To approve the engagement letter from Godwin & Associates, PLLC including the \$500 increase to our current audit line item in the budget.

Patricia Ledford made the motion to ratify these votes and Justin Crowther made the second. The Board unanimously approved this motion.

0523.IV Presentation of Financial Report – J. Crowther

Justin Crowther, Treasurer, presented the financial report as of 04/19/2023 (see Exhibit 1).

The balances are as follows:

First Horizon (First Tennessee) checking account \$ 17,103.10.

Community Bank investment account \$ 135,761.27

PayPal account \$0.00.

He stated the budget balances were on the report sent to the Board. The motion to approve the budget was made by Eric Carpenter and Crystal Key made the second. With Justin Crowther abstaining, the remainder of the Board voted to unanimously approve this motion.

0523.V Regional Reports

A. East Region –Kim White & James Long

Kim White stated they met on Apr 19 and had 20 people from 11 ECDs in attendance. They discussed the legislation and talked about the upcoming conference. Jefferson Co stated they had a large number of 911 hang-ups and asked if anybody else was seeing an increase.

B. West Region – Patricia Ledford & Justin Whipple

Patricia Ledford stated they did not have a meeting.

C. Middle Region –Lynn Thompson & Mark Hutchison

Mark Hutchison reported there was no meeting.

D. NENA At-Large – Michael Spencer

No report from Representative Spencer

0523.VI Report from Legal Counsel

Mr. Freeman stated that in light of Justin Whipple's resignation, West will have a meeting per policy. This could be done in 2 meetings and using the standard nomination form would be helpful. At the meeting where the votes are taken, he stated that whoever has the largest number of votes is the winner. He feels that a Zoom meeting would be okay if ample time is given.

Ms. Sherri Hanna, Obion Co, texted the group and reminded Mr. Freeman that all votes taken must be by

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

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secret ballot and that couldn't work with a Zoom meeting. Ms. Culberson replied that within the Zoom program there is a polling feature that can be private with only the host seeing the results. Mr. Freeman stated as long as this feature would work he feels that will be sufficient for the privacy.

0523.VII 911 Partner Reports

- A. Tennessee Emergency Communications Board
Curtis Sutton, TECB Executive Director made the following report.
 - The Board meeting is tomorrow
 - They will discuss the cyber-security grant program/
- B. NENA
No report
- C. TN-APCO
Chris Burst, President made the following report.
At the recent elections he was voted in as President, Patrice Coleman is now 1st VP and Jared Pelham is now 2nd VP.
 - The volunteer list for APCO-Nashville was filled within the 1st 8 hrs.
 - We will be putting out a survey regarding classes.

0523.VIII Committee Reports

- A. Legislative Committee – *Jimmy Long*
Mr. Long stated there has been no meeting since the last Board meeting. He is concerned by the erroneous information that is being out at some hearings and would like this committee to do a “good information gathering” so TENA will have solid information in the future.
VP Carney would also like the committee to look at another piece in the “misroutes”. Mr. Long stated he will contact Mr. Carney for more information.
- B. Bylaws & Policies Committee – *Crystal Key*
Ms. Key stated there was nothing new to report.
- C. ENP Scholarship Committee – *Randall Lewis*
Mr. Lewis reported that the committee has awarded 3 new scholarships with a total of 6 so far for 2023. He reports that the budget line item is now used up for this year and is asking for help in reaching out to our Industry Partners for assistance. With the new ENP's added Tennessee has over 100 ENP's and is now in the top 5 states in the nation.
- D. Budget Committee
No report
- E. Conference Committees – Jeff Carney
Did have the Planning Meeting on April 3.
 - The Program Committee is already reviewing submissions from the Call for Speakers and he asks that everyone encourage your personnel to submit.
 - We will need a new Chair for the Food & Entertainment Committee. Eric Carpenter advised he would be glad to help. The Board approved this appointment.
 - VP Carney also reiterated that the Board has agreed to return to Tuesday evening Banquet and Awards Ceremony.
- F. Other Committees
Ms. Culberson reports that the Team TriStar shirts for the NENA conference are selling well and there is a slight profit being made on each shirt. She would like the Board to consider what to do with the proceeds and suggested these funds could be put in the ENP Scholarship Fund. The Board unanimously approved this suggestion.

0523.IX Old Business

No old business to discuss.

0523.X New Business

- A. Election Timeline – *Raymond Chiozza, Maureen Culberson*
Ms. Culberson advised that she and Mr. Chiozza have worked out the 2023 election timeline below,

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Tuesday, May 02 2023

based on the guidelines established in the bylaws and policies.

- Nominations will open Wednesday, July 12 @ 7:00 am (CT)
- Nominations will close Wednesday, Aug. 12 @ 5:00 pm (CT)
- Ballots will be sent Tuesday, Aug. 22 @ 7:00 am (CT)
- Ballots will close Tuesday, Sep. 26 @ 10:00 am (CT)

Positions open for election this year

- 2nd Vice President
- Treasurer – Justin Crowther, incumbent
- East Region Rep – Kim White, incumbent
- Middle Region Rep – Mark Hutchison, incumbent
- West Region Rep – Patricia Ledford, incumbent

0523.XI Comments/Reports

A. District / PSAP Representatives

Mark Hutchison wanted to send “thank you” for all the support and best wishes his PSAP received from across Tennessee. They were greatly appreciated.

B. Industry Partners

No comments

C. Other Delegates

No comments.

0523.XII Adjournment

The next meeting is scheduled for Wednesday, July 19, 2023, at 1:00 pm (CT) at the Rutherford Co. ECD Office in Murfreesboro.

With no further business, and without objection, a motion was made to adjourn by Patricia Ledford and the second was made by Mark Hutchison. The meeting was adjourned.

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

Secretary

Date

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Tuesday, May 02 2023

APPENDIX 1 – TENA Board & Staff Attendance

		Present	Absent	Virtual
<i>President</i>	Rose White, ENP	X		
<i>1st Vice President</i>	Jeff Carney, ENP	X		
<i>2nd Vice President</i>	Crystal Key	X		
<i>Secretary</i>	Shauna Atchison, ENP	X		
<i>Treasurer</i>	Justin Crowther, ENP	X		
<i>East Region Rep</i>	James Long	X		
<i>East Region Rep</i>	Kim White	X		
<i>Middle Region Rep</i>	Mark Hutchinson-Roberts	X		
<i>Middle Region Rep</i>	James (Lynn) Thompson		X	
<i>West Region Rep</i>	Patricia Ledford	X		
<i>West Region Rep</i>				
<i>At-Large NENA Rep</i>	Michael Spencer, ENP		X	
<i>Past President</i>	Eric Carpenter, ENP	X		
<i>Legal Counsel</i>	Russell Freeman	X		
<i>Executive Director</i>	Maureen Culberson	X		

Tuesday, May 02 2023

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Tuesday, May 02 2023

ATTACHMENT 2 – Virtual Attendance

Meeting ID	Start Time	End Time	Duration
TENA May Board Meeting	5/2/2023 12:34	5/2/2023 13:38	64

	Name		Join Time	Leave Time	Duration
	Kristy	Borden	5/2/2023 12:56	5/2/2023 13:38	42
	Patrice	Coleman	5/2/2023 12:57	5/2/2023 13:38	41
	Chester	County	5/2/2023 13:20	5/2/2023 13:40	20
	Marty	Crum	5/2/2023 12:59	5/2/2023 13:38	39
	Sherri	Hanna	5/2/2023 12:49	5/2/2023 13:38	49
	Jonathan	Hopson	5/2/2023 12:55	5/2/2023 13:38	43
	Stacey	Johnson	5/2/2023 12:57	5/2/2023 13:38	41
	Jonathan	Johnson	5/2/2023 12:56	5/2/2023 13:38	42
	Matt	Johnston	5/2/2023 12:53	5/2/2023 13:38	45
	Stephen	Martini	5/2/2023 12:47	5/2/2023 13:38	52
	Justin	Massengill	5/2/2023 13:01	5/2/2023 13:09	9
	Paul	McCallister/	5/2/2023 13:10	5/2/2023 13:38	28
	Jennifer	Schwendimann TECB	5/2/2023 12:57	5/2/2023 13:38	41
	Chris	Sims	5/2/2023 12:57	5/2/2023 13:38	41
	Randall	W Lewis	5/2/2023 13:00	5/2/2023 13:38	38
	16156185552		5/2/2023 13:04	5/2/2023 13:35	31
	4237473750		5/2/2023 12:56	5/2/2023 13:38	42
TENA	Justin		5/2/2023 12:44	5/2/2023 13:38	54
TENA	Admin	Coordinator	5/2/2023 12:34	5/2/2023 13:38	64

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Tuesday, May 02 2023

EXHIBIT 1

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Financial Report

Justin Crowther, Treasurer

4/19/2023

First Tennessee Checking Account	3/8/2023	\$	13,028.07
Deposits			\$12,240.00
Expenses			(\$8,164.97)
First Tennessee Checking Account Balance	4/19/2023	\$	<u>17,103.10</u>
 Community Investment Checking Account	 3/8/2023	 \$	 135,640.31
Deposits		\$	-
Interest		\$	120.96
Expenses		\$	-
Community Investment Checking Account Balance	4/19/2023	\$	<u>135,761.27</u>
 Paypal	 3/8/2023	 \$	 -
Deposits		\$	-
Transfers to First TN Bank		\$	-
Transfers to Community Bank		\$	-
Refunds		\$	-
Paypal Balance	4/19/2023	\$	<u>-</u>

For complete Finance Report, see attached file

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Tuesday, May 02 2023

EXHIBIT 2 Budget

page 1

2023 Budget

Tennessee Emergency Number Association
Financial Report
4/19/2023

OPERATING REVENUE						
OPERATING REVENUE	2022 Actuals	2023 Budget Proposed	2023 Amendments	2023 Actuals	Remaining	Comments
Membership Dues	29,352.00	29,300.00		12,100.00	(17,200.00)	
Associate Membership Dues	45.00	0.00			0.00	
NENA Dues	4,000.00	4,300.00			(4,300.00)	
ENP Scholarships	0.00	0.00			0.00	
TERT Donations	0.00	0.00			0.00	
Credit Card Processing Fees	1,922.20	1,900.00			(1,900.00)	
Interest - Community Bank	1,117.12	1,300.00		354.78	(945.22)	
TOTAL OPERATING REVENUE	36,436.32	36,800.00		12,454.78	(24,345.22)	
CONFERENCE REVENUE						
CONFERENCE REVENUE	2022 Actuals	2023 Budget Proposed	2023 Amendments	2023 Actuals	Remaining	Comments
Attendee Conference Registration	78,175.00	78,000.00			(78,000.00)	
Day Pass	4,500.00	4,500.00			(4,500.00)	
Banquet Tickets	1,200.00	1,200.00			(1,200.00)	
Pre-Conference Course Registration	10,200.00	10,000.00			(10,000.00)	
Golf Tournament Registration	1,200.00	1,200.00			(1,200.00)	
Guest Passes	1,725.00	1,700.00			(1,700.00)	
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Industry Partner Registration	41,305.00	41,300.00			(41,300.00)	
Additional Exhibit Booth	1,800.00	1,800.00			(1,800.00)	
TN-APCO	3,103.63	3,100.00			(3,100.00)	
Sponsorships - Conference	34,000.00	35,000.00			(35,000.00)	
CONFERENCE REVENUE	177,208.63	177,800.00		0.00	(177,800.00)	
TOTAL REVENUE	213,644.95	214,600.00		12,454.78	(202,145.22)	
OPERATING EXPENSES						
OPERATING EXPENSES	2022 Actuals	2023 Budget Proposed	2023 Amendments	2023 Actuals	Remaining	Comments
Legal Counsel Fees	20,999.92	21,000.00		7,000.00	14,000.00	
Executive Director Contract	21,732.23	18,115.00		7,244.08	10,870.92	
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Event Expenses	0.00	0.00			0.00	
TERT Expenses	0.00	0.00			0.00	
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TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Tuesday, May 02 2023

EXHIBIT 2 cont.

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2023 Budget

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4/19/2023

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Decorator Fees / Booth Setup Fees / Electric	22,018.59	22,100.00			22,100.00	
AV Fees	17,038.69	17,100.00			17,100.00	
PUBLICITY & PRINTING						
Handouts	0.00	0.00			0.00	
Conference Guide	2,696.57	0.00			0.00	
Signs	412.83	415.00			415.00	
REGISTRATION						
Conference Refunds	1,799.32	0.00			0.00	
Comp Registrations - Attendee	0.00	0.00			0.00	
Registration Software	7,757.46	12,000.00		8,201.56	3,798.44	
Registration Supplies	193.99	200.00			200.00	
TECHNICAL						
Technology Supplies	0.00	500.00			500.00	
PRIZES						
Awards	482.83	500.00			500.00	
Door Prizes	1,200.45	1,000.00			1,000.00	
GOLF TOURNAMENT						
Golf Course Fees	950.00	1,000.00			1,000.00	
Miscellaneous expense	2,015.92	2,100.00			2,100.00	
In-Kind Sponsorships	0.00	0.00			0.00	
MISCELLANEOUS						
Conference Bags	2,023.52	2,100.00			2,100.00	
Lanyards/Name Badge Holders	1,532.51	1,600.00			1,600.00	
Conference Shirts	384.13	500.00			500.00	
Miscellaneous expense	0.00	500.00			500.00	
Notification System	0.00	0.00			0.00	
TOTAL CONFERENCE EXPENSES	159,639.07	159,070.00		8,201.56	150,868.44	
TOTAL EXPENSES	215,945.49	214,600.00		26,173.84		
TOTAL REVENUE	213,644.95	214,600.00		12,454.78		
TOTAL PROFIT/(LOSS)	(2,300.54)	0.00		(13,719.06)		

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Financial Report

Justin Crowther, Treasurer

4/19/2023

First Tennessee Checking Account	3/8/2023	\$	13,028.07
Deposits			\$12,240.00
Expenses			(\$8,164.97)
First Tennessee Checking Account Balance	4/19/2023	\$	<u>17,103.10</u>
Community Investment Checking Account	3/8/2023	\$	135,640.31
Deposits		\$	-
Interest		\$	120.96
Expenses		\$	-
Community Investment Checking Account Balance	4/19/2023	\$	<u>135,761.27</u>
Paypal	3/8/2023	\$	-
Deposits		\$	-
Transfers to First TN Bank		\$	-
Transfers to Community Bank		\$	-
Refunds		\$	-
Paypal Balance	4/19/2023	\$	<u>-</u>

Transaction date	Transaction type	Transaction number	Name	Memo	Split account	Amount
03/30/2023	Deposit	--	Jefferson County 911	--	Undeposited Funds	\$140.00
04/04/2023	Deposit	--	Deposit	--	--	\$1,972.00
04/10/2023	Deposit	--	Deposit	--	--	\$1,200.00
04/10/2023	Deposit	--	Lauderdale County 911	--	Undeposited Funds	\$214.00
04/10/2023	Deposit	--	Deposit	--	--	\$4,814.00
04/17/2023	Deposit	--	Deposit	--	--	\$3,900.00
						\$12,240.00
03/13/2023	Expense	--	NENA	ENP Scholarship Etherton	ENP Scholarship	(\$575.00)
03/16/2023	Expense	--	Freeman & Bracey, PLC	--	Legal Counsel contract	(\$1,750.00)
03/22/2023	Expense	--	QuickBooks Payments	--	Operating Expenses{106}	(\$32.93)
03/22/2023	Expense	--	Maureen Culberson	ED Contract	Executive Director contract	(\$1,811.02)
03/23/2023	Expense	--	NENA	ENP Scholarship for Hogan	ENP Scholarship	(\$435.00)
04/17/2023	Expense	--	Freeman & Bracey, PLC	Legal Contract	Legal Counsel contract	(\$1,750.00)
04/19/2023	Expense	--	Maureen Culberson	ED Contract	Executive Director contract	(\$1,811.02)
						(\$8,164.97)

Date	Transaction type	Transaction number	Name	Memo	Account	Split account	Amount
3/31/2023	Deposit	INTEREST	--	Interest Earned	Community Bank	Community Bank - Interest	120.96
							120.96

Tennessee Emergency Number Association

Profit and Loss

January 1 - April 19, 2023

	TOTAL
Income	
Conference Revenue	0.00
Attendee Conf Registration	0.00
Total Conference Revenue	0.00
Operating Revenue	0.00
Community Bank - Interest	354.78
Membership Dues	12,100.00
Total Operating Revenue	12,454.78
Total Income	\$12,454.78
GROSS PROFIT	\$12,454.78
Expenses	
Conference Expenses	0.00
Registration	0.00
Registration Software	8,201.56
Total Registration	8,201.56
Total Conference Expenses	8,201.56
Operating Expenses	0.00
ENP Scholarship	3,045.00
Executive Director contract	7,244.08
Legal Counsel contract	7,000.00
Operating Expenses{106}	335.79
Website / Domain Expenses	347.41
Total Operating Expenses	17,972.28
Total Expenses	\$26,173.84
NET OPERATING INCOME	\$ -13,719.06
NET INCOME	\$ -13,719.06

Tennessee Emergency Number Association
Financial Report
4/19/2023

OPERATING REVENUE						
OPERATING REVENUE	2022 Actuals	2023 Budget Proposed	2023 Amendments	2023 Actuals	Remaining	Comments
Membership Dues	29,352.00	29,300.00		12,100.00	(17,200.00)	
Associate Membership Dues	45.00	0.00			0.00	
NENA Dues	4,000.00	4,300.00			(4,300.00)	
ENP Scholarships	0.00	0.00			0.00	
TERT Donations	0.00	0.00			0.00	
Credit Card Processing Fees	1,922.20	1,900.00			(1,900.00)	
Interest - Community Bank	1,117.12	1,300.00		354.78	(945.22)	
TOTAL OPERATING REVENUE	36,436.32	36,800.00		12,454.78	(24,345.22)	
CONFERENCE REVENUE						
CONFERENCE REVENUE	2022 Actuals	2023 Budget Proposed	2023 Amendments	2023 Actuals	Remaining	Comments
Attendee Conference Registration	78,175.00	78,000.00			(78,000.00)	
Day Pass	4,500.00	4,500.00			(4,500.00)	
Banquet Tickets	1,200.00	1,200.00			(1,200.00)	
Pre-Conference Course Registration	10,200.00	10,000.00			(10,000.00)	
Golf Tournament Registration	1,200.00	1,200.00			(1,200.00)	
Guest Passes	1,725.00	1,700.00			(1,700.00)	
Super Session Registration	0.00	0.00			0.00	
Industry Partner Registration	41,305.00	41,300.00			(41,300.00)	
Additional Exhibit Booth	1,800.00	1,800.00			(1,800.00)	
TN-APCO	3,103.63	3,100.00			(3,100.00)	
Sponsorships - Conference	34,000.00	35,000.00			(35,000.00)	
CONFERENCE REVENUE	177,208.63	177,800.00		0.00	(177,800.00)	
TOTAL REVENUE	213,644.95	214,600.00		12,454.78	(202,145.22)	
OPERATING EXPENSES						
OPERATING EXPENSES	2022 Actuals	2023 Budget Proposed	2023 Amendments	2023 Actuals	Remaining	Comments
Legal Counsel Fees	20,999.92	21,000.00		7,000.00	14,000.00	
Executive Director Contract	21,732.23	18,115.00		7,244.08	10,870.92	
Operating Expenses	1,641.35	1,650.00		335.79	1,314.21	
Certificates & Ballots	198.00	200.00			200.00	
Website / Domain Expenses	262.15	265.00		347.41	(82.41)	
Travel Expenses	0.00	0.00			0.00	
ENP Scholarship's	1,740.00	3,500.00		3,045.00	455.00	
Survey Services	0.00	0.00			0.00	
Audit Expenses	4,000.00	4,000.00			4,000.00	
Insurance	3,377.00	4,000.00			4,000.00	
Service Charge	2,355.77	2,400.00			2,400.00	
Surety Bond Expense		400.00			400.00	
Event Expenses	0.00	0.00			0.00	
TERT Expenses	0.00	0.00			0.00	
TOTAL OPERATING EXPENSES	56,306.42	55,530.00		17,972.28	37,557.72	

Tennessee Emergency Number Association
Financial Report
4/19/2023

CONFERENCE EXPENSES						
CONFERENCE EXPENSES	2022 Actuals	2023 Budget Proposed	2023 Amendments	2023 Actuals	Remaining	Comments
PROGRAM/AGENDA						
Pre-Conference Course Session	9,202.00	10,000.00			10,000.00	
Keynote Speaker Session	3,000.00	3,000.00			3,000.00	
Conference Instructors	5,500.00	5,500.00			5,500.00	
Speaker Expenses	1,066.35	1,100.00			1,100.00	
CEU's	2,000.00	2,000.00			2,000.00	
CONFERENCE FOOD & BEVERAGE						
Sunday food and beverage	0.00	0.00			0.00	
Monday food and beverage	6,552.08	6,500.00			6,500.00	
Tuesday food and beverage	27,681.69	28,000.00			28,000.00	
Wednesday food and beverage	1,273.10	1,300.00			1,300.00	
CONFERENCE ENTERTAINMENT						
Conference Entertainment	0.00	0.00			0.00	
OFF-SITE IP EVENT						
Venue Rental	0.00	0.00			0.00	
Sunday IP Event Food and Beverage	29,701.24	26,925.00			26,925.00	
Entertainment	4,200.00	4,200.00			4,200.00	
Transportation	0.00	0.00			0.00	
CONFERENCE SITE FEES						
Hotel Rooms	8,626.55	8,600.00			8,600.00	
Meeting Rooms	329.25	330.00			330.00	
Comp industry partner registration	0.00	0.00			0.00	
Decorator Fees / Booth Setup Fees / Electric	22,018.59	22,100.00			22,100.00	
AV Fees	17,038.69	17,100.00			17,100.00	
PUBLICITY & PRINTING						
Handouts	0.00	0.00			0.00	
Conference Guide	2,696.57	0.00			0.00	
Signs	412.83	415.00			415.00	
REGISTRATION						
Conference Refunds	1,799.32	0.00			0.00	
Comp Registrations - Attendee	0.00	0.00			0.00	
Registration Software	7,757.46	12,000.00		8,201.56	3,798.44	
Registration Supplies	193.99	200.00			200.00	
TECHNICAL						
Technology Supplies	0.00	500.00			500.00	
PRIZES						
Awards	482.83	500.00			500.00	
Door Prizes	1,200.45	1,000.00			1,000.00	
GOLF TOURNAMENT						
Golf Course Fees	950.00	1,000.00			1,000.00	
Miscellaneous expense	2,015.92	2,100.00			2,100.00	
In-Kind Sponsorships	0.00	0.00			0.00	
MISCELLANEOUS						
Conference Bags	2,023.52	2,100.00			2,100.00	
Lanyards/Name Badge Holders	1,532.51	1,600.00			1,600.00	
Conference Shirts	384.13	500.00			500.00	
Miscellaneous expense	0.00	500.00			500.00	
Notification System	0.00	0.00			0.00	
TOTAL CONFERENCE EXPENSES	159,639.07	159,070.00		8,201.56	150,868.44	
TOTAL EXPENSES	215,945.49	214,600.00		26,173.84		
TOTAL REVENUE	213,644.95	214,600.00		12,454.78		
TOTAL PROFIT/(LOSS)	(2,300.54)	0.00		(13,719.06)		

Tennessee Emergency Number Association

Transaction Report

January 1 - April 19, 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	SPLIT	AMOUNT	BALANCE
Operating Revenue								
Membership Dues								
04/03/2023	Invoice	221093	Henderson County 911	Annual Membership Dues	Operating Revenue:Membership Dues	Accounts Receivable	237.00	237.00
04/03/2023	Invoice	221122	Polk County 911	Annual Membership Dues	Operating Revenue:Membership Dues	Accounts Receivable	149.00	386.00
04/03/2023	Invoice	221147	Wilson County 911	Annual Membership Dues	Operating Revenue:Membership Dues	Accounts Receivable	600.00	986.00
04/03/2023	Invoice	221061	City of Brentwood 911	Annual Membership Dues	Operating Revenue:Membership Dues	Accounts Receivable	386.00	1,372.00
04/03/2023	Invoice	221135	Sumner County 911	Annual Membership Dues	Operating Revenue:Membership Dues	Accounts Receivable	600.00	1,972.00
04/04/2023	Invoice	221102	Lauderdale County 911	Annual Membership Dues	Operating Revenue:Membership Dues	Accounts Receivable	214.00	2,186.00
04/06/2023	Invoice	221100	Knox County 911	Annual Membership Dues	Operating Revenue:Membership Dues	Accounts Receivable	600.00	2,786.00
04/06/2023	Invoice	221111	Maury County 911	Annual Membership Dues	Operating Revenue:Membership Dues	Accounts Receivable	600.00	3,386.00
04/10/2023	Invoice	221105	Lincoln County 911	Annual Membership Dues	Operating Revenue:Membership Dues	Accounts Receivable	300.00	3,686.00
04/10/2023	Invoice	221090	Hardin County 911	Annual Membership Dues	Operating Revenue:Membership Dues	Accounts Receivable	228.00	3,914.00
04/10/2023	Invoice	221059	Cheatham County 911	Annual Membership Dues	Operating Revenue:Membership Dues	Accounts Receivable	349.00	4,263.00
04/10/2023	Invoice	221124	Rhea County 911	Annual Membership Dues	Operating Revenue:Membership Dues	Accounts Receivable	279.00	4,542.00
04/10/2023	Invoice	221068	Clay County 911	Annual Membership Dues	Operating Revenue:Membership Dues	Accounts Receivable	100.00	4,642.00
04/10/2023	Invoice	221050	Bedford County 911	Annual Membership Dues	Operating Revenue:Membership Dues	Accounts Receivable	427.00	5,069.00
04/10/2023	Invoice	221145	White County 911	Annual Membership Dues	Operating Revenue:Membership Dues	Accounts Receivable	232.00	5,301.00
04/10/2023	Invoice	221118	Morgan County 911	Annual Membership Dues	Operating Revenue:Membership Dues	Accounts Receivable	179.00	5,480.00
04/10/2023	Invoice	221144	Weakley County 911	Annual Membership Dues	Operating Revenue:Membership Dues	Accounts Receivable	280.00	5,760.00
04/10/2023	Invoice	221085	Grundy County 911	Annual Membership Dues	Operating Revenue:Membership Dues	Accounts Receivable	115.00	5,875.00
04/10/2023	Invoice	221084	Greene County 911	Annual Membership Dues	Operating Revenue:Membership Dues	Accounts Receivable	596.00	6,471.00
04/10/2023	Invoice	221051	Benton County 911	Annual Membership Dues	Operating Revenue:Membership Dues	Accounts Receivable	135.00	6,606.00
04/10/2023	Invoice	221081	Gibson County 911	Annual Membership Dues	Operating Revenue:Membership Dues	Accounts Receivable	429.00	7,035.00
04/10/2023	Invoice	221101	Lake County 911	Annual Membership Dues	Operating Revenue:Membership Dues	Accounts Receivable	100.00	7,135.00
04/10/2023	Invoice	221131	Shelby County 911	Annual Membership Dues	Operating Revenue:Membership Dues	Accounts Receivable	600.00	7,735.00
04/10/2023	Invoice	221048	Jefferson County 911	Annual Membership Dues	Operating Revenue:Membership Dues	Accounts Receivable	465.00	8,200.00
04/17/2023	Invoice	221053	Blount County 911	Annual Membership Dues	Operating Revenue:Membership Dues	Accounts Receivable	600.00	8,800.00
04/17/2023	Invoice	221063	City of Clinton 911	Annual Membership Dues	Operating Revenue:Membership Dues	Accounts Receivable	100.00	8,900.00
04/17/2023	Invoice	221071	Crockett County 911	Annual Membership Dues	Operating Revenue:Membership Dues	Accounts Receivable	118.00	9,018.00
04/17/2023	Invoice	221049	Anderson County 911	Annual Membership Dues	Operating Revenue:Membership Dues	Accounts Receivable	303.00	9,321.00
04/17/2023	Invoice	221060	Chester County 911	Annual Membership Dues	Operating Revenue:Membership Dues	Accounts Receivable	147.00	9,468.00
04/17/2023	Invoice	221095	Hickman County 911	Annual Membership Dues	Operating Revenue:Membership Dues	Accounts Receivable	212.00	9,680.00
04/17/2023	Invoice	221110	Marshall County 911	Annual Membership Dues	Operating Revenue:Membership Dues	Accounts Receivable	292.00	9,972.00
04/17/2023	Invoice	221109	Marion County 911	Annual Membership Dues	Operating Revenue:Membership Dues	Accounts Receivable	245.00	10,217.00
04/17/2023	Invoice	221142	Washington County 911	Annual Membership Dues	Operating Revenue:Membership Dues	Accounts Receivable	600.00	10,817.00
04/17/2023	Invoice	221140	Van Buren County 911	Annual Membership Dues	Operating Revenue:Membership Dues	Accounts Receivable	100.00	10,917.00
04/17/2023	Invoice	221137	Trousdale County 911	Annual Membership Dues	Operating Revenue:Membership Dues	Accounts Receivable	100.00	11,017.00
04/17/2023	Invoice	221123	Putnam County 911	Annual Membership Dues	Operating Revenue:Membership Dues	Accounts Receivable	600.00	11,617.00
04/17/2023	Invoice	221114	Meigs County 911	Annual Membership Dues	Operating Revenue:Membership Dues	Accounts Receivable	108.00	11,725.00
04/17/2023	Invoice	221103	Lawrence County 911	Annual Membership Dues	Operating Revenue:Membership Dues	Accounts Receivable	375.00	12,100.00
Total for Membership Dues							\$12,100.00	
Total for Operating Revenue							\$12,100.00	
TOTAL							\$12,100.00	

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Wednesday, July 19 2023

Pursuant to appropriate notice, and in accordance with organizational bylaws, the Executive Board of the Tennessee Emergency Number Association (TENA), met both in-person at the Rutherford Co. ECD Offices, Murfreesboro, TN and via Zoom Call on Wednesday, July 19, 2023, at 1:00 pm (CT).

0723.I Call to Order

President White called the meeting to order.

See Appendix 1 for Board of Directors & staff attendance. All Board members were present, either in person or virtually. Staff in attendance included Russell Freeman, Legal Counsel and Maureen Culberson, Executive Director-Administrative Coordinator.

Members and others in attendance, both in-person and virtually can be found on Attachment 2.

President White offered condolences to Memphis Fire Department through Michael Spencer and Raymond Chiozza on behalf of TENA on the loss of their firefighter.

0723.II Presentation of Minutes from Previous Meeting

Michael Spencer made the motion to approve the minutes of the May Board meeting. Patricia Ledford made the second and the Board voted unanimous approval.

0723.III Ratify Email Votes Since Previous Meeting

There was one vote to ratify.

1) To approve the Financial Audit from Godwin & Associates, PLLC for year ending 12-2022

Kim White made the motion to ratify this vote and Lynn Thompson made the second. With Justin Crowther abstaining from voting, the Board unanimously approved this motion.

0723.IV Administer Oath of Office to West TN Region Rep

Mr. Freeman administered the Oath of Office to Michael Spencer.

0723.V Presentation of Financial Report – J. Crowther

Justin Crowther, Treasurer, presented the financial report as of 07/13/2023 (see Exhibit 1).

The balances are as follows:

First Horizon (First Tennessee) checking account \$ 52,102.43.

Community Bank investment account \$ 136,116.97

PayPal account \$ 197.64

He stated there was a budget amendment for the Welcome Reception, but the amount used was from the other line items in that category. The motion to approve the Financial Report with the budget amendment was made by Michael Spencer with Jimmy Long making the second. With Justin Crowther abstaining, the remainder of the Board voted to unanimously approve this motion.

Treasurer Crowther also gave a Conference Registration report showing 97 Attendee registrations, 35 Industry Partner registrations, 12 Pre-Conference Course registrations and 2 guest passes and 2 banquet guest passes.

0723.VI Regional Reports

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

No meeting

B. West Region –*Patricia Ledford & Michael Spencer*

Michael Spencer reported a meeting with 17 people from 14 ECD's. They discussed the Board elections, Professional Awards. They also talked about the TECB salary repository and the Legislative Committee Survey. Tipton Co also discussed his challenges with AT&T and he was encouraged to bring this issue forward at a TECB Meeting.

C. Middle Region –*Lynn Thompson & Mark Hutchison*

Mark Hutchison reported they had a meeting with approx. 12-13 members present. They talked about the NENA and APCO; the TENA conference; Professional Awards and the Board elections.

D. NENA At-Large –

No report

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Wednesday, July 19 2023

0723.VII Report from Legal Counsel

Mr. Freeman stated that all the conference vendor and hotel contracts have been buttoned up. He also advised that the decision was made to vote for the NENA At-Large Rep replacement on this election, even though it would only be for one-year to fill the unexpired term.

0723.VIII 911 Partner Reports

A. Tennessee Emergency Communications Board

Curtis Sutton, TECB Executive Director made the following report.

- The Board meeting is upcoming in two weeks and will be at Ellington Agriculture Center, Ed Jones Arena on 440 Hogan Rd, Nashville and it will be live-streamed.
- The cyber-security reimbursement was mailed out on July 1
- We will be looking at committee appointments.

B. NENA

Cassie Lowery gave the report. NENA-Grapevine was a great success, however the NENA-Nashville conference was still larger. NENA 2024 will be Jun 28 – Jul 3, 2024. Gaylord Kissimmee
There are openings on the NENA Education Advisory Board and can go to the NENA website to apply.

There are also openings on the NENA APCO Joint TERT Comm and go to the NENA website to apply.

NENA sent an email regarding the android phones (Samsung) update on emergency calls //

****Android Customers!!**** A recent software update for some Android devices is causing accidental calls to 9-1-1, impacting Emergency Communications Centers around the nation. Carriers are aware of the issue and are pushing a solution in a future software update. Please update your devices as early and often as possible to help us reduce these instances.

She was asked about the Peer program and how to apply to be a part of the Partners in Education program. She advised she will check and will email answer as soon as she hears something. Within a few minutes she said she just received the answer. The program will open in January close late February. Watch the NENA website for updates.

C. TN-APCO

Steve Martini made the report.

APCO Conference is coming. There are a lot of outside activities throughout Nashville as well so busy week. All tracks are filled.

- Metro Davidson Co DEC just finished it's 4 mil. Center renovation and it is nice.

0723.IX Committee Reports

A. By-Laws Committee – *Crystal Key*

Crystal advised the Committee is recommending one amendment be placed on the ballot.

Chapter 7.0

7.02 9-1-1 Professional Awards

- The nominee and/or their ECD must be a TENA member in good-standing.

Lynn Thompson made the motion to place this amendment on the ballot and Eric Carpenter made the second. The Board unanimously approved this motion.

B. ENP Scholarship Committee – *Randall Lewis*

Mr. Lewis is requesting the ENP Scholarship budget item be increased for next year.

C. Budget Committee

No report

E. Conference Committees – *Jeff Carney*

1) Hotel – *S. Atchison*

Full at the Embassy with 2 overflows being utilized

2) Registration – *J. Crowther*

Going great

3) IP's & Sponsors – *K. White*

Going good. Sponsorships are up

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Wednesday, July 19 2023

- 4) Program & Agenda – *J. Carney*
All is shaping up
- 5) Food & Entertainment – *E. Carpenter*
Sunday night is set and the committee will make the final decision on the buffet choices.
- 6) Senator Joe Haynes Award – *R. White*
President White advises the nominations are now open and will close Aug. 16
- 7) 911 Professional Awards – *P. Ledford*
Nominations have opened and will close Aug. 16
- 8) Technical Committee – *E. Ritzman*
Mr. Ritzman advises that he has sent his recommended equipment list to the Board for review.
He is recommending
2 Epson projectors \$ 896.00
OREI HDMI Extender over ethernet \$ 89.95
2 HDMI Audio Extenders \$37.98
Gaffer Tape \$ 19.57
For a total of \$1,043.50 + shipping & taxes.
Eric Carpenter asked Treasurer Crowther if there was money available in the budget and he stated there was not an amount dedicated however he felt he could find the money. Eric Carpenter made the motion to purchase these supplies and Jimmy Long made the second. There was unanimous approval by the Board.
- 9) Golf Tourney – *M. Archer*
No report

F Other Committees

0723.X Old Business

No old business to discuss.

0723.XI New Business

No old business to discuss.

0723.XII Comments/Reports

A. District / PSAP Representatives

B. Industry Partners
No comments

C. Other Delegates

Lynn Thompson offered condolences to Dickson Co. through Shauna Atchison on the recent loss of their dispatcher.

0723.XIII Adjournment

The next meeting is scheduled for Saturday, September 23, 2023, at 2:00 pm (CT) at the Embassy Suites Convention Center in Murfreesboro.

With no further business, and without objection, a motion was made to adjourn by Patricia Ledford and the second was made by Mark Hutchison. The meeting was adjourned.

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

Secretary

Date

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Wednesday, July 19 2023

APPENDIX 1 – TENA Board & Staff Attendance

		Present	Absent	Virtual
<i>President</i>	Rose White, ENP	X		
<i>1st Vice President</i>	Jeff Carney, ENP			X
<i>2nd Vice President</i>	Crystal Key			X
<i>Secretary</i>	Shauna Atchison, ENP	X		
<i>Treasurer</i>	Justin Crowther, ENP			X
<i>East Region Rep</i>	James Long	X		
<i>East Region Rep</i>	Kim White			X
<i>Middle Region Rep</i>	Mark Hutchinson-Roberts			X
<i>Middle Region Rep</i>	James (Lynn) Thompson			X
<i>West Region Rep</i>	Patricia Ledford			X
<i>West Region Rep</i>				
<i>At-Large NENA Rep</i>	Michael Spencer, ENP			X
<i>Past President</i>	Eric Carpenter, ENP	X		
<i>Legal Counsel</i>	Russell Freeman	X		
<i>Executive Director</i>	Maureen Culberson	X		

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Wednesday, July 19 2023

ATTACHMENT 2 – Virtual Attendance

Meeting ID	Start Time	End Time	Participants
TENA July Board Meeting	7/19/2023 12:41	7/19/2023 14:05	45

Name (Original Name)		Join Time	Leave Time	Duration
martini	(DX3FL5RNKXKN)	7/19/2023 12:54	7/19/2023 13:00	6
Brad	Anders	7/19/2023 13:07	7/19/2023 14:05	59
Kim	Augustine	7/19/2023 12:57	7/19/2023 14:05	69
Patrice	Coleman	7/19/2023 13:42	7/19/2023 14:05	23
Sherri	Hanna	7/19/2023 12:45	7/19/2023 12:54	10
Sherri	Hanna	7/19/2023 12:54	7/19/2023 14:05	71
Loren	Hebert	7/19/2023 12:57	7/19/2023 14:05	69
Raymond's	iPhone	7/19/2023 12:58	7/19/2023 14:05	68
Stacey	Johnson	7/19/2023 12:58	7/19/2023 14:05	68
Joey	King	7/19/2023 13:40	7/19/2023 14:05	26
Cassie	Lowery	7/19/2023 12:56	7/19/2023 14:05	69
Lesley	M	7/19/2023 12:59	7/19/2023 14:05	66
Paul	McCallister	7/19/2023 12:58	7/19/2023 14:04	66
Hope	Petersen	7/19/2023 12:57	7/19/2023 14:05	69
Eric	Ritzman	7/19/2023 12:54	7/19/2023 14:05	72
Alycia	Rosson	7/19/2023 12:59	7/19/2023 13:58	59
Jim	Rowe	7/19/2023 13:23	7/19/2023 13:36	14
Jim	Rowe	7/19/2023 13:36	7/19/2023 13:53	17
Jim	Rowe	7/19/2023 12:57	7/19/2023 13:22	26
Jennifer	Schwendimann	7/19/2023 13:02	7/19/2023 14:05	63
Deranecque	Sims	7/19/2023 13:01	7/19/2023 13:23	22
Curtis	Sutton	7/19/2023 13:30	7/19/2023 13:51	21
Curtis	Sutton	7/19/2023 13:02	7/19/2023 13:30	28
Dana	Swims	7/19/2023 12:56	7/19/2023 14:05	69
Randall-	Washington Co 911	7/19/2023 12:59	7/19/2023 14:05	66
Hawkins Co.		7/19/2023 12:45	7/19/2023 14:05	81
iPhone		7/19/2023 13:01	7/19/2023 14:05	65
17314393549		7/19/2023 12:57	7/19/2023 14:05	68
Admin	Coordinator	7/19/2023 12:41	7/19/2023 12:52	11
Admin	Coordinator	7/19/2023 13:00	7/19/2023 14:05	65
Justin	Crowther	7/19/2023 12:50	7/19/2023 14:05	75
Mark	Hutchison	7/19/2023 12:57	7/19/2023 14:05	69
Jeff's	iPhone	7/19/2023 13:02	7/19/2023 13:18	17
Crystal	Key	7/19/2023 12:57	7/19/2023 14:05	69
Chester Co	Ledford	7/19/2023 12:54	7/19/2023 14:05	71
Patricia	Ledford	7/19/2023 12:50	7/19/2023 14:05	76
Michael	Spencer ENP	7/19/2023 12:59	7/19/2023 14:05	66
Lynn	Thompson	7/19/2023 12:49	7/19/2023 14:05	77
kim.	white	7/19/2023 12:54	7/19/2023 14:05	72

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Wednesday, July 19 2023

EXHIBIT 1

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Financial Report

Justin Crowther, Treasurer

7/13/2023

First Tennessee Checking Account	4/19/2023	\$	17,103.10
Deposits			\$54,534.90
Expenses			\$19,517.57
First Tennessee Checking Account Balance	7/13/2023	\$	<u>52,120.43</u>
 Community Investment Checking Account	 4/19/2023	 \$	 135,761.27
Deposits		\$	-
Interest		\$	355.70
Expenses		\$	-
Community Investment Checking Account Balance	7/13/2023	\$	<u>136,116.97</u>
 Paypal	 4/19/2023	 \$	 -
Deposits		\$	197.64
Transfers to First TN Bank		\$	-
Transfers to Community Bank		\$	-
Refunds		\$	-
Paypal Balance	7/13/2023	\$	<u>197.64</u>

For complete Finance Report, see attached file

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Wednesday, July 19 2023

EXHIBIT 2 Budget

page 1

2023 Budget

Tennessee Emergency Number Association
Financial Report
7/13/2023

OPERATING REVENUE						
OPERATING REVENUE	2022 Actuals	2023 Budget Proposed	2023 Amendments	2023 Actuals	Remaining	Comments
Membership Dues	29,352.00	29,300.00		20,299.00	(9,001.00)	
Associate Membership Dues	45.00	0.00		200.00	200.00	
NENA Dues	4,000.00	4,300.00			(4,300.00)	
ENP Scholarships	0.00	0.00			0.00	
TERT Donations	0.00	0.00			0.00	
Credit Card Processing Fees	1,922.20	1,900.00		666.95	(1,233.05)	
Interest - Community Bank	1,117.12	1,300.00		710.48	(589.52)	
Rebates (Spring)				197.64		
TOTAL OPERATING REVENUE	36,436.32	36,800.00		22,074.07	(14,923.57)	
CONFERENCE REVENUE						
CONFERENCE REVENUE	2022 Actuals	2023 Budget Proposed	2023 Amendments	2023 Actuals	Remaining	Comments
Attendee Conference Registration	78,175.00	78,000.00		17,875.00	(60,125.00)	
Day Pass	4,500.00	4,500.00			(4,500.00)	
Banquet Tickets	1,200.00	1,200.00			(1,200.00)	
Pre-Conference Course Registration	10,200.00	10,000.00		750.00	(9,250.00)	
Golf Tournament Registration	1,200.00	1,200.00			(1,200.00)	
Guest Passes	1,725.00	1,700.00		150.00	(1,550.00)	
Super Session Registration	0.00	0.00			0.00	
Industry Partner Registration	41,305.00	41,300.00		13,500.00	(27,800.00)	
Additional Exhibit Booth	1,800.00	1,800.00			(1,800.00)	
TN-APCO	3,103.63	3,100.00			(3,100.00)	
Sponsorships - Conference	34,000.00	35,000.00		13,400.00	(21,600.00)	
CONFERENCE REVENUE	177,208.63	177,800.00		45,675.00	(132,125.00)	
TOTAL REVENUE	213,644.95	214,600.00		67,749.07	(146,850.93)	
OPERATING EXPENSES						
OPERATING EXPENSES	2022 Actuals	2023 Budget Proposed	2023 Amendments	2023 Actuals	Remaining	Comments
Legal Counsel Fees	20,999.92	21,000.00		12,250.00	8,750.00	
Executive Director Contract	21,732.23	18,115.00		10,866.12	7,248.88	
Operating Expenses	1,641.35	1,650.00		401.65	1,248.35	
Certificates & Ballots	198.00	200.00			200.00	
Website / Domain Expenses	262.15	265.00		367.58	(102.58)	
Travel Expenses	0.00	0.00			0.00	
ENP Scholarship's	1,740.00	3,500.00		3,480.00	20.00	
Survey Services	0.00	0.00			0.00	
Audit Expenses	4,000.00	4,000.00		4,000.00	0.00	
Insurance	3,377.00	4,000.00			4,000.00	
Service Charge	2,355.77	2,400.00		874.50	1,525.50	
Surety Bond Expense		400.00			400.00	
Event Expenses	0.00	0.00			0.00	
TERT Expenses	0.00	0.00			0.00	
TOTAL OPERATING EXPENSES	56,306.42	55,530.00		32,239.85	23,290.15	

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Wednesday, July 19 2023

EXHIBIT 2 cont.

page 2

2023 Budget

Tennessee Emergency Number Association
Financial Report
7/13/2023

CONFERENCE EXPENSES						
CONFERENCE EXPENSES	2022 Actuals	2023 Budget Proposed	2023 Amendments	2023 Actuals	Remaining	Comments
PROGRAM/AGENDA						
Pre-Conference Course Session	9,202.00	10,000.00			10,000.00	
Keynote Speaker Session	3,000.00	3,000.00			3,000.00	
Conference Instructors	5,500.00	5,500.00			5,500.00	
Speaker Expenses	1,066.35	1,100.00			1,100.00	
CEU's	2,000.00	2,000.00			2,000.00	
CONFERENCE FOOD & BEVERAGE						
Sunday food and beverage	0.00	0.00			0.00	
Monday food and beverage	6,552.08	6,500.00			6,500.00	
Tuesday food and beverage	27,681.69	28,000.00			28,000.00	
Wednesday food and beverage	1,273.10	1,300.00			1,300.00	
CONFERENCE ENTERTAINMENT						
Conference Entertainment	0.00	0.00			0.00	
OFF-SITE IP EVENT						
Venue Rental	0.00	0.00	\$ 17,800.00	5,000.00	12,800.00	7/19/2023 Adjusted for Conf.
Sunday IP Event Food and Beverage	29,701.24	26,925.00	\$ 6,835.00		6,835.00	7/19/2023 Adjusted for Conf.
Entertainment	4,200.00	4,200.00			4,200.00	
Transportation	0.00	0.00	\$ 2,290.00	250.00	2,040.00	7/19/2023 Adjusted for Conf.
CONFERENCE SITE FEES						
Hotel Rooms	8,626.55	8,600.00			8,600.00	
Meeting Rooms	329.25	330.00			330.00	
Comp industry partner registration	0.00	0.00			0.00	
Decorator Fees / Booth Setup Fees / Electric	22,018.59	22,100.00			22,100.00	
AV Fees	17,038.69	17,100.00			17,100.00	
PUBLICITY & PRINTING						
Handouts	0.00	0.00			0.00	
Conference Guide	2,696.57	0.00			0.00	
Signs	412.83	415.00			415.00	
REGISTRATION						
Conference Refunds	1,799.32	0.00			0.00	
Comp Registrations - Attendee	0.00	0.00			0.00	
Registration Software	7,757.46	12,000.00		8,201.56	3,798.44	
Registration Supplies	193.99	200.00			200.00	
TECHNICAL						
Technology Supplies	0.00	500.00			500.00	
PRIZES						
Awards	482.83	500.00			500.00	
Door Prizes	1,200.45	1,000.00			1,000.00	
GOLF TOURNAMENT						
Golf Course Fees	950.00	1,000.00			1,000.00	
Miscellaneous expense	2,015.92	2,100.00			2,100.00	
In-Kind Sponsorships	0.00	0.00			0.00	
MISCELLANEOUS						
Conference Bags	2,023.52	2,100.00			2,100.00	
Lanyards/Name Badge Holders	1,532.51	1,600.00			1,600.00	
Conference Shirts	384.13	500.00			500.00	
Miscellaneous expense	0.00	500.00			500.00	
Notification System	0.00	0.00			0.00	
TOTAL CONFERENCE EXPENSES	159,639.07	159,070.00		13,451.56	145,618.44	
TOTAL EXPENSES	215,945.49	214,600.00		45,691.41		
TOTAL REVENUE	213,644.95	214,600.00		67,749.07		
TOTAL PROFIT/(LOSS)	(2,300.54)	0.00		22,057.66		

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Financial Report

Justin Crowther, Treasurer

7/13/2023

First Tennessee Checking Account	4/19/2023	\$	17,103.10
Deposits			\$54,534.90
Expenses			\$19,517.57
First Tennessee Checking Account Balance	7/13/2023	\$	<u>52,120.43</u>

Community Investment Checking Account	4/19/2023	\$	135,761.27
Deposits		\$	-
Interest		\$	355.70
Expenses		\$	-
Community Investment Checking Account Balance	7/13/2023	\$	<u>136,116.97</u>

Paypal	4/19/2023	\$	-
Deposits		\$	197.64
Transfers to First TN Bank		\$	-
Transfers to Community Bank		\$	-
Refunds		\$	-
Paypal Balance	7/13/2023	\$	<u>197.64</u>

First Horizon Bank - Checking Ending Balance: **\$52,120.43**

Date: 4/20/2023 - 7/13/2023

Date	Ref	Type	Payee	Account	Payment	Deposit
04/20/2023		Deposit				1,171.00
05/12/2023		Deposit				2,585.00
05/17/2023		Deposit	Stewart County 911	Undeposited Funds		116.00
06/01/2023		Deposit				1,255.00
06/05/2023		Deposit				9,741.20
06/06/2023		Deposit	GroundLinx Technologies	Undeposited Funds		926.35
06/07/2023		Deposit				2,489.44
06/09/2023		Deposit				1,675.00
06/14/2023		Deposit				4,421.85
06/16/2023		Deposit	DataTech911	Undeposited Funds		926.35
06/16/2023		Deposit				3,025.00
06/20/2023		Deposit				1,095.35
06/22/2023		Deposit				2,881.70
06/25/2023		Deposit	Marion County 911	Undeposited Funds		154.60
06/26/2023		Deposit				6,520.00
06/28/2023		Deposit	System	Undeposited Funds		926.35
07/05/2023		Deposit	Dickson County 911	Undeposited Funds		462.00
07/05/2023		Deposit				4,892.00
07/11/2023		Deposit				1,209.58
07/13/2023		Deposit				8,061.13
						54,534.90
06/15/2023		Check	Stars and Strikes	Conference Expenses:Off-Site IP Event:Venue Rental	5,000.00	
04/20/2023		Expense	Ionos Inc.	Operating Expenses:Website / Domain Expenses	20.17	
04/20/2023		Expense	QuickBooks Payments	Operating Expenses:Service Charge	35.30	
04/20/2023		Expense	QuickBooks Payments	Operating Expenses:Service Charge	6.46	
04/20/2023		Expense	QuickBooks Payments	Operating Expenses:Service Charge	58.43	
04/21/2023		Expense	Quickbooks	Operating Expenses:Operating Expenses{106}	32.93	
05/12/2023		Expense	NENA	Operating Expenses:ENP Scholarship	435.00	
05/15/2023		Expense	Freeman & Bracey, PLC	Operating Expenses:Legal Counsel contract	1,750.00	
05/17/2023		Expense	QuickBooks Payments	Operating Expenses:Service Charge	3.61	
05/20/2023		Expense	Quickbooks	Operating Expenses:Operating Expenses{106}	32.93	
05/30/2023		Expense	Maureen Culberson	Operating Expenses:Executive Director contract	1,811.02	
06/05/2023		Expense	QuickBooks Payments	Operating Expenses:Service Charge	283.99	
06/06/2023		Expense	QuickBooks Payments	Operating Expenses:Service Charge	27.11	
06/07/2023		Expense	QuickBooks Payments	Operating Expenses:Service Charge	73.19	
06/14/2023		Expense	QuickBooks Payments	Operating Expenses:Service Charge	128.98	
06/15/2023		Expense	Anchor Transportation	Conference Expenses:Off-Site IP Event:IP Transportation	250.00	
06/16/2023		Expense	QuickBooks Payments	Operating Expenses:Service Charge	27.11	
06/16/2023		Expense	Freeman & Bracey, PLC	Operating Expenses:Legal Counsel contract	1,750.00	
06/20/2023		Expense	Quickbooks	Operating Expenses:Operating Expenses{106}	32.93	
06/20/2023		Expense	QuickBooks Payments	Operating Expenses:Service Charge	32.26	
06/22/2023		Expense	QuickBooks Payments	Operating Expenses:Service Charge	84.07	
06/24/2023		Expense	Maureen Culberson	Operating Expenses:Executive Director contract	1,811.02	
06/25/2023		Expense	QuickBooks Payments	Operating Expenses:Service Charge	4.73	
06/26/2023		Expense	Godwin & Associates	Operating Expenses:Audit Expenses	4,000.00	
06/28/2023		Expense	QuickBooks Payments	Operating Expenses:Service Charge	27.11	
07/05/2023		Expense	QuickBooks Payments	Operating Expenses:Service Charge	13.65	
07/11/2023		Expense	QuickBooks Payments	Operating Expenses:Service Charge	35.57	
07/13/2023		Expense	Freeman & Bracey, PLC	Operating Expenses:Legal Counsel contract	1,750.00	
					19,517.57	

Community BankEnding Balance: \$136,116.97						
Date: 4/20/2023 - 7/13/2023						
Date	Ref No.	Type	Payee	Account	Payment	Deposit
06/30/2023	INTEREST	Deposit		Operating Revenue:Community Bank - Interest		117.37
05/31/2023	INTEREST	Deposit		Operating Revenue:Community Bank - Interest		128.98
04/30/2023	INTEREST	Deposit		Operating Revenue:Community Bank - Interest		109.35
						355.70

PayPalEnding Balance: \$197.64						
Date: 4/20/2023 - 7/13/2023						
Date	Ref No.	Type	Payee	Account	Payment	Deposit
07/05/2023		Deposit	Spring	Operating Revenue:Rebate Spring		197.64

Tennessee Emergency Number Association

Profit and Loss

January 1 - July 13, 2023

	TOTAL
Income	
Conference Revenue	
Attendee Conf Registration	17,875.00
Guest Pass	150.00
Industry Partner Registration	13,500.00
Pre-Conference Registration	750.00
Sponsorships	13,400.00
Total Conference Revenue	45,675.00
Operating Revenue	
Associate Membership Dues	200.00
Community Bank - Interest	710.48
Credit Card Processing Fee	666.95
Membership Dues	20,299.00
Rebate Spring	197.64
Total Operating Revenue	22,074.07
Total Income	\$67,749.07
GROSS PROFIT	\$67,749.07
Expenses	
Conference Expenses	
Off-Site IP Event	
IP Transportation	250.00
Venue Rental	5,000.00
Total Off-Site IP Event	5,250.00
Registration	
Registration Software	8,201.56
Total Registration	8,201.56
Total Conference Expenses	13,451.56
Operating Expenses	
Audit Expenses	4,000.00
ENP Scholarship	3,480.00
Executive Director contract	10,866.12
Legal Counsel contract	12,250.00
Operating Expenses{106}	401.65
Service Charge	874.50
Website / Domain Expenses	367.58
Total Operating Expenses	32,239.85
Total Expenses	\$45,691.41
NET OPERATING INCOME	\$22,057.66
NET INCOME	\$22,057.66

Tennessee Emergency Number Association
Financial Report
7/13/2023

OPERATING REVENUE						
OPERATING REVENUE	2022 Actuals	2023 Budget Proposed	2023 Amendments	2023 Actuals	Remaining	Comments
Membership Dues	29,352.00	29,300.00		20,299.00	(9,001.00)	
Associate Membership Dues	45.00	0.00		200.00	200.00	
NENA Dues	4,000.00	4,300.00			(4,300.00)	
ENP Scholarships	0.00	0.00			0.00	
TERT Donations	0.00	0.00			0.00	
Credit Card Processing Fees	1,922.20	1,900.00		666.95	(1,233.05)	
Interest - Community Bank	1,117.12	1,300.00		710.48	(589.52)	
Rebates (Spring)				197.64		
TOTAL OPERATING REVENUE	36,436.32	36,800.00		22,074.07	(14,923.57)	
CONFERENCE REVENUE						
CONFERENCE REVENUE	2022 Actuals	2023 Budget Proposed	2023 Amendments	2023 Actuals	Remaining	Comments
Attendee Conference Registration	78,175.00	78,000.00		17,875.00	(60,125.00)	
Day Pass	4,500.00	4,500.00			(4,500.00)	
Banquet Tickets	1,200.00	1,200.00			(1,200.00)	
Pre-Conference Course Registration	10,200.00	10,000.00		750.00	(9,250.00)	
Golf Tournament Registration	1,200.00	1,200.00			(1,200.00)	
Guest Passes	1,725.00	1,700.00		150.00	(1,550.00)	
Super Session Registration	0.00	0.00			0.00	
Industry Partner Registration	41,305.00	41,300.00		13,500.00	(27,800.00)	
Additional Exhibit Booth	1,800.00	1,800.00			(1,800.00)	
TN-APCO	3,103.63	3,100.00			(3,100.00)	
Sponsorships - Conference	34,000.00	35,000.00		13,400.00	(21,600.00)	
CONFERENCE REVENUE	177,208.63	177,800.00		45,675.00	(132,125.00)	
TOTAL REVENUE	213,644.95	214,600.00		67,749.07	(146,850.93)	
OPERATING EXPENSES						
OPERATING EXPENSES	2022 Actuals	2023 Budget Proposed	2023 Amendments	2023 Actuals	Remaining	Comments
Legal Counsel Fees	20,999.92	21,000.00		12,250.00	8,750.00	
Executive Director Contract	21,732.23	18,115.00		10,866.12	7,248.88	
Operating Expenses	1,641.35	1,650.00		401.65	1,248.35	
Certificates & Ballots	198.00	200.00			200.00	
Website / Domain Expenses	262.15	265.00		367.58	(102.58)	
Travel Expenses	0.00	0.00			0.00	
ENP Scholarship's	1,740.00	3,500.00		3,480.00	20.00	
Survey Services	0.00	0.00			0.00	
Audit Expenses	4,000.00	4,000.00		4,000.00	0.00	
Insurance	3,377.00	4,000.00			4,000.00	
Service Charge	2,355.77	2,400.00		874.50	1,525.50	
Surety Bond Expense		400.00			400.00	
Event Expenses	0.00	0.00			0.00	
TERT Expenses	0.00	0.00			0.00	
TOTAL OPERATING EXPENSES	56,306.42	55,530.00		32,239.85	23,290.15	

Tennessee Emergency Number Association
Financial Report
7/13/2023

CONFERENCE EXPENSES						
CONFERENCE EXPENSES	2022 Actuals	2023 Budget Proposed	2023 Amendments	2023 Actuals	Remaining	Comments
PROGRAM/AGENDA						
Pre-Conference Course Session	9,202.00	10,000.00			10,000.00	
Keynote Speaker Session	3,000.00	3,000.00			3,000.00	
Conference Instructors	5,500.00	5,500.00			5,500.00	
Speaker Expenses	1,066.35	1,100.00			1,100.00	
CEU's	2,000.00	2,000.00			2,000.00	
CONFERENCE FOOD & BEVERAGE						
Sunday food and beverage	0.00	0.00			0.00	
Monday food and beverage	6,552.08	6,500.00			6,500.00	
Tuesday food and beverage	27,681.69	28,000.00			28,000.00	
Wednesday food and beverage	1,273.10	1,300.00			1,300.00	
CONFERENCE ENTERTAINMENT						
Conference Entertainment	0.00	0.00			0.00	
OFF-SITE IP EVENT						
Venue Rental	0.00	0.00	\$ 17,800.00	5,000.00	12,800.00	7/19/2023 Adjusted for Conf.
Sunday IP Event Food and Beverage	29,701.24	26,925.00	\$ 6,835.00		6,835.00	7/19/2023 Adjusted for Conf.
Entertainment	4,200.00	4,200.00			4,200.00	
Transportation	0.00	0.00	\$ 2,290.00	250.00	2,040.00	7/19/2023 Adjusted for Conf.
CONFERENCE SITE FEES						
Hotel Rooms	8,626.55	8,600.00			8,600.00	
Meeting Rooms	329.25	330.00			330.00	
Comp industry partner registration	0.00	0.00			0.00	
Decorator Fees / Booth Setup Fees / Electric	22,018.59	22,100.00			22,100.00	
AV Fees	17,038.69	17,100.00			17,100.00	
PUBLICITY & PRINTING						
Handouts	0.00	0.00			0.00	
Conference Guide	2,696.57	0.00			0.00	
Signs	412.83	415.00			415.00	
REGISTRATION						
Conference Refunds	1,799.32	0.00			0.00	
Comp Registrations - Attendee	0.00	0.00			0.00	
Registration Software	7,757.46	12,000.00		8,201.56	3,798.44	
Registration Supplies	193.99	200.00			200.00	
TECHNICAL						
Technology Supplies	0.00	500.00			500.00	
PRIZES						
Awards	482.83	500.00			500.00	
Door Prizes	1,200.45	1,000.00			1,000.00	
GOLF TOURNAMENT						
Golf Course Fees	950.00	1,000.00			1,000.00	
Miscellaneous expense	2,015.92	2,100.00			2,100.00	
In-Kind Sponsorships	0.00	0.00			0.00	
MISCELLANEOUS						
Conference Bags	2,023.52	2,100.00			2,100.00	
Lanyards/Name Badge Holders	1,532.51	1,600.00			1,600.00	
Conference Shirts	384.13	500.00			500.00	
Miscellaneous expense	0.00	500.00			500.00	
Notification System	0.00	0.00			0.00	
TOTAL CONFERENCE EXPENSES	159,639.07	159,070.00		13,451.56	145,618.44	
TOTAL EXPENSES	215,945.49	214,600.00		45,691.41		
TOTAL REVENUE	213,644.95	214,600.00		67,749.07		
TOTAL PROFIT/(LOSS)	(2,300.54)	0.00		22,057.66		

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Saturday, September 23, 2023

Wednesday, September 27, 2023

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 and Convention Center, Murfreesboro, TN on Saturday, September 23, 2023, at 2:00 pm (CT).

0923.1-I Call to Order

President Rose White called the meeting to order.

See Appendix 1 for Board of Directors & staff attendance.

0923.1-II Minutes

Eric Carpenter made the motion to approve the minutes of the July meeting as previously sent to the Board. James Long made the second and the Board voted unanimous approval.

0923.1.III Ratify Email Votes Since Previous Meeting

The Budget Committee advised of the following Refund Requests – *Justin Crowther*

- 1) Henderson Co. Allen Manness
- 2) City of Kingsport, Peninah Rose
- 3) Carol Baker, Carroll Co.

Patricia Leford made the motion to refund all three and Michael Spencer made the second with the Board voting unanimous approval.

0923.1-IV Financial Report

Justin Crowther, Treasurer, presented the financial report as of 09/05/2023 (see Exhibit 1 and attached file).

The balance in First Horizons checking account was \$ 153,506.29.

The balance in the Community Bank investment account was \$ 136,359.85.

The balance in the PayPal account was \$ 197.64.

Michael Spencer made the motion to accept the financial report as presented. Jimmy Long made the second and with Justin Crowther abstaining the remainder of the Board unanimously approved. Mr. Crowther requested that any Budget amendments be deferred until November meeting due to the fact the finances are very fluid at this time as compared to the budget. The Board agreed with this request.

0923.1.V 2023 TENA Conference Committee Report

1. Hotel – *S. Atchison*

The Embassy is full and there are attendees at both overflow hotel.

2. Registration – *J. Crowther*

Mr. Crowther advised the registration have been going well, Numbers appear to be up from the past couple of years.

3. Industry Partners – *K. White*

Ms. Kim White stated everything is ready to go. Sponsorships are definitely up, which we appreciate.

4. Programs & Agenda – *J. Carney*

Everything is all set for great education.

5. Food & Entertainment – *E. Carpenter*

Final counts have been given to the hotel and the Sunday entertainment venue. Tuesday Banquet numbers are down, so we had to make some changes to the concessions in order to meet our Food guarantee numbers.

6. Technical – *E. Ritzman*

The new equipment has been purchased and is ready to be used..

7. Professional Awards – *P. Ledford*

Ms. Ledford that we are ready to go.

8. Joe Haynes Award – *E. Carpenter*

President White advised the committee has met and the decision has been made.

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Saturday, September 23, 2023

Wednesday, September 27, 2023

9. Golf Tournament – *M. Archer*

Everything is set and this year there are 12 teams playing..

10. Memorial Service – *M. Culberson*

Ms. Culberson advised that at the suggestion of the Board and sign has been made for the memorials.

0923.1.VI Old Business

There was not old business to report.

0923.1-VII New Business

There was no new business to report.

0923.1-VIII Recess

The call to recess the meeting until Wednesday, September 27 at 12:00 pm was made and President White called the Annual Conference open.

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Saturday, September 23, 2023

Wednesday, September 27, 2023

The Executive Board of the Tennessee Emergency Number Association (TENA) was called back into session at The Embassy Suites and Convention Center on Wednesday, September 21 at 12:00 pm (CT).

0923.2-I Call to Order

President Carney called the meeting back to order, and while there were no new Board members to welcome, some of them have new positions. Jimmy Long is now 2nd Vice President and Eric Carpenter is now the NENA At-Large Rep.

See Appendix 2 for Board of Directors & staff attendance..

0923.2-II Regional Reports

East Region – *Kim White*

Mrs. White stated East Region had a regional meeting on Sep. 20 with 17 in attendance. There was a discussion regarding the nominations, voting and conference. Eric Carpenter advised what had been discussed at the TECB Policy Committee. Jimmy Long discussed possible legislation and how that would be ramping up very soon.

Middle Region – *Mark Hutchison & Lynn Thompson*

No meeting. .

West Region – *Michael Spencer*

No meeting.

NENA At-Large – *Eric Carpenter*

Mr. Carpenter stated he would be scheduling a meeting very soon.

0923.2-III Report from Russell Freeman, Legal Counsel

Mr. Freeman stated he had worked with Mr. Chiozza and Ms. Culberson to determine the dates for the Special Election which would be announced in New Business.

0923.2-IV 911 Partner Reports

A. TECB

No Report.

B. NENA

Cassie Lowery made the following report.

- 1) NGA 911 Standards Jan 15-18, early bird ends Oct 27, 2023, housing \$239/night.
- 2) 911 GTW Feb 25-28 same location.
- 3) June 28-July 3rd NENA Conference in Orlando
- 4) 20, 700 members, renewals upcoming.
- 5) Nominations open for annual election open until Oct 1st, position available SE Region, 2nd VP, W Region, Private Sector
- 6) All things Wellness-Helping the Helper.
- 7) ENP app deadline Jan 5th, testing Feb 3-17 spring deadline March 8, test dates Apr 6-20.
- 8) Webinar Wednesday will be continuing.
- 9) Women in 911 - Wellness in 911 Sept 28th encouraging people to get involved.

C. TN-APCO

- 1) They had their meeting on Monday and the following items were discussed,
- 2) approved CPE \$500 for capstone.
- 3) Steve Martini approved for lifetime member.
- 4) Jennifer Schwendimann approved for Sr. Member, will be sent to National for approval.

0923.2-V Committee Reports

A. Conference

President Carney advised we had a great turnout, great job in all areas, there were some comments about the app and not having paper schedules available that we will be working on for next year.

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Saturday, September 23, 2023

Wednesday, September 27, 2023

0923.2-VI Old Business

- A. No old business to discuss.

0923.2.VII New Business

- A. 2022-2023 TENA Committees

President Carney presented his Standing & Conference Committees recommendations for Board approval. (See Exhibit 3). There were some open and would be filled in after the Special Election.

Eric Carpenter made the motion to accept the committees as presented and Kim White made the second. The Board voted unanimously in favor and the motion passed.

- B. Add/Change Signatories to all the Bank Accounts – *Justin Crowther*

Motion was made by Lynn Thompson with second by Jimmy Long to keep Justin Crowther, Rose White and Kim White on all the accounts as signatories, but to remove Patricia Ledford from the same. With Justin Crowther abstaining, the Board voted unanimous approval.

- C. Special Elections Dates – Jeff Carney for Raymond Chiozza

- Thursday, Sep. 28 @ 7:00 am (CT) - Nominations open
- Thursday, Oct. 12 @ 5:00 pm (CT) - Nominations close
- Monday, Oct. 16 @ 7:00 am (CT) - Election Opens; Ballots sent to East & West Region only
- Monday, Oct. 30 @ 5:00 pm (CT) - Election Closes
- Tuesday, Oct. 31 at the TENA Board Meeting- New reps sworn-in

Motion made by Lynn Thompson with the second being made by Eric Carpenter. The Board voted unanimous approval

- D. Additional New Business

Mr. Freeman made the comment the Bylaws Committee should clarify language in the event no ones runs for available positions, consider appointments in the future.

0923.2-VIII Comments / Reports

- A. District Representatives

Buster Brown asked that TENA support Cassie Lowery for her election to the Southeast Region Representative

- B. Industry Partners

No comments

- C. Other Delegates

Steve Smith said kudos for a great conference, he has heard lots of positive feedback about the variety of classes.

0923.2-VIII Adjourn

The next meeting will be held on October 31, 2023, at 1:00 pm (CT) at the Rutherford Co. ECD Office, Murfreesboro, TN

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

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

Approved, this _____ day of 2023

Secretary

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Saturday, September 23, 2023

Wednesday, September 27, 2023

APPENDIX 1 – Saturday, 09.23.2023 TENA Board & Staff Attendance

		present	absent	conf. call
<i>President</i>	Rose White, ENP	X		
<i>1st Vice President</i>	Jeff Carney, ENP	X		
<i>2nd Vice President</i>	Crystal Key, ENP		X	
<i>Secretary</i>	Shauna Atchison, ENP	X		
<i>Treasurer</i>	Justin Crowther, ENP	X		
<i>East Region Rep</i>	James Long	X		
<i>East Region Rep</i>	Kim White	X		
<i>Middle Region Rep</i>	Mark Hutchison	X		
<i>Middle Region Rep</i>	James Lynn Thompson	X		
<i>West Region Rep</i>	Patricia Ledford	X		
<i>West Region Rep</i>	Michael Spencer, ENP	X		
<i>NENA At-Large Rep</i>				
<i>Past President</i>	S. Eric Carpenter, ENP	X		
<i>Legal Counsel</i>	Russell Freeman	X		
<i>Executive Director</i>	Maureen Culberson		X	

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Saturday, September 23, 2023

Wednesday, September 27, 2023

APPENDIX 2 – Wednesday, 09.27.2023 TENA Board & Staff Attendance

		present	absent	conf. call
<i>President</i>	Jeff Carney, ENP	X		
<i>1st Vice President</i>	Crystal Key, ENP	X		
<i>2nd Vice President</i>	James Long	X		
<i>Secretary</i>	Shauna Atchison, ENP	X		
<i>Treasurer</i>	Justin Crowther, ENP	X		
<i>East Region Rep</i>	Kim White	X		
<i>East Region Rep</i>				
<i>Middle Region Rep</i>	Mark Hutchison	X		
<i>Middle Region Rep</i>	James Lynn Thompson	X		
<i>West Region Rep</i>	Michael Spencer, ENP	X		
<i>West Region Rep</i>				
<i>NENA At-Large Rep</i>	S. Eric Carpenter, ENP	X		
<i>Past President</i>	Rose White, ENP	X		
<i>Legal Counsel</i>	Russell Freeman	X		
<i>Executive Director</i>	Maureen Culberson		X	

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Saturday, September 23, 2023

Wednesday, September 27, 2023

EXHIBIT 1

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Financial Report

Justin Crowther, Treasurer

9/5/2023

First Tennessee Checking Account	7/13/2023	\$	52,120.43
Deposits			\$119,420.94
Expenses			\$18,035.08
First Tennessee Checking Account Balance	9/5/2023	\$	<u>153,506.29</u>
Community Investment Checking Account	7/13/2023	\$	136,116.97
Deposits		\$	-
Interest		\$	242.89
Expenses		\$	-
Community Investment Checking Account Balance	9/5/2023	\$	<u>136,359.86</u>
Paypal	7/13/2023	\$	197.64
Deposits		\$	-
Transfers to First TN Bank		\$	197.64
Transfers to Community Bank		\$	-
Refunds		\$	-
Paypal Balance	9/5/2023	\$	<u>-</u>

For complete Finance Report, see attached file

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Saturday, September 23, 2023

Wednesday, September 27, 2023

EXHIBIT 2 page 1

2023 Budget

Tennessee Emergency Number Association
Financial Report
9/5/2023

OPERATING REVENUE						
OPERATING REVENUE	2022 Actuals	2023 Budget Proposed	2023 Amendments	2023 Actuals	Remaining	Comments
Membership Dues	29,352.00	29,300.00		27,624.00	(1,676.00)	
Associate Membership Dues	45.00	0.00		200.00	200.00	
NENA Dues	4,000.00	4,300.00			(4,300.00)	
ENP Scholarships	0.00	0.00		3,745.00	3,745.00	
TERT Donations	0.00	0.00			0.00	
Credit Card Processing Fees	1,922.20	1,900.00		2,014.20	114.20	
Interest - Community Bank	1,117.12	1,300.00		953.37	(346.63)	
Rebates (Spring)				197.64		
TOTAL OPERATING REVENUE	36,436.32	36,800.00		34,734.21	(2,263.43)	
CONFERENCE REVENUE						
CONFERENCE REVENUE	2022 Actuals	2023 Budget Proposed	2023 Amendments	2023 Actuals	Remaining	Comments
Attendee Conference Registration	78,175.00	78,000.00		67,685.71	(10,314.29)	
Day Pass	4,500.00	4,500.00		4,114.29	(385.71)	
Banquet Tickets	1,200.00	1,200.00		450.00	(750.00)	
Pre-Conference Course Registration	10,200.00	10,000.00		5,550.00	(4,450.00)	
Golf Tournament Registration	1,200.00	1,200.00		825.00	(375.00)	
Guest Passes	1,725.00	1,700.00		450.00	(1,250.00)	
Super Session Registration	0.00	0.00			0.00	
Industry Partner Registration	41,305.00	41,300.00		29,600.00	(11,700.00)	
Additional Exhibit Booth	1,800.00	1,800.00		1,800.00	0.00	
TN-APCO	3,103.63	3,100.00			(3,100.00)	
Sponsorships - Conference	34,000.00	35,000.00		41,800.00	6,800.00	
CONFERENCE REVENUE	177,208.63	177,800.00		152,275.00	(25,525.00)	
TOTAL REVENUE	213,644.95	214,600.00		187,009.21	(27,590.79)	
OPERATING EXPENSES						
OPERATING EXPENSES	2022 Actuals	2023 Budget Proposed	2023 Amendments	2023 Actuals	Remaining	Comments
Legal Counsel Fees	20,999.92	21,000.00		14,000.00	7,000.00	
Executive Director Contract	21,732.23	18,115.00		14,488.16	3,626.84	
Operating Expenses	1,641.35	1,650.00		682.36	967.64	
Certificates & Ballots	198.00	200.00		203.94	(3.94)	
Website / Domain Expenses	262.15	265.00		367.58	(102.58)	
Travel Expenses	0.00	0.00			0.00	
ENP Scholarship's	1,740.00	3,500.00		6,665.00	(3,165.00)	
Survey Services	0.00	0.00			0.00	
Audit Expenses	4,000.00	4,000.00		4,000.00	0.00	
Insurance	3,377.00	4,000.00			4,000.00	
Service Charge	2,355.77	2,400.00		2,252.60	147.40	
Surety Bond Expense		400.00			400.00	
Event Expenses	0.00	0.00			0.00	
TERT Expenses	0.00	0.00			0.00	
TOTAL OPERATING EXPENSES	56,306.42	55,530.00		42,659.64	12,870.36	

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Saturday, September 23, 2023

Wednesday, September 27, 2023

EXHIBIT 2 page 2

2023 Budget

Tennessee Emergency Number Association
Financial Report
9/5/2023

CONFERENCE EXPENSES						
CONFERENCE EXPENSES	2022 Actuals	2023 Budget Proposed	2023 Amendments	2023 Actuals	Remaining	Comments
PROGRAM/AGENDA						
Pre-Conference Course Session	9,202.00	10,000.00			10,000.00	
Keynote Speaker Session	3,000.00	3,000.00			3,000.00	
Conference Instructors	5,500.00	5,500.00			5,500.00	
Speaker Expenses	1,066.35	1,100.00			1,100.00	
CEU's	2,000.00	2,000.00			2,000.00	
CONFERENCE FOOD & BEVERAGE						
Sunday food and beverage	0.00	0.00			0.00	
Monday food and beverage	6,552.08	6,500.00			6,500.00	
Tuesday food and beverage	27,681.69	28,000.00			28,000.00	
Wednesday food and beverage	1,273.10	1,300.00			1,300.00	
CONFERENCE ENTERTAINMENT						
Conference Entertainment	0.00	0.00			0.00	
OFF-SITE IP EVENT						
Venue Rental	0.00	0.00	\$ 17,800.00	5,000.00	12,800.00	7/19/2023 Adjusted for Conf.
Sunday IP Event Food and Beverage	29,701.24	26,925.00	\$ 6,835.00		6,835.00	7/19/2023 Adjusted for Conf.
Entertainment	4,200.00	4,200.00			4,200.00	
Transportation	0.00	0.00	\$ 2,290.00	250.00	2,040.00	7/19/2023 Adjusted for Conf.
CONFERENCE SITE FEES						
Hotel Rooms	8,626.55	8,600.00			8,600.00	
Meeting Rooms	329.25	330.00			330.00	
Decorator Fees / Booth Setup Fees / Electric	22,018.59	22,100.00			22,100.00	
AV Fees	17,038.69	17,100.00			17,100.00	
PUBLICITY & PRINTING						
Conference Guide	2,696.57	0.00			0.00	
Signs	412.83	415.00		98.76	316.24	
REGISTRATION						
Registration Software	7,757.46	12,000.00		8,201.56	3,798.44	
Registration Supplies	193.99	200.00		321.61	(121.61)	
TECHNICAL						
Technology Supplies	0.00	500.00		1,145.50	(645.50)	
PRIZES						
Awards	482.83	500.00		276.48	223.52	
Door Prizes	1,200.45	1,000.00		734.32	265.68	
GOLF TOURNAMENT						
Golf Course Fees	950.00	1,000.00			1,000.00	
Miscellaneous expense	2,015.92	2,100.00		19.80	2,080.20	
MISCELLANEOUS						
Conference Bags	2,023.52	2,100.00		3,272.09	(1,172.09)	
Lanyards/Name Badge Holders	1,532.51	1,600.00		1,534.89	65.11	
Conference Shirts	384.13	500.00		211.84	288.16	
Miscellaneous expense	0.00	500.00			500.00	
TOTAL CONFERENCE EXPENSES	159,639.07	159,070.00		21,066.85	138,003.15	
TOTAL EXPENSES	215,945.49	214,600.00		63,726.49		
TOTAL REVENUE	213,644.95	214,600.00		187,009.21		
TOTAL PROFIT/(LOSS)	(2,300.54)	0.00		123,282.72		

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Saturday, September 23, 2023

Wednesday, September 27, 2023

EXHIBIT 3



2023-2024 TENA COMMITTEE ASSIGNMENTS



STANDING COMMITTEES
By-Law Committee
• Jimmy Long, Chairman
• Kim White
• Lynn Thompson
• OPEN
• Michael Spencer
• Dale Blevins
Legislative Affairs Committee
• James Long, Chairman
• Lynn Thompson
• OPEN
• Michael Spencer
• Paul McCallister
• Dana Swims
Election Committee
• Raymond Chiozza, Chairman
• Nancy Hansel
• Mark Gandee
• Robert Howell
• Shauna Atchison
TERT Committee
• Brad Gass, Chairman
• Jeff Carney
• Richie Kidd
• Kristie Borden
• OPEN
Ethics Committee
• Matt Johnston, Chairman
• Lynn Campbell
• Karen Moore
• Kristy Meggs
• Russell Freeman
Personnel Committee
• Jeff Carney, Chairman
• Jimmy Long
• Crystal Key
Education Committee
• Adam Biggs, Chairman
• Sheri Maxfield
• Amanda Bateman
• Susan Porter
ENP Scholarship Committee
• Randall Lewis, ENP, Chairman
• OPEN
• Linda Nichols, ENP
• Michael Spencer, ENP

CONFERENCE COMMITTEES
Conference Committee Chairperson
• Crystal Key
Hotel Committee
• Shauna Atchison, Chairwoman
Registration Committee
• Justin Crowther, Chairman
Sponsors & Industry Partners Committee
• Kim White, Chairwoman
• OPEN
Program & Agenda Committee
• Jeff Carney, Chairman
• Eric Carpenter
• Rose White
Food & Entertainment Committee
• Eric Carpenter, Chairman
• Sheri Maxfield
• Crystal Key
Sen. Joe Haynes Award Committee
• Rose White, Chairwoman
• Jeff Carney
• Jennifer White
• Jamison Peevyhouse
• Stephen Martini
911 Professional Awards Committee
• OPEN, Chair
• Jimmy Long
• Mark Hutchinson-Roberts
• Lynn Thompson
Technical Committee
• Eric Ritzman, Chairman
• Shane Clark
Golf Tournament Committee
• Mark Archer, Chairman
Budget Committee
• Justin Crowther, Chairman
• Jimmy Long
• Jeff Carney
• Crystal Key
• Shauna Atchison
Site Selection Committee
• Crystal Key, Chairwoman
• OPEN
• Kim White
• Mark Hutchinson-Roberts
• Jimmy Long
• Shauna Atchison

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Financial Report

Justin Crowther, Treasurer

9/5/2023

First Tennessee Checking Account	7/13/2023	\$	52,120.43
Deposits			\$119,420.94
Expenses			\$18,035.08
First Tennessee Checking Account Balance	9/5/2023	\$	<u>153,506.29</u>

Community Investment Checking Account	7/13/2023	\$	136,116.97
Deposits		\$	-
Interest		\$	242.89
Expenses		\$	-
Community Investment Checking Account Balance	9/5/2023	\$	<u>136,359.86</u>

Paypal	7/13/2023	\$	197.64
Deposits		\$	-
Transfers to First TN Bank		\$	197.64
Transfers to Community Bank		\$	-
Refunds		\$	-
Paypal Balance	9/5/2023	\$	<u>-</u>

First Horizon Bank - CheckingEnding Balance: \$153,506.29						
Date: Custom						
Date	Ref No.	Type	Payee	Account	Payment	Deposit
09/05/2023		Deposit				\$ 4,900.00
09/01/2023		Deposit	Geocomm	Undeposited Funds		\$ 411.85
08/31/2023		Deposit	365 Degree Total Marketing	Undeposited Funds		\$ 1,029.25
08/30/2023		Deposit	Davidson County 911	Undeposited Funds		\$ 3,010.08
08/28/2023		Deposit				\$ 30,160.23
08/21/2023		Deposit				\$ 4,829.55
08/20/2023		Deposit	RapidDeploy	Undeposited Funds		\$ 5,145.25
08/18/2023		Deposit	Jackson Med-Link	Undeposited Funds		\$ 154.60
08/18/2023		Deposit				\$ 7,534.00
08/17/2023		Deposit	NGA - Next Generation Advanced	Undeposited Funds		\$ 2,572.75
08/16/2023		Deposit				\$ 566.46
08/15/2023		Deposit	Comtech / Solacom	Undeposited Funds		\$ 922.75
08/14/2023		Deposit	Marion County 911	Undeposited Funds		\$ 283.23
08/11/2023		Deposit				\$ 4,643.35
08/09/2023		Deposit				\$ 11,675.35
08/08/2023		Deposit	White County 911	Undeposited Funds		\$ 566.20
08/07/2023		Deposit	Mission Critical Partners, LLC	Undeposited Funds		\$ 5,125.25
08/06/2023		Deposit	Marion County 911	Undeposited Funds		\$ 154.60
08/04/2023		Deposit	Prepared	Undeposited Funds		\$ 926.35
08/04/2023		Deposit				\$ 6,828.00
08/03/2023		Deposit	Davidson County 911			\$ 7,254.70
08/02/2023		Deposit	Mark Bowery	Undeposited Funds		\$ 447.87
08/02/2023		Deposit	Town of Collierville			\$ 1,125.00
08/01/2023		Deposit				\$ 4,836.80
07/28/2023		Deposit				\$ 1,357.75
07/28/2023		Deposit				\$ 4,520.00
07/27/2023		Deposit	City of Kingsport 911	Undeposited Funds		\$ 566.20
07/26/2023		Deposit				\$ 1,415.38
07/25/2023		Deposit	Carbyne	Undeposited Funds		\$ 1,955.35
07/17/2023		Deposit	Pulsiam	Undeposited Funds		\$ 2,572.75
07/14/2023		Deposit	Intrado	Undeposited Funds		\$ 926.35
07/14/2023		Deposit	Montgomery County 911	Undeposited Funds		\$ 600.00
07/14/2023		Deposit	Virtual Academy Savant Learning	Undeposited Funds		\$ 206.05
08/02/2023		Transfer		PayPal		\$ 197.64
						\$ 119,420.94
09/01/2023		Expense	QuickBooks Payments	Operating Expenses:Service Charge	\$ 12.19	
09/01/2023		Expense	NENA	Operating Expenses:ENP Scholarship	\$ 575.00	
08/31/2023		Expense	Amazon	Conference Expenses:Awards &	\$ 98.70	
08/31/2023		Expense	Amazon	Conference Expenses:Awards &	\$ 635.62	
08/31/2023		Expense	QuickBooks Payments	Operating Expenses:Service Charge	\$ 30.10	
08/30/2023		Expense	QuickBooks Payments	Operating Expenses:Service Charge	\$ 87.54	
08/28/2023		Expense	PC Nametag	Conference	\$ 1,534.89	
08/28/2023		Expense	NENA	Operating Expenses:ENP Scholarship	\$ 435.00	
08/28/2023		Expense	Mark Archer	Conference Expenses:Golf Outing:Golf	\$ 19.80	
08/23/2023		Expense	Amazon	Conference Expenses:Awards &	\$ 276.48	
08/21/2023		Expense	QuickBooks Payments	Operating Expenses:Service Charge	\$ 141.29	
08/21/2023		Expense	Election Buddy Inc	Operating Expenses:Certificates & Ballots	\$ 101.97	
08/21/2023		Expense	Election Buddy Inc	Operating Expenses:Certificates & Ballots	\$ 101.97	
08/21/2023		Expense	Quickbooks	Operating Expenses:Operating	\$ 32.93	
08/20/2023		Expense	QuickBooks Payments	Operating Expenses:Service Charge	\$ 149.46	
08/18/2023		Expense	QuickBooks Payments	Operating Expenses:Service Charge	\$ 4.73	
08/18/2023		Expense	Maureen Culberson	Operating Expenses:Executive Director	\$ 1,811.02	
08/17/2023		Expense	QuickBooks Payments	Operating Expenses:Service Charge	\$ 74.86	
08/17/2023		Expense	Freeman & Bracey, PLC	Operating Expenses:Legal Counsel	\$ 1,750.00	
08/16/2023		Expense	QuickBooks Payments	Operating Expenses:Service Charge	\$ 16.92	
08/15/2023		Expense	Amazon	Conference Expenses:Publicity and	\$ 98.76	
08/15/2023		Expense	Amazon	Conference	\$ 321.61	
08/15/2023		Expense	Four Star Marketing	Conference	\$ 3,272.09	
08/15/2023		Expense	QuickBooks Payments	Operating Expenses:Service Charge	\$ 27.01	
08/14/2023		Expense	QuickBooks Payments	Operating Expenses:Service Charge	\$ 8.46	
08/11/2023		Expense	NENA	Operating Expenses:ENP Scholarship	\$ 435.00	
08/08/2023		Expense	QuickBooks Payments	Operating Expenses:Service Charge	\$ 16.67	
08/07/2023		Expense	QuickBooks Payments	Operating Expenses:Service Charge	\$ 148.88	
08/06/2023		Expense	QuickBooks Payments	Operating Expenses:Service Charge	\$ 4.73	
08/04/2023		Expense	QuickBooks Payments	Operating Expenses:Service Charge	\$ 27.11	
08/03/2023		Expense	QuickBooks Payments	Operating Expenses:Service Charge	\$ 210.89	
08/02/2023		Expense	QuickBooks Payments	Operating Expenses:Service Charge	\$ 13.24	

First Horizon Bank - CheckingEnding Balance: \$153,506.29						
Date: Custom						
Date	Ref No.	Type	Payee	Account	Payment	Deposit
08/01/2023		Expense	QuickBooks Payments	Operating Expenses:Service Charge	\$ 140.77	
08/01/2023		Expense	NENA	Operating Expenses:ENP Scholarship	\$ 435.00	
07/31/2023		Expense	NENA		\$ 1,305.00	
07/28/2023		Expense	Amazon	Conference	\$ 162.14	
07/28/2023		Expense	Amazon	Conference	\$ 983.36	
07/28/2023		Expense	QuickBooks Payments	Operating Expenses:Service Charge	\$ 39.88	
07/28/2023		Expense	Compuchecks	Operating Expenses:Operating	\$ 59.85	
07/27/2023		Expense	QuickBooks Payments	Operating Expenses:Service Charge	\$ 16.67	
07/26/2023		Expense	QuickBooks Payments	Operating Expenses:Service Charge	\$ 41.54	
07/25/2023		Expense	QuickBooks Payments	Operating Expenses:Service Charge	\$ 56.96	
07/25/2023		Expense	Security Metrics Inc	Operating Expenses:Operating	\$ 155.00	
07/25/2023		Expense	Quickbooks	Operating Expenses:Operating	\$ 32.93	
07/25/2023		Expense	Maureen Culberson	Operating Expenses:Executive Director	\$ 1,811.02	
07/25/2023		Expense	Classic Monogramming	Conference	\$ 211.84	
07/17/2023		Expense	QuickBooks Payments	Operating Expenses:Service Charge	\$ 74.86	
07/14/2023		Expense	QuickBooks Payments	Operating Expenses:Service Charge	\$ 27.11	
07/14/2023		Expense	QuickBooks Payments	Operating Expenses:Service Charge	\$ 6.23	
					\$ 18,035.08	

Community Bank Ending Balance: \$136,359.86

Date: 7/14/2023 - 9/5/2023

Date	Ref No.	Type	Payee	Account	Payment	Deposit
8/31/2023	INTEREST	Deposit		Operating Revenue:Community Bank - Interest		\$ 121.50
8/31/2023	INTEREST	Deposit		Operating Revenue:Community Bank - Interest		\$ 121.39
						\$ 242.89

PayPalEnding Balance: \$0

Date: 7/14/2023 - 9/5/2023

Date	Ref No.	Type	Payee	Account	Payment	Deposit
8/2/2023		Transfer		First Horizon Bank - Checking	\$ 197.64	

Tennessee Emergency Number Association
Financial Report
9/5/2023

OPERATING REVENUE						
OPERATING REVENUE	2022 Actuals	2023 Budget Proposed	2023 Amendments	2023 Actuals	Remaining	Comments
Membership Dues	29,352.00	29,300.00		27,624.00	(1,676.00)	
Associate Membership Dues	45.00	0.00		200.00	200.00	
NENA Dues	4,000.00	4,300.00			(4,300.00)	
ENP Scholarships	0.00	0.00		3,745.00	3,745.00	
TERT Donations	0.00	0.00			0.00	
Credit Card Processing Fees	1,922.20	1,900.00		2,014.20	114.20	
Interest - Community Bank	1,117.12	1,300.00		953.37	(346.63)	
Rebates (Spring)				197.64		
TOTAL OPERATING REVENUE	36,436.32	36,800.00		34,734.21	(2,263.43)	
CONFERENCE REVENUE						
CONFERENCE REVENUE	2022 Actuals	2023 Budget Proposed	2023 Amendments	2023 Actuals	Remaining	Comments
Attendee Conference Registration	78,175.00	78,000.00		67,685.71	(10,314.29)	
Day Pass	4,500.00	4,500.00		4,114.29	(385.71)	
Banquet Tickets	1,200.00	1,200.00		450.00	(750.00)	
Pre-Conference Course Registration	10,200.00	10,000.00		5,550.00	(4,450.00)	
Golf Tournament Registration	1,200.00	1,200.00		825.00	(375.00)	
Guest Passes	1,725.00	1,700.00		450.00	(1,250.00)	
Super Session Registration	0.00	0.00			0.00	
Industry Partner Registration	41,305.00	41,300.00		29,600.00	(11,700.00)	
Additional Exhibit Booth	1,800.00	1,800.00		1,800.00	0.00	
TN-APCO	3,103.63	3,100.00			(3,100.00)	
Sponsorships - Conference	34,000.00	35,000.00		41,800.00	6,800.00	
CONFERENCE REVENUE	177,208.63	177,800.00		152,275.00	(25,525.00)	
TOTAL REVENUE	213,644.95	214,600.00		187,009.21	(27,590.79)	
OPERATING EXPENSES						
OPERATING EXPENSES	2022 Actuals	2023 Budget Proposed	2023 Amendments	2023 Actuals	Remaining	Comments
Legal Counsel Fees	20,999.92	21,000.00		14,000.00	7,000.00	
Executive Director Contract	21,732.23	18,115.00		14,488.16	3,626.84	
Operating Expenses	1,641.35	1,650.00		682.36	967.64	
Certificates & Ballots	198.00	200.00		203.94	(3.94)	
Website / Domain Expenses	262.15	265.00		367.58	(102.58)	
Travel Expenses	0.00	0.00			0.00	
ENP Scholarship's	1,740.00	3,500.00		6,665.00	(3,165.00)	
Survey Services	0.00	0.00			0.00	
Audit Expenses	4,000.00	4,000.00		4,000.00	0.00	
Insurance	3,377.00	4,000.00			4,000.00	
Service Charge	2,355.77	2,400.00		2,252.60	147.40	
Surety Bond Expense		400.00			400.00	
Event Expenses	0.00	0.00			0.00	
TERT Expenses	0.00	0.00			0.00	
TOTAL OPERATING EXPENSES	56,306.42	55,530.00		42,659.64	12,870.36	

Tennessee Emergency Number Association
Financial Report
9/5/2023

CONFERENCE EXPENSES						
CONFERENCE EXPENSES	2022 Actuals	2023 Budget Proposed	2023 Amendments	2023 Actuals	Remaining	Comments
PROGRAM/AGENDA						
Pre-Conference Course Session	9,202.00	10,000.00			10,000.00	
Keynote Speaker Session	3,000.00	3,000.00			3,000.00	
Conference Instructors	5,500.00	5,500.00			5,500.00	
Speaker Expenses	1,066.35	1,100.00			1,100.00	
CEU's	2,000.00	2,000.00			2,000.00	
CONFERENCE FOOD & BEVERAGE						
Sunday food and beverage	0.00	0.00			0.00	
Monday food and beverage	6,552.08	6,500.00			6,500.00	
Tuesday food and beverage	27,681.69	28,000.00			28,000.00	
Wednesday food and beverage	1,273.10	1,300.00			1,300.00	
CONFERENCE ENTERTAINMENT						
Conference Entertainment	0.00	0.00			0.00	
OFF-SITE IP EVENT						
Venue Rental	0.00	0.00	\$ 17,800.00	5,000.00	12,800.00	7/19/2023 Adjusted for Conf.
Sunday IP Event Food and Beverage	29,701.24	26,925.00	\$ 6,835.00		6,835.00	7/19/2023 Adjusted for Conf.
Entertainment	4,200.00	4,200.00			4,200.00	
Transportation	0.00	0.00	\$ 2,290.00	250.00	2,040.00	7/19/2023 Adjusted for Conf.
CONFERENCE SITE FEES						
Hotel Rooms	8,626.55	8,600.00			8,600.00	
Meeting Rooms	329.25	330.00			330.00	
Decorator Fees / Booth Setup Fees / Electric	22,018.59	22,100.00			22,100.00	
AV Fees	17,038.69	17,100.00			17,100.00	
PUBLICITY & PRINTING						
Conference Guide	2,696.57	0.00			0.00	
Signs	412.83	415.00		98.76	316.24	
REGISTRATION						
Registration Software	7,757.46	12,000.00		8,201.56	3,798.44	
Registration Supplies	193.99	200.00		321.61	(121.61)	
TECHNICAL						
Technology Supplies	0.00	500.00		1,145.50	(645.50)	
PRIZES						
Awards	482.83	500.00		276.48	223.52	
Door Prizes	1,200.45	1,000.00		734.32	265.68	
GOLF TOURNAMENT						
Golf Course Fees	950.00	1,000.00			1,000.00	
Miscellaneous expense	2,015.92	2,100.00		19.80	2,080.20	
MISCELLANEOUS						
Conference Bags	2,023.52	2,100.00		3,272.09	(1,172.09)	
Lanyards/Name Badge Holders	1,532.51	1,600.00		1,534.89	65.11	
Conference Shirts	384.13	500.00		211.84	288.16	
Miscellaneous expense	0.00	500.00			500.00	
TOTAL CONFERENCE EXPENSES	159,639.07	159,070.00		21,066.85	138,003.15	
TOTAL EXPENSES	215,945.49	214,600.00		63,726.49		
TOTAL REVENUE	213,644.95	214,600.00		187,009.21		
TOTAL PROFIT/(LOSS)	(2,300.54)	0.00		123,282.72		

Tennessee Emergency Number Association

Profit and Loss

January 1 - September 5, 2023

	TOTAL
Income	
Conference Revenue	
Addition Industry Partner Booth	1,800.00
Attendee Conf Registration	67,685.71
Banquet Tickets	450.00
Day Pass	4,114.29
Golf Registration	825.00
Guest Pass	450.00
Industry Partner Registration	29,600.00
Pre-Conference Registration	5,550.00
Sponsorships	41,800.00
Total Conference Revenue	152,275.00
Operating Revenue	
Associate Membership Dues	200.00
Community Bank - Interest	953.37
Credit Card Processing Fee	2,014.20
ENP Scholarships	3,745.00
Membership Dues	27,624.00
Rebate Spring	197.64
Total Operating Revenue	34,734.21
Total Income	\$187,009.21
GROSS PROFIT	\$187,009.21
Expenses	
Conference Expenses	
Awards & Other	
Awards	276.48
Door Prizes	734.32
Total Awards & Other	1,010.80
Golf Outing	
Golf Outing Expenses	19.80
Total Golf Outing	19.80
Miscellaneous	
Conference Bags	3,272.09
Conference shirts	211.84
Lanyards / Badge Holders	1,534.89
Total Miscellaneous	5,018.82
Off-Site IP Event	
IP Transportation	250.00
Venue Rental	5,000.00
Total Off-Site IP Event	5,250.00

Tennessee Emergency Number Association

Profit and Loss

January 1 - September 5, 2023

	TOTAL
Publicity and Printing	
Signs	98.76
Total Publicity and Printing	98.76
Registration	
Registration Software	8,201.56
Registration Supplies	321.61
Total Registration	8,523.17
Technical	
Technology Supplies	1,145.50
Total Technical	1,145.50
Total Conference Expenses	21,066.85
Operating Expenses	
Audit Expenses	4,000.00
Certificates & Ballots	203.94
ENP Scholarship	6,665.00
Executive Director contract	14,488.16
Legal Counsel contract	14,000.00
Operating Expenses{106}	682.36
Service Charge	2,252.60
Website / Domain Expenses	367.58
Total Operating Expenses	42,659.64
Total Expenses	\$63,726.49
NET OPERATING INCOME	\$123,282.72
NET INCOME	\$123,282.72

Tennessee Emergency Number Association

Profit and Loss

January 1 - September 5, 2023

	TOTAL
Income	
Conference Revenue	
Addition Industry Partner Booth	1,800.00
Attendee Conf Registration	88,100.00
Banquet Tickets	675.00
Day Pass	5,250.00
Golf Registration	2,475.00
Guest Pass	1,800.00
Industry Partner Registration	34,100.00
Pre-Conference Registration	6,300.00
Sponsorships	51,800.00
Super Session Registration	150.00
Total Conference Revenue	192,450.00
Operating Revenue	
Associate Membership Dues	200.00
Community Bank - Interest	953.37
Credit Card Processing Fee	3,065.44
ENP Scholarships	4,180.00
Membership Dues	31,603.00
Rebate Spring	197.64
Total Operating Revenue	40,199.45
Total Income	\$232,649.45
GROSS PROFIT	\$232,649.45
Expenses	
Conference Expenses	
Awards & Other	
Awards	276.48
Door Prizes	734.32
Total Awards & Other	1,010.80
Golf Outing	
Golf Outing Expenses	19.80
Total Golf Outing	19.80
Miscellaneous	
Conference Bags	3,272.09
Conference shirts	211.84
Lanyards / Badge Holders	1,534.89
Total Miscellaneous	5,018.82
Off-Site IP Event	
IP Transportation	250.00
Venue Rental	5,000.00
Total Off-Site IP Event	5,250.00

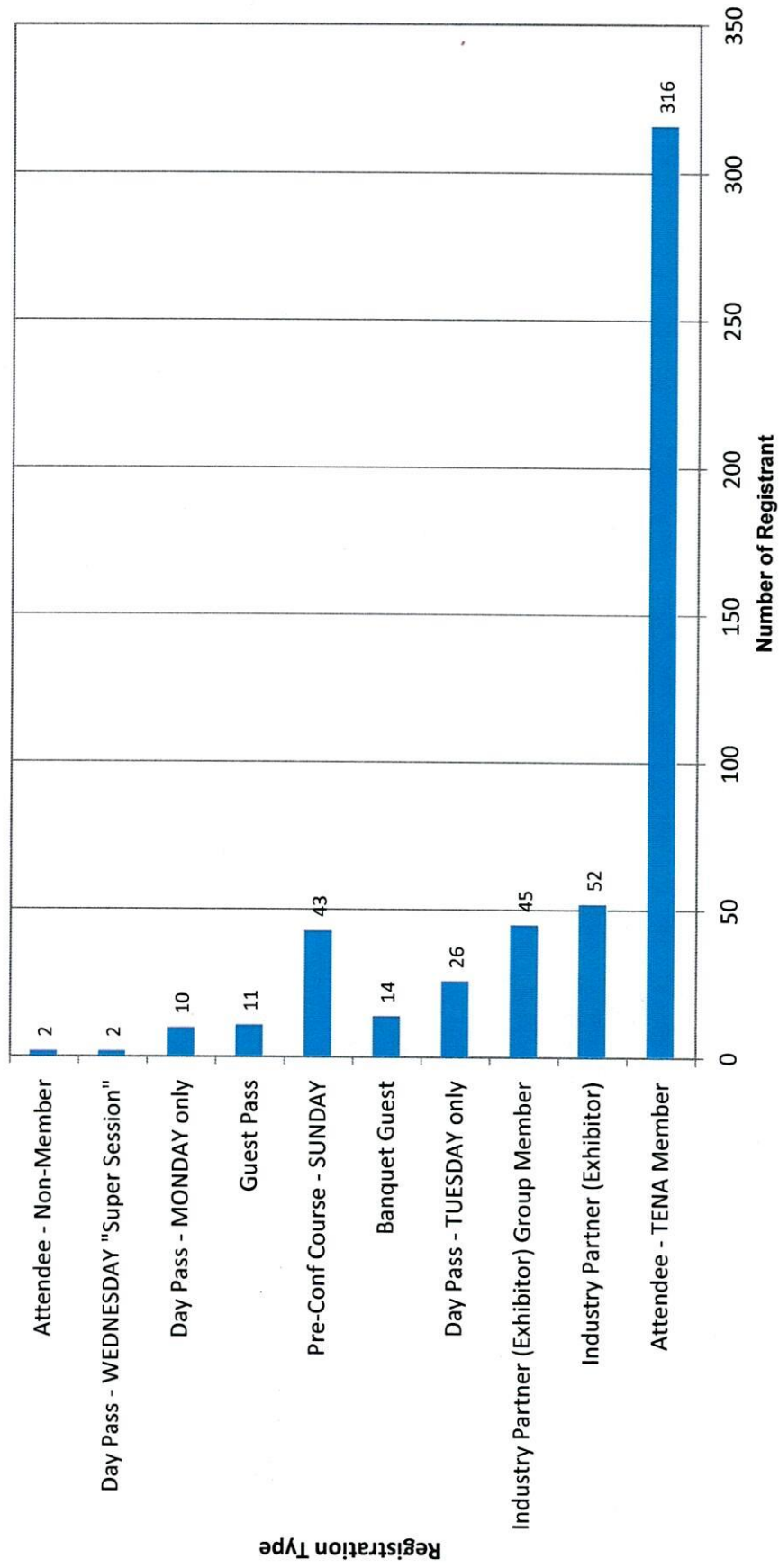
Tennessee Emergency Number Association

Profit and Loss

January 1 - September 5, 2023

	TOTAL
Publicity and Printing	
Signs	98.76
Total Publicity and Printing	98.76
Registration	
Registration Software	8,201.56
Registration Supplies	321.61
Total Registration	8,523.17
Technical	
Technology Supplies	1,145.50
Total Technical	1,145.50
Total Conference Expenses	21,066.85
Operating Expenses	
Audit Expenses	4,000.00
Certificates & Ballots	203.94
ENP Scholarship	6,665.00
Executive Director contract	14,488.16
Legal Counsel contract	14,000.00
Operating Expenses{106}	682.36
Service Charge	2,252.60
Website / Domain Expenses	367.58
Total Operating Expenses	42,659.64
Total Expenses	\$63,726.49
NET OPERATING INCOME	\$168,922.96
NET INCOME	\$168,922.96

Conference Registration Totals 9/4/2023



TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Tuesday, October 31 2023

Pursuant to appropriate notice, and in accordance with organizational bylaws, the Executive Board of the Tennessee Emergency Number Association (TENA), met via Zoom Call only on Tuesday, October 31, 2023, at 1:00 pm (CT).

01123.I Call to Order

President Carney called the meeting to order.

See Appendix 1 for Board of Directors & staff attendance. All Board members were present virtually. Staff in attendance included Russell Freeman, Legal Counsel and Maureen Culberson, Executive Director-Administrative Coordinator.

Members and others in attendance virtually can be found on Attachment 2.

01123.II Presentation of Minutes from Previous Meeting

Kim White made the motion to approve the minutes of the September Board meetings, and Mark Hutchison made the second. The Board voted unanimous approval.

01123.III Ratify Email Votes Since Previous Meeting

There were no votes to ratify.

01123.IV Administer Oath of Office to East TN Region Rep

Mr. Freeman administered the Oath of Office to Sherri Maxfield.

01123.V Presentation of Financial Report – J. Crowther

Justin Crowther, Treasurer, presented the financial report as of 10/16/2023 (see Exhibit 1).

The balances are as follows:

First Horizon (First Tennessee) checking account \$ 26,273.32.

Community Bank investment account \$ 136,473.62

PayPal account \$ 0.00

He stated that within the report there were recommended budget amendments. The final budget was in the "red". Also, the date on the forms should be 10-13-2023. The motion to approve the Financial Report with the budget amendments and corrected date was made by Eric Carpenter with Lynn Thompson making the second. With Justin Crowther abstaining, the remainder of the Board voted to unanimously approve this motion.

A. Funding Additional ENP Scholarships

Randall Lewis, ENP Scholarship Committee chair, reported there were 5 applicants that have been approved. Mr. Crowther stated that by moving the leftover funds from one of the line items, there was money available to pay for 2 applicants. Mr. Lewis advised they could move the other three applicants to the January NENA deadline. Mark Hutchison made the motion to pay for 2 and move the remaining 3 to January. Crystal Key made the second and there was unanimous approval by the Board.

01123.VI Regional Reports

A. East Region –Kim White

No meeting

B. West Region –Michael Spencer

No meeting

C. Middle Region –Lynn Thompson & Mark Hutchison

No meeting.

D. NENA At-Large – S. Eric Carpenter

No meeting, however, Mr. Carpenter advised, he did send an email introducing himself to the members of this group.

01123.VII Report from Legal Counsel

Mr. Freeman reported that since the close of the conference the focus was on the special election. He has reviewed Article 6 bylaws, and the language does not include vacancies due to no one running. It is his understanding that there were individuals interested but were not qualified due to the criteria and feels that the bylaws do need to be amended. President Carney asked that the Bylaws Committee pick this

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Tuesday, October 31 2023

issue up and bring some recommendations to the Board. Jimmy Long, Bylaws & Policy Committee chair, stated the committee will get together and bring some recommendations back to the Board.

01123.VIII 911 Partner Reports

- A. Tennessee Emergency Communications Board
Curtis Sutton, TECB Executive Director made the following report.
 - The TECB Fall mtg last week.
 - Section 130 funds should go out within the next couple of weeks.
 - Should hear from the Financial Committee at the December 12 meeting.
 - TCPR reports will be due again in April.
 - They are still waiting on further paperwork from the state regarding the CyberSecurity grant but should be soon.
- B. NENA
Cassie Lowery gave the report.
 - NENA has extended the deadline for the 911 Standards.
 - Call For Papers are currently open for NENA 2024.
 - Information regarding the various scholarship's programs will be sent out late January
 - NENA is still looking for participants for the i3 transitions.
 - GIS stewardship is now on the NENA website.
 - NENA is seeking applications for staff members for the Training Coordinator position.
 - We are entering 2024 membership dues year. Currently 22,000 members in NENA.
- C. TN-APCO
Christopher Burst made the report.
 - 10 applications for RPL scholarships will be going out soon.

01123.IX Committee Reports

- A. By-Laws Committee – *Jimmy Long*
Mr. Long reported that the committee has not met since conference but would be scheduling a meeting very soon.
- B. Legislative Affairs Committee – *Jimmy Long*
Chairman Long advised that 911 Day On The Hill has been scheduled for Tuesday, February 6. He will schedule a committee meeting when legislation is being filed.
- C. ENP Scholarship Committee – *Randall Lewis*
Mr. Lewis stated he appreciates the request for additional funding for scholarships.
- D. Other Committees
 - Mr. Hutchison asked if the TN-TERT Committee would be changing with the national appointment of Brad Gass. President Carney advised that Mr. Gass, who serves as the chair of the TN-TERT Committee, has been appointed the co-chair of the NJIT (National Joint TERT Initiative). He also stated that Mr. Gass will continue to serve as chair of the Tennessee committee.
 - Ms. Rose White asked that the ENP Scholarship Committee have the applications approved at the ECD level prior to being submitted for committee consideration. She also would like to see the committee limit the number of scholarships per ECD.

01123.X Old Business

No old business to discuss.

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Tuesday, October 31 2023

01123.XI New Business

A. 2024 TENA Meetings and Events Calendar– *J. Carney*

President Carney presented the following dates for the 2024. As noted, the dates coincide with the TECB meetings as much as possible and do not interfere with any partner events.

- **Mon. February 5 TENA Board Meeting**
- **Tue, February 6 911 Day on the Hill** Rm. 8D 8:00 am-9:30 am
Wed. February 7 TECB Meeting
- **Wed. March 20 TENA Board Meeting**
- **Tue. Apr. 30 TENA Board Meeting**
Wed. May 1 TECB Meeting
- **Wed. Jul. 17 TENA Board Meeting**
- **Sat. Sep. 28 TENA Board Meeting**
- **Wed. Oct. 2 TENA Board Meeting**
- **Tue. Nov. 5 TENA Board Meeting**
Wed. Nov. 6 TECB Meeting

2024 Partner Events

January 15 - 18, NG9-1-1 Standards & Best Practices Conference
January 22-25, Winter Workshop
Feb 25-28 911 Goes to Washington
June 28 – July 3 NENA
Aug 4,- Aug 7, APCO International

B. Consideration of Legal Counsel contract – *Personnel Committee*

The Legal Counsel contract was sent to the Board for review and after discussion by the Personnel Committee, the Committee recommends extending Mr. Freeman's contract as written for 2024. Justin Crowther made the motion to accept the Personnel Committee's recommendation for extending the contract and Eric Carpenter made the second. The Board voted unanimous approval.

C. Consideration of Executive Director contract – *Personnel Committee*

The Executive Director contract was sent to the Board for review and after discussion by the Personnel Committee, the Committee recommends extending Ms. Culberson's contract as written for 2024. Justin Crowther made the motion to accept the Personnel Committee's recommendation for extending the contract and Mark Hutchison made the second. The Board voted unanimous approval.

D. Any additional new business.

01123.XII Comments/Reports

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

01123.XIII Adjournment

The next meeting is scheduled for Monday, February 5, 2024, at 1:00 pm (CT) at the Rutherford Co. ECD Office in Murfreesboro.

With no further business, and without objection, a motion was made to adjourn by Mark Hutchison and the second was made by Crystal Key. The meeting was adjourned.

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

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Tuesday, October 31 2023

Secretary

Date

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Tuesday, October 31 2023

APPENDIX 1 – TENA Board & Staff Attendance

		Present	Absent	Virtual
<i>President</i>	Rose White, ENP			X
<i>1st Vice President</i>	Jeff Carney, ENP			X
<i>2nd Vice President</i>	Crystal Key			X
<i>Secretary</i>	Shauna Atchison, ENP			X
<i>Treasurer</i>	Justin Crowther, ENP			X
<i>East Region Rep</i>	James Long			X
<i>East Region Rep</i>	Kim White			X
<i>Middle Region Rep</i>	Mark Hutchinson-Roberts			X
<i>Middle Region Rep</i>	James (Lynn) Thompson			X
<i>West Region Rep</i>	Patricia Ledford			X
<i>West Region Rep</i>				
<i>At-Large NENA Rep</i>	Michael Spencer, ENP			X
<i>Past President</i>	Eric Carpenter, ENP			X
<i>Legal Counsel</i>	Russell Freeman			X
<i>Executive Director</i>	Maureen Culberson			X

TENNESSEE EMERGENCY NUMBER ASSOCIATION
Executive Board Meeting Minutes
Tuesday, October 31 2023

ATTACHMENT 2 – In-Person Attendance

Meeting was held virtually only

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Tuesday, October 31 2023

ATTACHMENT 2 – Virtual Attendance

Meeting ID	Start Time	End Time	Participants
TENA November Board Meeting	10/31/2023 12:42	10/31/2023 13:53	45

Name (Original Name)		Join Time	Leave Time	Duration
Karen	Moore	10/31/2023 13:11	10/31/2023 13:29	18
Sean	Lovejoy,	10/31/2023 13:31	10/31/2023 13:52	22
J	Massengill	10/31/2023 13:28	10/31/2023 13:52	25
Justin	Massengill	10/31/2023 13:03	10/31/2023 13:28	25
Benjamin	Glover	10/31/2023 13:00	10/31/2023 13:36	37
Amanda	Dodd-Wilson	10/31/2023 13:15	10/31/2023 13:52	38
Wilson	County	10/31/2023 13:09	10/31/2023 13:52	43
Alycia	Rosson	10/31/2023 13:03	10/31/2023 13:52	49
Southeastern	Director	10/31/2023 13:03	10/31/2023 13:52	49
Patrice	Coleman	10/31/2023 13:05	10/31/2023 13:54	50
Curtis	Sutton	10/31/2023 13:01	10/31/2023 13:52	51
Jennifer	Schwendimann	10/31/2023 13:02	10/31/2023 13:52	51
Jeff	Carney	10/31/2023 12:59	10/31/2023 13:52	53
Randall-	Washington Co	10/31/2023 12:59	10/31/2023 13:53	54
Jonathan	Johnson	10/31/2023 12:59	10/31/2023 13:53	55
Michael	Spencer,	10/31/2023 12:58	10/31/2023 13:52	55
Paul	McCallister	10/31/2023 12:57	10/31/2023 13:52	55
Stacey	Johnson	10/31/2023 12:58	10/31/2023 13:52	55
Hope	Petersen	10/31/2023 12:56	10/31/2023 13:52	56
Kim	Augustine	10/31/2023 12:57	10/31/2023 13:52	56
Robert	Howell	10/31/2023 12:56	10/31/2023 13:52	57
Chris	Burst	10/31/2023 12:53	10/31/2023 13:51	59
Dale	Blevins	10/31/2023 12:54	10/31/2023 13:52	59
Patricia	Ledford	10/31/2023 12:53	10/31/2023 13:53	60
Sherri	Hanna	10/31/2023 12:48	10/31/2023 13:52	65
Stephen	Martini	10/31/2023 12:48	10/31/2023 13:52	65

TENA	Admin	Coordinator	10/31/2023 12:42	10/31/2023 13:53	71
TENA	shauna	atchison	10/31/2023 12:55	10/31/2023 13:53	58
TENA	S. Eric	Carpenter	10/31/2023 12:52	10/31/2023 13:52	61
TENA	Justin	Crowther	10/31/2023 12:56	10/31/2023 13:53	57
TENA	Russell	Freeman	10/31/2023 12:58	10/31/2023 13:53	55
TENA	Mark	Hutchison	10/31/2023 12:52	10/31/2023 13:52	61
TENA	Crystal	Key	10/31/2023 12:53	10/31/2023 13:52	60
TENA	J	Long	10/31/2023 12:57	10/31/2023 13:52	56
TENA	James	Lynn's	10/31/2023 12:57	10/31/2023 13:52	56
TENA	Sherri	Maxfield	10/31/2023 12:54	10/31/2023 13:52	59
TENA	Rose	White	10/31/2023 12:57	10/31/2023 13:52	56
TENA	kim	white	10/31/2023 12:55	10/31/2023 13:52	57

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Tuesday, October 31 2023

EXHIBIT 1

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Financial Report

Justin Crowther, Treasurer

10/24/2022

First Tennessee Checking Account	9/2/2022	\$	85,296.49
Deposits		\$	65,651.86
Expenses		\$	106,397.51
First Tennessee Checking Account Balance	10/24/2022	\$	<u>44,550.84</u>

Corrected 9/2/2022 Balance was Deleted duplicate Transaction of 211.48 and Davidson County Deposit of 7275.00

Community Investment Checking Account	9/2/2022	\$	134,935.18
Deposits		\$	-
Interest		\$	116.45
Expenses		\$	-
Community Investment Checking Account Balance	10/24/2022	\$	<u>135,051.63</u>

Paypal	9/2/2022	\$	-
Deposits		\$	4,724.33
Transfers to First TN Bank		\$	4,724.33
Transfers to Community Bank		\$	-
Refunds		\$	-
Paypal Balance	10/24/2022	\$	<u>-</u>

For complete Finance Report, see attached file

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Tuesday, October 31 2023

EXHIBIT 2 Budget

page 1

Amended Budget 2023-2

Tennessee Emergency Number Association

10/13/2023

Financial Report

REVENUE					
	2023 Budget	Adjustment	Amended	Actual	Remaining
Operating Revenue: Associate Membership Dues	0.00	200.00	200.00	200.00	0.00
Operating Revenue:Credit Card Processing Fees	1,900.00	580.00	2,480.00	2,480.54	0.54
Operating Revenue:ENP Scholarships	0.00	4,180.00	4,180.00	4,180.00	0.00
Operating Revenue:Interest - Community Bank	1,300.00		1,300.00	1,067.13	(232.87)
Operating Revenue:Membership Dues	29,300.00	(663.00)	28,637.00	28,637.00	0.00
Operating Revenue:NENA Dues	4,300.00		4,300.00		(4,300.00)
Operating Revenue:Rebates (Spring)	0.00	200.00	200.00	197.64	(2.36)
Operating Revenue:TERT Donations	0.00		0.00		0.00
TOTAL OPERATING REVENUE	36,800.00	4,497.00	41,297.00	36,762.31	(4,534.69)
Conference Revenue: Additional Exhibit Booth	1,800.00		1,800.00	1,800.00	0.00
Conference Revenue:Attendee Conference Registration	78,000.00	12,500.00	90,500.00	90,593.75	93.75
Conference Revenue:Banquet Tickets	1,200.00	(600.00)	600.00	600.00	0.00
Conference Revenue:Day Pass	4,500.00	1,350.00	5,850.00	5,850.00	0.00
Conference Revenue:Golf Tournament Registration	1,200.00	1,520.00	2,720.00	2,720.00	0.00
Conference Revenue:Guest Passes	1,700.00	850.00	2,550.00	2,550.00	0.00
Conference Revenue:Industry Partner Registration	41,300.00	(5,200.00)	36,100.00	36,100.00	0.00
Conference Revenue:Pre-Conference Course Registration	10,000.00	(3,550.00)	6,450.00	6,450.00	0.00
Conference Revenue:Sponsorships - Conference	35,000.00	9,300.00	44,300.00	44,300.00	0.00
Conference Revenue:Super Session Registration	0.00	0.00	0.00	75.00	75.00
Conference Revenue:TN-APCO	3,100.00	(600.00)	2,500.00	2,500.00	0.00
CONFERENCE REVENUE	177,800.00	15,570.00	193,370.00	193,538.75	168.75
TOTAL REVENUE	214,600.00	20,067.00	234,667.00	230,301.06	(4,365.94)
EXPENSES					
Operating Expense:Audit Expenses	4,000.00		4,000.00	4,000.00	0.00
Operating Expense:Certificates & Ballots	200.00	200.00	400.00	302.94	97.06
Operating Expense:ENP Scholarship's	3,500.00	4,180.00	7,680.00	6,700.00	980.00
Operating Expense:Executive Director Contract	18,115.00	3,620.00	21,735.00	16,299.18	5,435.82
Operating Expense:Insurance	4,000.00		4,000.00	3,306.00	694.00
Operating Expense:Legal Counsel Fees	21,000.00		21,000.00	17,500.00	3,500.00
Operating Expense:Operating Expenses	1,650.00		1,650.00	735.75	914.25
Operating Expense:Service Charge	2,400.00	500.00	2,900.00	2,794.65	105.35
Operating Expense:Surety Bond Expense	400.00		400.00		400.00
Operating Expense:Website / Domain Expenses	265.00	150.00	415.00	367.58	47.42
TOTAL OPERATING EXPENSES	55,530.00		64,180.00	52,006.10	12,173.90
Program Agenda:Pre-Conference Course Session	10,000.00	(5,750.00)	4,250.00	4,250.00	0.00
Program Agenda:Keynote Speaker Session	3,000.00	(3,000.00)	0.00	0.00	0.00
Program Agenda:Conference Instructors	5,500.00	(5,500.00)	0.00	0.00	0.00
Program Agenda:Speaker Expenses	1,100.00	(1,100.00)	0.00	0.00	0.00
Program Agenda:CEU's	2,000.00		2,000.00		2,000.00
Conference Food/Beverage:Sunday food and beverage	0.00	1,855.00	1,855.00	1,852.05	2.95
Conference Food/Beverage:Monday food and beverage	6,500.00	730.00	7,230.00	7,227.08	2.92
Conference Food/Beverage:Tuesday food and beverage	28,000.00	17,175.00	45,175.00	45,171.41	3.59
Conference Food/Beverage:Wednesday food and beverage	1,300.00	2,250.00	3,550.00	3,547.68	2.32
Off-Site IP Event:Venue Rental	17,800.00	4,285.00	22,085.00	22,080.75	4.25

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Tuesday, October 31 2023

EXHIBIT 2 cont.

page 2

Amended Budget 2023-2

Tennessee Emergency Number Association

10/13/2023

Financial Report

	2023 Budget	Adjustment	Amended	Actual	Remaining
Off-Site IP Event:Sunday IP Event Food and Beverage	6,835.00	603.00	7,438.00	7,437.50	0.50
Off-Site IP Event:Entertainment	4,200.00	(4,200.00)	0.00	0.00	0.00
Off-Site IP Event:Transportation	2,290.00	1,050.00	3,340.00	3,339.90	0.10
Conference Site Fees:Hotel Rooms	8,600.00	(430.00)	8,170.00	7,633.47	536.53
Conference Site Fees:Meeting Rooms	330.00	445.00	775.00	771.43	3.57
Conference Site Fees:Decorator Fees / Booth Setup Fees / Electric	22,100.00	8,260.00	30,360.00	30,359.59	0.41
Conference Site Fees:AV Fees	17,100.00	770.00	17,870.00	17,868.67	1.33
Publicity & Printing:Conference Guide	0.00		0.00	0.00	0.00
Publicity & Printing:Signs	415.00	275.00	690.00	686.67	3.33
Registration:Registration Software	12,000.00	(3,790.00)	8,210.00	8,201.56	8.44
Registration:Registration Supplies	200.00	200.00	400.00	398.41	1.59
Technical:Technology Supplies	500.00	650.00	1,150.00	1,145.50	4.50
Prizes:Awards	500.00	350.00	850.00	847.18	2.82
Prizes:Door Prizes	1,000.00		1,000.00	984.32	15.68
Golf Tournament:Golf Outing Expenses	1,000.00	1,920.00	2,920.00	2,920.00	0.00
Golf Tournament:Miscellaneous expense	2,100.00	(2,080.00)	20.00	19.80	0.20
Miscellaneous:Conference Bags	2,100.00	1,175.00	3,275.00	3,272.09	2.91
Miscellaneous:Lanyards/Name Badge Holders	1,600.00	(65.00)	1,535.00	1,534.89	0.11
Miscellaneous:Conference Shirts	500.00	(285.00)	215.00	211.84	3.16
Miscellaneous:Miscellaneous expense	500.00	(130.00)	370.00	369.66	0.34
<u>TOTAL CONFERENCE EXPENSES</u>	<u>159,070.00</u>	<u>15,663.00</u>	<u>174,733.00</u>	<u>172,131.45</u>	<u>2,601.55</u>
<u>TOTAL EXPENSES</u>	<u>214,600.00</u>	<u>15,663.00</u>	<u>238,913.00</u>	<u>224,137.55</u>	<u>14,775.45</u>
<u>TOTAL REVENUE</u>	<u>214,600.00</u>	<u>20,067.00</u>	<u>234,667.00</u>	<u>230,301.06</u>	<u>(4,365.94)</u>
<u>TOTAL PROFIT/(LOSS)</u>	<u>0.00</u>	<u>4,404.00</u>	<u>(4,246.00)</u>	<u>6,163.51</u>	<u>(19,141.39)</u>

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Financial Report

Justin Crowther, Treasurer

10/16/2023

First Tennessee Checking Account	9/5/2023	\$	153,506.29
Deposits			\$45,341.03
Expenses			\$162,574.00
First Tennessee Checking Account Balance	10/16/2023	\$	<u>36,273.32</u>

Community Investment Checking Account	9/5/2023	\$	136,359.86
Deposits		\$	-
Interest		\$	113.76
Expenses		\$	-
Community Investment Checking Account Balance	10/16/2023	\$	<u>136,473.62</u>

Paypal	9/5/2023	\$	-
Deposits		\$	-
Transfers to First TN Bank		\$	-
Transfers to Community Bank		\$	-
Refunds		\$	-
Paypal Balance	10/16/2023	\$	<u>-</u>

First Horizon Bank - Checking Ending Balance: \$34,777.63

Date: Custom

Date	Ref No.	Type	Payee	Account	Payment	Deposit
10/16/2023		Deposit		Undeposited Funds		1,495.69
10/05/2023		Deposit				900.00
09/28/2023		Deposit	Jim Rowe	Undeposited Funds		308.95
09/28/2023		Deposit				9,010.00
09/25/2023		Deposit				2,204.58
09/24/2023		Deposit				1,166.45
09/22/2023		Deposit				3,771.95
09/20/2023		Deposit	Wayne County 911	Undeposited Funds		308.95
09/19/2023		Deposit	Central Square	Undeposited Funds		926.35
09/19/2023		Deposit	Sevier County 911	Undeposited Funds		150.00
09/18/2023		Deposit				6,928.00
09/14/2023		Deposit	AT&T	Undeposited Funds		5,145.25
09/12/2023		Deposit	Lawrence County 911	Undeposited Funds		308.95
09/08/2023		Deposit	ECaTS	Undeposited Funds		1,029.25
09/07/2023		Deposit				1,877.08
09/06/2023		Deposit	Williamson County 911	Undeposited Funds		926.35
09/05/2023		Deposit	NENA	Operating Expenses:ENP Scholarship		575.00
09/05/2023		Deposit				8,308.23
						45,341.03
10/05/2023	0583	Check	Embassy Suites		114,963.07	
09/24/2023	618	Check	Stars and Strikes		24,518.25	
09/24/2023	617	Check	Kim White	Conference Expenses:Registration:Registration Supplies	76.80	
09/24/2023	616	Check	Crystal Key	Conference Expenses:Miscellaneous:Miscellaneous expense	369.66	
09/19/2023		Check	Carroll County 911	Conference Revenue:Attendee Conf Registration	206.25	
09/05/2023		Check	Henderson County 911	Conference Revenue:Attendee Conf Registration	275.00	
09/05/2023		Check	City of Kingsport 911	Conference Revenue:Attendee Conf Registration	275.00	
09/05/2023		Check	Town of Collierville	Conference Revenue:Attendee Conf Registration	300.00	
10/16/2023		Expense	Election Buddy Inc	Operating Expenses:Certificates & Ballots	99.00	
10/13/2023		Expense	Freeman & Bracey, PLC		1,770.46	
09/29/2023		Expense	Graphic Creations	Conference Expenses:Publicity and Printing:Signs	587.91	
09/28/2023		Expense	QuickBooks Payments	Operating Expenses:Service Charge	9.21	
09/28/2023		Expense	NENA	Operating Expenses:ENP Scholarship	435.00	
09/27/2023		Expense	VIP Awards	Conference Expenses:Awards & Other:Awards	570.70	
09/27/2023		Expense	NENA	Conference Expenses:Program / Agenda:Pre-Conference Course Session	4,250.00	
09/25/2023		Expense	QuickBooks Payments	Operating Expenses:Service Charge	75.46	
09/24/2023		Expense	QuickBooks Payments	Operating Expenses:Service Charge	38.60	
09/24/2023		Expense	Old Fort Golf Course	Conference Expenses:Golf Outing	2,920.00	
09/23/2023		Expense	Walgreens	Conference Expenses:Awards & Other:Door Prizes	250.00	
09/22/2023		Expense	QuickBooks Payments	Operating Expenses:Service Charge	111.13	
09/21/2023		Expense	Quickbooks	Operating Expenses:Operating Expenses{106}	32.93	
09/20/2023		Expense	QuickBooks Payments	Operating Expenses:Service Charge	9.21	
09/19/2023		Expense	QuickBooks Payments	Operating Expenses:Service Charge	27.11	
09/16/2023		Expense	The Steve Frost Agency	Operating Expenses:Insurance	3,306.00	
09/14/2023		Expense	Freeman & Bracey, PLC	Operating Expenses:Legal Counsel contract	1,750.00	
09/14/2023		Expense	Maureen Culberson	Operating Expenses:Executive Director contract	1,811.02	
09/14/2023		Expense	Anchor Transportation	Conference Expenses:Off-Site IP Event:IP Transportation	3,089.90	
09/14/2023		Expense	QuickBooks Payments	Operating Expenses:Service Charge	149.46	
09/12/2023		Expense	NENA	Operating Expenses:ENP Scholarship	175.00	
09/12/2023		Expense	QuickBooks Payments	Operating Expenses:Service Charge	9.21	
09/08/2023		Expense	QuickBooks Payments	Operating Expenses:Service Charge	30.10	
09/07/2023		Expense	QuickBooks Payments	Operating Expenses:Service Charge	55.45	
09/06/2023		Expense	QuickBooks Payments	Operating Expenses:Service Charge	27.11	
					162,574.00	

Community BankEnding Balance: \$136,359.86						
Date: 7/14/2023 - 9/5/2023						
Date	Ref No.	Type	Payee	Account	Payment	Deposit
9/29/2023	INTEREST	Deposit		Operating Revenue:Community Bank - Interest		\$ 113.76
						\$ 113.76

Tennessee Emergency Number Association
Financial Report

REVENUE					
	2023 Budget	Adjustment	Amended	Actual	Remaining
Operating Revenue: Associate Membership Dues	0.00	200.00	200.00	200.00	0.00
Operating Revenue:Credit Card Processing Fees	1,900.00	580.00	2,480.00	2,480.54	0.54
Operating Revenue:ENP Scholarships	0.00	4,180.00	4,180.00	4,180.00	0.00
Operating Revenue:Interest - Community Bank	1,300.00		1,300.00	1,067.13	(232.87)
Operating Revenue:Membership Dues	29,300.00	(663.00)	28,637.00	28,637.00	0.00
Operating Revenue:NENA Dues	4,300.00		4,300.00		(4,300.00)
Operating Revenue:Rebates (Spring)	0.00	200.00	200.00	197.64	(2.36)
Operating Revenue:TERT Donations	0.00		0.00		0.00
TOTAL OPERATING REVENUE	36,800.00	4,497.00	41,297.00	36,762.31	(4,534.69)
Conference Revenue: Additional Exhibit Booth	1,800.00		1,800.00	1,800.00	0.00
Conference Revenue:Attendee Conference Registration	78,000.00	12,500.00	90,500.00	90,593.75	93.75
Conference Revenue:Banquet Tickets	1,200.00	(600.00)	600.00	600.00	0.00
Conference Revenue:Day Pass	4,500.00	1,350.00	5,850.00	5,850.00	0.00
Conference Revenue:Golf Tournament Registration	1,200.00	1,520.00	2,720.00	2,720.00	0.00
Conference Revenue:Guest Passes	1,700.00	850.00	2,550.00	2,550.00	0.00
Conference Revenue:Industry Partner Registration	41,300.00	(5,200.00)	36,100.00	36,100.00	0.00
Conference Revenue:Pre-Conference Course Registration	10,000.00	(3,550.00)	6,450.00	6,450.00	0.00
Conference Revenue:Sponsorships - Conference	35,000.00	9,300.00	44,300.00	44,300.00	0.00
Conference Revenue:Super Session Registration	0.00	0.00	0.00	75.00	75.00
Conference Revenue:TN-APCO	3,100.00	(600.00)	2,500.00	2,500.00	0.00
CONFERENCE REVENUE	177,800.00	15,570.00	193,370.00	193,538.75	168.75
TOTAL REVENUE	214,600.00	20,067.00	234,667.00	230,301.06	(4,365.94)
EXPENSES					
Operating Expense:Audit Expenses	4,000.00		4,000.00	4,000.00	0.00
Operating Expense:Certificates & Ballots	200.00	200.00	400.00	302.94	97.06
Operating Expense:ENP Scholarship's	3,500.00	4,180.00	7,680.00	6,700.00	980.00
Operating Expense:Executive Director Contract	18,115.00	3,620.00	21,735.00	16,299.18	5,435.82
Operating Expense:Insurance	4,000.00		4,000.00	3,306.00	694.00
Operating Expense:Legal Counsel Fees	21,000.00		21,000.00	17,500.00	3,500.00
Operating Expense:Operating Expenses	1,650.00		1,650.00	735.75	914.25
Operating Expense:Service Charge	2,400.00	500.00	2,900.00	2,794.65	105.35
Operating Expense:Surety Bond Expense	400.00		400.00		400.00
Operating Expense:Website / Domain Expenses	265.00	150.00	415.00	367.58	47.42
TOTAL OPERATING EXPENSES	55,530.00		64,180.00	52,006.10	12,173.90
Program Agenda:Pre-Conference Course Session	10,000.00	(5,750.00)	4,250.00	4,250.00	0.00
Program Agenda:Keynote Speaker Session	3,000.00	(3,000.00)	0.00	0.00	0.00
Program Agenda:Conference Instructors	5,500.00	(5,500.00)	0.00	0.00	0.00
Program Agenda:Speaker Expenses	1,100.00	(1,100.00)	0.00	0.00	0.00
Program Agenda:CEU's	2,000.00		2,000.00		2,000.00
Conference Food/Beverage:Sunday food and beverage	0.00	1,855.00	1,855.00	1,852.05	2.95
Conference Food/Beverage:Monday food and beverage	6,500.00	730.00	7,230.00	7,227.08	2.92
Conference Food/Beverage:Tuesday food and beverage	28,000.00	17,175.00	45,175.00	45,171.41	3.59
Conference Food/Beverage:Wednesday food and beverage	1,300.00	2,250.00	3,550.00	3,547.68	2.32
Off-Site IP Event:Venue Rental	17,800.00	4,285.00	22,085.00	22,080.75	4.25

Tennessee Emergency Number Association
Financial Report

	2023 Budget	Adjustment	Amended	Actual	Remaining
Off-Site IP Event:Sunday IP Event Food and Beverage	6,835.00	603.00	7,438.00	7,437.50	0.50
Off-Site IP Event:Entertainment	4,200.00	(4,200.00)	0.00	0.00	0.00
Off-Site IP Event:Transportation	2,290.00	1,050.00	3,340.00	3,339.90	0.10
Conference Site Fees:Hotel Rooms	8,600.00	(430.00)	8,170.00	7,633.47	536.53
Conference Site Fees:Meeting Rooms	330.00	445.00	775.00	771.43	3.57
Conference Site Fees:Decorator Fees / Booth Setup Fees / Electric	22,100.00	8,260.00	30,360.00	30,359.59	0.41
Conference Site Fees:AV Fees	17,100.00	770.00	17,870.00	17,868.67	1.33
Publicity & Printing:Conference Guide	0.00		0.00	0.00	0.00
Publicity & Printing:Signs	415.00	275.00	690.00	686.67	3.33
Registration:Registration Software	12,000.00	(3,790.00)	8,210.00	8,201.56	8.44
Registration:Registration Supplies	200.00	200.00	400.00	398.41	1.59
Technical:Technology Supplies	500.00	650.00	1,150.00	1,145.50	4.50
Prizes:Awards	500.00	350.00	850.00	847.18	2.82
Prizes:Door Prizes	1,000.00		1,000.00	984.32	15.68
Golf Tournament:Golf Outing Expenses	1,000.00	1,920.00	2,920.00	2,920.00	0.00
Golf Tournament:Miscellaneous expense	2,100.00	(2,080.00)	20.00	19.80	0.20
Miscellaneous:Conference Bags	2,100.00	1,175.00	3,275.00	3,272.09	2.91
Miscellaneous:Lanyards/Name Badge Holders	1,600.00	(65.00)	1,535.00	1,534.89	0.11
Miscellaneous:Conference Shirts	500.00	(285.00)	215.00	211.84	3.16
Miscellaneous:Miscellaneous expense	500.00	(130.00)	370.00	369.66	0.34
<u>TOTAL CONFERENCE EXPENSES</u>	<u>159,070.00</u>	<u>15,663.00</u>	<u>174,733.00</u>	<u>172,131.45</u>	<u>2,601.55</u>
<u>TOTAL EXPENSES</u>	<u>214,600.00</u>	<u>15,663.00</u>	<u>238,913.00</u>	<u>224,137.55</u>	<u>14,775.45</u>
<u>TOTAL REVENUE</u>	<u>214,600.00</u>	<u>20,067.00</u>	<u>234,667.00</u>	<u>230,301.06</u>	<u>(4,365.94)</u>
<u>TOTAL PROFIT/(LOSS)</u>	<u>0.00</u>	<u>4,404.00</u>	<u>(4,246.00)</u>	<u>6,163.51</u>	<u>(19,141.39)</u>

Tennessee Emergency Number Association

Profit and Loss

January 1 - October 16, 2023

	TOTAL
Golf Outing	2,920.00
Golf Outing Expenses	19.80
Total Golf Outing	2,939.80
Miscellaneous	
Conference Bags	3,272.09
Conference shirts	211.84
Lanyards / Badge Holders	1,534.89
Miscellaneous expense	369.66
Total Miscellaneous	5,388.48
Off-Site IP Event	
IP Transportation	3,339.90
Sunday IP Event Food and Bev	7,437.50
Venue Rental	22,080.75
Total Off-Site IP Event	32,858.15
Program / Agenda	
Pre-Conference Course Session	4,250.00
Total Program / Agenda	4,250.00
Publicity and Printing	
Signs	686.67
Total Publicity and Printing	686.67
Registration	
Registration Software	8,201.56
Registration Supplies	398.41
Total Registration	8,599.97
Technical	
Technology Supplies	1,145.50
Total Technical	1,145.50
Total Conference Expenses	172,131.45
Operating Expenses	
Audit Expenses	4,000.00
Certificates & Ballots	302.94
ENP Scholarship	6,700.00
Executive Director contract	16,299.18
Insurance	3,306.00
Legal Counsel contract	17,500.00
Operating Expenses{106}	735.75
Service Charge	2,794.65

Tennessee Emergency Number Association

Profit and Loss

January 1 - October 16, 2023

	TOTAL
Income	
Conference Revenue	
Addition Industry Partner Booth	1,800.00
Attendee Conf Registration	90,593.75
Banquet Tickets	600.00
Day Pass	5,850.00
Golf Registration	2,720.00
Guest Pass	2,550.00
Industry Partner Registration	36,100.00
Pre-Conference Registration	6,450.00
Sponsorships	46,800.00
Super Session Registration	75.00
Total Conference Revenue	193,538.75
Operating Revenue	
Associate Membership Dues	200.00
Community Bank - Interest	1,067.13
Credit Card Processing Fee	2,480.54
ENP Scholarships	4,180.00
Membership Dues	28,637.00
Rebate Spring	197.64
Total Operating Revenue	36,762.31
Total Income	\$230,301.06
GROSS PROFIT	\$230,301.06
Expenses	
Conference Expenses	
Awards & Other	
Awards	847.18
Door Prizes	984.32
Total Awards & Other	1,831.50
Conference Site Fees	
AV Fees	17,868.67
Booth Setup Fees, Electric	30,359.59
Hotel Rooms	7,633.47
Meeting Rooms	771.43
Total Conference Site Fees	56,633.16
Food	
Monday Food & Beverage	7,227.08
Sunday Food & Beverage	1,852.05
Tuesday Food & Beverage	45,171.41
Wednesday Food & Beverage	3,547.68
Total Food	57,798.22

Tennessee Emergency Number Association

Profit and Loss

January 1 - October 16, 2023

	TOTAL
Website / Domain Expenses	367.58
Total Operating Expenses	52,006.10
Total Expenses	\$224,137.55
NET OPERATING INCOME	\$6,163.51
NET INCOME	\$6,163.51