

# TENNESSEE EMERGENCY NUMBER ASSOCIATION

## Executive Board Meeting Minutes

Monday, February 05 2024

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, February 05, 2024, at 1:00 pm (CT).

### 0224.I Call to Order

President Carney called the meeting to order.

See Appendix 1 for Board of Directors & staff attendance. All Board members except for Mark Hutchison, who was absent. Michael Spencer attended 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.

### 0224.II Presentation of Minutes from Previous Meeting

Justin Crowther made the motion to approve the minutes of the November Board meeting, and Kim White made the second. The Board voted unanimous approval.

### 0224.III Ratify Email Votes Since Previous Meeting

There was one (1) email vote to ratify since the previous meeting and that was on Dec. 4, 2023 a motion was made by Justin Crowther with the second made by Kim White to approve the 2024 Operations and Conference Budget. The motion to ratify with vote was made by Lynn Thompson and the second made by Kim White. There was unanimous approval by the Board.

### 0224.IV Presentation of Financial Report – J. Crowther

Justin Crowther, Treasurer, presented the financial report as of 01/29/2024 (see Exhibit 1).

The balances are as follows:

First Horizon (First Tennessee) checking account \$ 37,046.81.

Community Bank investment account \$ 136,473.62

PayPal account \$ 0.00

The motion to approve the Financial Report with the budget amendments and corrected date was made by Eric Carpenter with Rose White making the second. With Justin Crowther abstaining, the remainder of the Board voted to unanimously approve this motion.

#### A. 2023 Final Budget with Amendments

Mr. Crowther reported that the 2023 budget ended with \$ 9,500.00 to the good.

#### B. 2024 Budget Amendment

Mr. Crowther stated that the Cvent invoice has come due and was \$ 4,500.00 larger than was budgeted. After explaining what happened, Rose White made the motion to approve the amendment and Crystal Key made the second. The Board voted unanimously to approve with Justin Crowther abstaining.

Ms. Culberson explained to the Board that she would like to enter into a conversation with Cvent and EMAT as to share our platform and costs with EMAT. Lynn Thompson made the motion to allow Maureen Culberson to enter into conversation with our representative at Cvent as to the possibility of sharing with EMAT, but the TENA remaining the primary holder. Michael Spencer made the second and there was unanimous approval by the Board.

### 0224.V Regional Reports

#### A. East Region –Kim White; Sherri Maxfield

Ms. White reported East region met on January 31, with 15 people representing 8 ECD's present. There was good discussion about financial groups and upcoming legislation.

#### B. West Region –Michael Spencer

Mr. Spencer stated that West region met virtually on Dec. 18 and they had 15 people in attendance. They talked about the upcoming conferences; 911 GTW; and legislation.

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

No meeting.

#### D. NENA At-Large – S. Eric Carpenter

No meeting.

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### 0224.VI Report from Legal Counsel

Mr. Freeman advised there was recent discussions about the officer vacancies. He is working on some revisions and will get to the Board for review.

### 0224.VII 911 Partner Reports

#### A. Tennessee Emergency Communications Board

Curtis Sutton, TECB Executive Director made the following report.

- The TECB Board meeting is Wednesday of this week and there is a short agenda
- There will be a survey coming out from the Operations and Financial Committee either later this week or early next.

#### B. NENA

Cassie Lowery gave the report.

- The main hotel for 911 GTW is full, but the overflow is still taking reservations.
- Some Senators have issued a companion bill to the 911 Saves Act, which will help immensely.
- She has invited Senator Blackburn to this event and will follow up with her staff.

#### C. TN-APCO

Christopher Burst made the report.

- Nominations are now open for Board vacancies
- They received 17 proposals for the 10 RPL Scholarships
- They are discussing the possibility of having a post-conference course.

### 0224.VIII Committee Reports

#### A. By-Laws Committee – *Jimmy Long*

- Counsel Freeman is working on wording for a possible amendment to resolve the officer vacancy issue.

#### B. Legislative Affairs Committee – *Jimmy Long*

- Chairman Long advised there would be a Legislative Committee meeting immediately following this Board meeting.
- He has been advised that the Finance Committee has suspended their work until after the legislative season.
- There has been no movement on the Direct Dispatch bill still pending from last year on either the Senate or the House side.

#### C. ENP Scholarship Committee – *Randall Lewis*

- The Committee has suggested that an applicant needs to be a member for at least a year before applying.

#### D. Other Committees

### 0224.IX Old Business

No old business to discuss.

### 0224.X New Business

#### A. 911 Goes To Washington– *J. Carney*

President Carney advised that they would be having Tennessee Tuesday, however the space is very limited, so it will have to TENA Board members and the Senator's & House representatives only.

#### B. TECB Nominations

Ms. Culberson advised that there were three (3) positions, that would be appointed by the Governor, coming up for appointment. She reminded the Board that typically the Board would choose no more than three candidates from the list of nominations received from each Region and send those names into the Governor. She asked if the Board would wish to continue this practice. After discussion, Eric Carpenter stated he thought it was the best thing to do to give all our members the opportunity to serve. With the Board in agreement with Mr. Carpenter, Ms. Culberson said the nominations would open on Feb. 7, 2024 and close on March 15, 2024 and as always, would be available on the TENA

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website. The Board can then make the final decision at the meeting on March 20, 2024. Mr. Freeman stated he is concerned that this practice maybe too exclusionary.

### 0224.XI Comments/Reports

A. District / PSAP Representatives

B. Industry Partners

No comments

C. Other Delegates

- Darryl Ostendorf, is running for 2<sup>nd</sup> Vice President of NENA and spoke to the membership asking for their support and vote during the NENA elections.

### 0224.XII Adjournment

The next meeting is scheduled for Wednesday, March 20, 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 Eric Carpenter and the second was made by Rose White. The meeting was adjourned.

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

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Secretary

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Date

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### APPENDIX 1 – TENA Board & Staff Attendance

|                                      |                         | Present | Absent | Virtual |
|--------------------------------------|-------------------------|---------|--------|---------|
| <i>President</i>                     | Jeff Carney, ENP        | X       |        |         |
| <i>1<sup>st</sup> Vice President</i> | Crystal Key, ENP        | X       |        |         |
| <i>2<sup>nd</sup> 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>               | Sherri Maxfield, ENP    | 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>               | Michael Spencer, ENP    |         |        | X       |
| <i>West Region Rep</i>               |                         |         |        |         |
| <i>At-Large NENA Rep</i>             | 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       |        |         |



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**Executive Board Meeting Minutes**

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**ATTACHMENT 2 – In-Person Attendance**

# TENNESSEE EMERGENCY NUMBER ASSOCIATION

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### ATTACHMENT 2 – Virtual Attendance

|                         |                |                |              |
|-------------------------|----------------|----------------|--------------|
| Meeting ID              | Start Time     | End Time       | Participants |
| TENA February Board Mtg | 2/5/2024 12:38 | 2/5/2024 14:58 | 45           |

|      | Name (Original)  | User Email       | Join Time      | Leave Time     | Duration |
|------|------------------|------------------|----------------|----------------|----------|
|      | Kim              | Augustine        | 2/5/2024 12:56 | 2/5/2024 14:58 | 122      |
|      | Brooke           | Bedwell          | 2/5/2024 12:49 | 2/5/2024 13:06 | 17       |
|      | kristy           | borden           | 2/5/2024 13:04 | 2/5/2024 13:20 | 16       |
|      | Patrice          | Coleman          | 2/5/2024 13:05 | 2/5/2024 14:00 | 55       |
|      | Penny            | Foister          | 2/5/2024 13:22 | 2/5/2024 13:58 | 36       |
|      | BRAD             | GASS             | 2/5/2024 12:54 | 2/5/2024 14:18 | 85       |
|      | Benjamin         | Glover           | 2/5/2024 12:58 | 2/5/2024 13:57 | 59       |
|      | Michael          | Guthrie          | 2/5/2024 13:59 | 2/5/2024 14:58 | 60       |
|      | Lynn's           | iPhone           | 2/5/2024 13:05 | 2/5/2024 13:59 | 54       |
|      | Jonathan         | Johnson          | 2/5/2024 13:32 | 2/5/2024 14:58 | 87       |
|      | Cassie           | Lowery           | 2/5/2024 12:48 | 2/5/2024 14:58 | 131      |
|      | K                | Lowery           | 2/5/2024 13:16 | 2/5/2024 14:58 | 103      |
|      | J                | Massengill       | 2/5/2024 12:58 | 2/5/2024 14:00 | 62       |
|      | Paul             | McCallister      | 2/5/2024 13:02 | 2/5/2024 14:58 | 117      |
|      | Phillip          | Noel             | 2/5/2024 13:32 | 2/5/2024 14:58 | 86       |
|      | Ernie            | Qualls           | 2/5/2024 12:56 | 2/5/2024 14:58 | 122      |
|      | Dana             | S                | 2/5/2024 13:25 | 2/5/2024 14:58 | 94       |
|      | Jennifer         | Schwendimann-TEC | 2/5/2024 13:21 | 2/5/2024 13:32 | 11       |
|      | Jennifer         | Schwendimann-TEC | 2/5/2024 13:36 | 2/5/2024 14:05 | 30       |
|      | Davi             | Shetterly        | 2/5/2024 12:39 | 2/5/2024 13:53 | 74       |
|      | Curtis           | Sutton           | 2/5/2024 13:02 | 2/5/2024 14:00 | 59       |
|      | iPhone4237473750 |                  | 2/5/2024 13:40 | 2/5/2024 13:51 | 11       |
|      | iPhone4237473750 |                  | 2/5/2024 13:16 | 2/5/2024 13:29 | 14       |
|      | Monica           |                  | 2/5/2024 13:43 | 2/5/2024 13:56 | 14       |
|      | Monica           |                  | 2/5/2024 13:59 | 2/5/2024 14:13 | 14       |
|      | Monica           |                  | 2/5/2024 13:03 | 2/5/2024 13:41 | 39       |
|      | 17314393549      |                  | 2/5/2024 14:17 | 2/5/2024 14:57 | 40       |
|      | Monica           |                  | 2/5/2024 14:19 | 2/5/2024 14:58 | 40       |
|      | 16155665063      |                  | 2/5/2024 13:18 | 2/5/2024 14:00 | 42       |
|      | 17314393549      |                  | 2/5/2024 13:24 | 2/5/2024 14:16 | 52       |
|      | 17314314645      |                  | 2/5/2024 13:03 | 2/5/2024 14:58 | 116      |
| TENA | Justin           | Crowther         | 2/5/2024 12:45 | 2/5/2024 14:00 | 75       |
| TENA | Maureen          | Culberson        | 2/5/2024 12:55 | 2/5/2024 14:58 | 141      |
| TENA | Michael          | Spencer          | 2/5/2024 12:52 | 2/5/2024 14:58 | 127      |

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### EXHIBIT 1

## TENNESSEE EMERGENCY NUMBER ASSOCIATION

### Financial Report

Justin Crowther, Treasurer

1/29/2024

|                                                      |                  |           |                          |
|------------------------------------------------------|------------------|-----------|--------------------------|
| First Tennessee Checking Account                     | 10/16/2023       | \$        | 36,270.35                |
| Deposits                                             |                  |           | \$12,405.01              |
| Expenses                                             |                  |           | \$11,628.55              |
| <b>First Tennessee Checking Account Balance</b>      | <b>1/29/2024</b> | <b>\$</b> | <b><u>37,046.81</u></b>  |
|                                                      |                  |           |                          |
| Community Investment Checking Account                | 10/16/2023       | \$        | 136,473.62               |
| Deposits                                             |                  | \$        | -                        |
| Interest                                             |                  | \$        | 357.58                   |
| Expenses                                             |                  | \$        | -                        |
| <b>Community Investment Checking Account Balance</b> | <b>1/29/2024</b> | <b>\$</b> | <b><u>136,831.20</u></b> |
|                                                      |                  |           |                          |
| Paypal                                               | 10/16/2023       | \$        | -                        |
| Deposits                                             |                  | \$        | 197.01                   |
| Transfers to First TN Bank                           |                  | \$        | 197.01                   |
| Transfers to Community Bank                          |                  | \$        | -                        |
| Refunds                                              |                  | \$        | -                        |
| <b>Paypal Balance</b>                                | <b>1/29/2024</b> | <b>\$</b> | <b><u>-</u></b>          |

*For complete Finance Report, see attached file*

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### EXHIBIT 2 Budget

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Tennessee Emergency Number Association

1/29/2024

#### Financial Report

| REVENUE                                                           |                   |             |                   |                    |                     |
|-------------------------------------------------------------------|-------------------|-------------|-------------------|--------------------|---------------------|
|                                                                   | 2024 Budget       | Adjustment  | Amended           | Actual             | Remaining           |
| Operating Revenue: Associate Membership Dues                      | \$ 200            |             | \$ 200            | \$ 25.00           | \$ (175)            |
| Operating Revenue:Credit Card Processing Fees                     | \$ 2,500          |             | \$ 2,500          |                    | \$ (2,500)          |
| Operating Revenue:ENP Scholarships                                | \$ -              |             | \$ -              |                    | \$ -                |
| Operating Revenue:Interest - Community Bank                       | \$ 1,300          |             | \$ 1,300          |                    | \$ (1,300)          |
| Operating Revenue:Membership Dues                                 | \$ 28,500         |             | \$ 28,500         |                    | \$ (28,500)         |
| Operating Revenue:NENA Dues                                       | \$ 4,300          |             | \$ 4,300          |                    | \$ (4,300)          |
| Operating Revenue:Rebates (Spring)                                | \$ 200            |             | \$ 200            |                    | \$ (200)            |
| <b>TOTAL OPERATING REVENUE</b>                                    | <b>\$ 37,000</b>  | <b>\$ -</b> | <b>\$ 37,000</b>  | <b>\$ 25.00</b>    | <b>\$ (36,975)</b>  |
| Conference Revenue: Additional Exhibit Booth                      | \$ 1,800          |             | \$ 1,800          |                    | \$ (1,800)          |
| Conference Revenue:Attendee Conference Registration               | \$ 99,500         |             | \$ 99,500         |                    | \$ (99,500)         |
| Conference Revenue:Banquet Tickets                                | \$ 600            |             | \$ 600            |                    | \$ (600)            |
| Conference Revenue:Day Pass                                       | \$ 5,500          |             | \$ 5,500          |                    | \$ (5,500)          |
| Conference Revenue:Golf Tournament Registration                   | \$ 2,700          |             | \$ 2,700          |                    | \$ (2,700)          |
| Conference Revenue:Guest Passes                                   | \$ 2,500          |             | \$ 2,500          |                    | \$ (2,500)          |
| Conference Revenue:Industry Partner Registration                  | \$ 36,100         |             | \$ 36,100         |                    | \$ (36,100)         |
| Conference Revenue:Pre-Conference Course Registration             | \$ 5,000          |             | \$ 5,000          |                    | \$ (5,000)          |
| Conference Revenue:Sponsorships - Conference                      | \$ 46,000         |             | \$ 46,000         |                    | \$ (46,000)         |
| Conference Revenue:Super Session Registration                     | \$ -              |             | \$ -              |                    | \$ -                |
| Conference Revenue:TN-APCO                                        | \$ 2,500          |             | \$ 2,500          |                    | \$ (2,500)          |
| <b>CONFERENCE REVENUE</b>                                         | <b>\$ 202,200</b> | <b>\$ -</b> | <b>\$ 202,200</b> | <b>\$ -</b>        | <b>\$ (202,200)</b> |
| <b>TOTAL REVENUE</b>                                              | <b>\$ 239,200</b> | <b>\$ -</b> | <b>\$ 239,200</b> | <b>\$ 25.00</b>    | <b>\$ (239,175)</b> |
| EXPENSES                                                          |                   |             |                   |                    |                     |
| Operating Expense:Audit Expenses                                  | \$ 4,000          |             | \$ 4,000          |                    | \$ 4,000            |
| Operating Expense:Certificates & Ballots                          | \$ 400            |             | \$ 400            |                    | \$ 400              |
| Operating Expense:ENP Scholarship's                               | \$ 4,350          |             | \$ 4,350          | \$ 435.00          | \$ 3,915            |
| Operating Expense:Executive Director Contract                     | \$ 21,735         |             | \$ 21,735         | \$ 1,811.02        | \$ 19,924           |
| Operating Expense:Insurance                                       | \$ 4,000          |             | \$ 4,000          |                    | \$ 4,000            |
| Operating Expense:Legal Counsel Fees                              | \$ 21,000         |             | \$ 21,000         |                    | \$ 21,000           |
| Operating Expense:Operating Expenses                              | \$ 1,650          |             | \$ 1,650          | \$ 32.93           | \$ 1,617            |
| Operating Expense:Service Charge                                  | \$ 2,900          |             | \$ 2,900          | \$ 0.75            | \$ 2,899            |
| Operating Expense:Surety Bond Expense                             | \$ 400            |             | \$ 400            |                    | \$ 400              |
| Operating Expense:Website / Domain Expenses                       | \$ 415            |             | \$ 415            |                    | \$ 415              |
| <b>TOTAL OPERATING EXPENSES</b>                                   | <b>\$ 60,850</b>  |             | <b>\$ 60,850</b>  | <b>\$ 2,279.70</b> | <b>\$ 58,570</b>    |
| Program Agenda:Pre-Conference Course Session                      | \$ 5,000          |             | \$ 5,000          |                    | \$ 5,000            |
| Program Agenda:Keynote Speaker Session                            | \$ 5,000          |             | \$ 5,000          |                    | \$ 5,000            |
| Program Agenda:Conference Instructors                             | \$ 3,000          |             | \$ 3,000          |                    | \$ 3,000            |
| Program Agenda:Speaker Expenses                                   | \$ -              |             | \$ -              |                    | \$ -                |
| Program Agenda:CEU's                                              | \$ 2,000          |             | \$ 2,000          |                    | \$ 2,000            |
| Conference Food/Beverage:Sunday food and beverage                 | \$ 1,860          |             | \$ 1,860          |                    | \$ 1,860            |
| Conference Food/Beverage:Monday food and beverage                 | \$ 7,300          |             | \$ 7,300          |                    | \$ 7,300            |
| Conference Food/Beverage:Tuesday food and beverage                | \$ 45,200         |             | \$ 45,200         |                    | \$ 45,200           |
| Conference Food/Beverage:Wednesday food and beverage              | \$ 3,550          |             | \$ 3,550          |                    | \$ 3,550            |
| Off-Site IP Event:Venue Rental                                    | \$ 20,000         |             | \$ 20,000         |                    | \$ 20,000           |
| Off-Site IP Event:Sunday IP Event Food and Beverage               | \$ 5,000          |             | \$ 5,000          |                    | \$ 5,000            |
| Off-Site IP Event:Entertainment                                   | \$ -              |             | \$ -              |                    | \$ -                |
| Off-Site IP Event:Transportation                                  | \$ 2,000          |             | \$ 2,000          |                    | \$ 2,000            |
| Conference Site Fees:Hotel Rooms                                  | \$ 8,170          |             | \$ 8,170          |                    | \$ 8,170            |
| Conference Site Fees:Meeting Rooms                                | \$ 775            |             | \$ 775            |                    | \$ 775              |
| Conference Site Fees:Decorator Fees / Booth Setup Fees / Electric | \$ 30,400         |             | \$ 30,400         |                    | \$ 30,400           |

# TENNESSEE EMERGENCY NUMBER ASSOCIATION

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### EXHIBIT 2 cont.

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### Tennessee Emergency Number Association Financial Report

1/29/2024

|                                           | 2024 Budget       | Adjustment  | Amended           | Actual               | Remaining           |
|-------------------------------------------|-------------------|-------------|-------------------|----------------------|---------------------|
| Conference Site Fees:AV Fees              | \$ 17,900         |             | \$ 17,900         |                      | \$ 17,900           |
| Publicity & Printing:Conference Guide     | \$ -              |             | \$ -              |                      | \$ -                |
| Publicity & Printing:Signs                | \$ 700            |             | \$ 700            |                      | \$ 700              |
| Registration:Registration Software        | \$ 8,300          |             | \$ 8,300          |                      | \$ 8,300            |
| Registration:Registration Supplies        | \$ 500            |             | \$ 500            |                      | \$ 500              |
| Technical:Technology Supplies             | \$ 1,000          |             | \$ 1,000          |                      | \$ 1,000            |
| Prizes:Awards                             | \$ 1,000          |             | \$ 1,000          |                      | \$ 1,000            |
| Prizes:Door Prizes                        | \$ 1,000          |             | \$ 1,000          |                      | \$ 1,000            |
| Golf Tournament:Golf Outing Expenses      | \$ 3,000          |             | \$ 3,000          |                      | \$ 3,000            |
| Golf Tornment:Miscellaneous expense       | \$ 100            |             | \$ 100            |                      | \$ 100              |
| Miscellaneous:Conference Bags             | \$ 3,300          |             | \$ 3,300          |                      | \$ 3,300            |
| Miscellaneous:Lanyards/Name Badge Holders | \$ 1,550          |             | \$ 1,550          |                      | \$ 1,550            |
| Miscellaneous:Conference Shirts           | \$ 300            |             | \$ 300            |                      | \$ 300              |
| Miscellaneous:Miscellaneous expense       | \$ 400            |             | \$ 400            |                      | \$ 400              |
|                                           |                   |             |                   |                      |                     |
| <b>TOTAL CONFERENCE EXPENSES</b>          | <b>\$ 178,305</b> | <b>\$ -</b> | <b>\$ 178,305</b> | <b>\$ -</b>          | <b>\$ 178,305</b>   |
|                                           |                   |             |                   |                      |                     |
| <b>TOTAL EXPENSES</b>                     | <b>\$ 239,155</b> | <b>\$ -</b> | <b>\$ 239,155</b> | <b>\$ 2,279.70</b>   | <b>\$ 236,875</b>   |
| <b>TOTAL REVENUE</b>                      | <b>\$ 239,200</b> | <b>\$ -</b> | <b>\$ 239,200</b> | <b>\$ 25.00</b>      | <b>\$ (239,175)</b> |
| <b>TOTAL PROFIT/(LOSS)</b>                | <b>\$ 45</b>      | <b>\$ -</b> | <b>\$ 45</b>      | <b>\$ (2,254.70)</b> | <b>\$ (476,050)</b> |

**Tennessee Emergency Number Association  
Financial Report**

12/31/2023

| <b>REVENUE</b>                                        |                          |                    |                          |                          |                        |
|-------------------------------------------------------|--------------------------|--------------------|--------------------------|--------------------------|------------------------|
|                                                       | <b>2023 Budget</b>       | <b>Adjustment</b>  | <b>Amended</b>           | <b>Actual</b>            | <b>Remaining</b>       |
| Operating Revenue: Associate Membership Dues          | 200.00                   |                    | 200.00                   | 200.00                   | 0.00                   |
| Operating Revenue:Credit Card Processing Fees         | 2,480.00                 |                    | 2,480.00                 | 2,480.54                 | 0.54                   |
| Operating Revenue:ENP Scholarships                    | 4,180.00                 |                    | 4,180.00                 | 4,180.00                 | 0.00                   |
| Operating Revenue:Interest - Community Bank           | 1,300.00                 |                    | 1,300.00                 | 1,424.71                 | 124.71                 |
| Operating Revenue:Membership Dues                     | 28,637.00                |                    | 28,637.00                | 28,637.00                | 0.00                   |
| Operating Revenue:NENA Dues                           | 4,300.00                 |                    | 4,300.00                 | 5,883.00                 | 1,583.00               |
| Operating Revenue:Rebates (Spring)                    | 200.00                   |                    | 200.00                   | 394.65                   | 194.65                 |
| Operating Revenue:TERT Donations                      | 0.00                     |                    | 0.00                     | 0.00                     | 0.00                   |
| <b><u>TOTAL OPERATING REVENUE</u></b>                 | <b><u>41,297.00</u></b>  | <b><u>0.00</u></b> | <b><u>41,297.00</u></b>  | <b><u>43,199.90</u></b>  | <b><u>1,902.90</u></b> |
| Conference Revenue: Additional Exhibit Booth          | 1,800.00                 |                    | 1,800.00                 | 1,800.00                 | 0.00                   |
| Conference Revenue:Attendee Conference Registration   | 90,500.00                |                    | 90,500.00                | 91,143.75                | 643.75                 |
| Conference Revenue:Banquet Tickets                    | 600.00                   |                    | 600.00                   | 600.00                   | 0.00                   |
| Conference Revenue:Day Pass                           | 5,850.00                 |                    | 5,850.00                 | 5,850.00                 | 0.00                   |
| Conference Revenue:Golf Tournament Registration       | 2,720.00                 |                    | 2,720.00                 | 2,720.00                 | 0.00                   |
| Conference Revenue:Guest Passes                       | 2,550.00                 |                    | 2,550.00                 | 2,550.00                 | 0.00                   |
| Conference Revenue:Industry Partner Registration      | 36,100.00                |                    | 36,100.00                | 36,100.00                | 0.00                   |
| Conference Revenue:Pre-Conference Course Registration | 6,450.00                 |                    | 6,450.00                 | 6,450.00                 | 0.00                   |
| Conference Revenue:Sponsorships - Conference          | 44,300.00                |                    | 44,300.00                | 49,300.00                | 5,000.00               |
| Conference Revenue:Super Session Registration         | 0.00                     |                    | 0.00                     | 225.00                   | 225.00                 |
| Conference Revenue:TN-APCO                            | 2,500.00                 |                    | 2,500.00                 | 2,500.00                 | 0.00                   |
| <b><u>CONFERENCE REVENUE</u></b>                      | <b><u>193,370.00</u></b> | <b><u>0.00</u></b> | <b><u>193,370.00</u></b> | <b><u>199,238.75</u></b> | <b><u>5,868.75</u></b> |
| <b><u>TOTAL REVENUE</u></b>                           | <b><u>234,667.00</u></b> | <b><u>0.00</u></b> | <b><u>234,667.00</u></b> | <b><u>242,438.65</u></b> | <b><u>7,771.65</u></b> |
| <b>EXPENSES</b>                                       |                          |                    |                          |                          |                        |
| Operating Expense:Audit Expenses                      | 4,000.00                 |                    | 4,000.00                 | 4,000.00                 | 0.00                   |
| Operating Expense:Certificates & Ballots              | 400.00                   |                    | 400.00                   | 305.91                   | 94.09                  |
| Operating Expense:ENP Scholarship's                   | 7,680.00                 |                    | 7,680.00                 | 6,100.00                 | 1,580.00               |
| Operating Expense:Executive Director Contract         | 21,735.00                |                    | 21,735.00                | 21,732.24                | 2.76                   |
| 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                | 21,000.00                | 0.00                   |
| Operating Expense:Operating Expenses                  | 1,650.00                 |                    | 1,650.00                 | 1,134.54                 | 515.46                 |
| Operating Expense:Service Charge                      | 2,900.00                 |                    | 2,900.00                 | 2,794.65                 | 105.35                 |
| Operating Expense:Surety Bond Expense                 | 400.00                   |                    | 400.00                   | 0.00                     | 400.00                 |
| Operating Expense:Website / Domain Expenses           | 415.00                   |                    | 415.00                   | 384.58                   | 30.42                  |
| <b><u>TOTAL OPERATING EXPENSES</u></b>                | <b><u>64,180.00</u></b>  |                    | <b><u>64,180.00</u></b>  | <b><u>60,757.92</u></b>  | <b><u>3,422.08</u></b> |
| Program Agenda:Pre-Conference Course Session          | 4,250.00                 |                    | 4,250.00                 | 4,250.00                 | 0.00                   |
| Program Agenda:Keynote Speaker Session                | 0.00                     |                    | 0.00                     | 0.00                     | 0.00                   |
| Program Agenda:Conference Instructors                 | 0.00                     |                    | 0.00                     | 0.00                     | 0.00                   |
| Program Agenda:Speaker Expenses                       | 0.00                     |                    | 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     | 1,855.00                 |                    | 1,855.00                 | 1,852.05                 | 2.95                   |
| Conference Food/Beverage:Monday food and beverage     | 7,230.00                 |                    | 7,230.00                 | 7,227.08                 | 2.92                   |
| Conference Food/Beverage:Tuesday food and beverage    | 45,175.00                |                    | 45,175.00                | 45,171.41                | 3.59                   |
| Conference Food/Beverage:Wednesday food and beverage  | 3,550.00                 |                    | 3,550.00                 | 3,547.68                 | 2.32                   |
| Off-Site IP Event:Venue Rental                        | 22,085.00                |                    | 22,085.00                | 22,080.75                | 4.25                   |

**Tennessee Emergency Number Association**  
**Financial Report**

12/31/2023

|                                                                   | 2023 Budget              | Adjustment         | Amended                  | Actual                   | Remaining              |
|-------------------------------------------------------------------|--------------------------|--------------------|--------------------------|--------------------------|------------------------|
| Off-Site IP Event:Sunday IP Event Food and Beverage               | 7,438.00                 |                    | 7,438.00                 | 7,437.50                 | 0.50                   |
| Off-Site IP Event:Entertainment                                   | 0.00                     |                    | 0.00                     | 0.00                     | 0.00                   |
| Off-Site IP Event:Transportation                                  | 3,340.00                 |                    | 3,340.00                 | 3,339.90                 | 0.10                   |
| Conference Site Fees:Hotel Rooms                                  | 8,170.00                 |                    | 8,170.00                 | 7,633.47                 | 536.53                 |
| Conference Site Fees:Meeting Rooms                                | 775.00                   |                    | 775.00                   | 771.43                   | 3.57                   |
| Conference Site Fees:Decorator Fees / Booth Setup Fees / Electric | 30,360.00                |                    | 30,360.00                | 30,359.59                | 0.41                   |
| Conference Site Fees:AV Fees                                      | 17,870.00                |                    | 17,870.00                | 17,868.67                | 1.33                   |
| Publicity & Printing:Conference Guide                             | 0.00                     |                    | 0.00                     | 0.00                     | 0.00                   |
| Publicity & Printing:Signs                                        | 690.00                   |                    | 690.00                   | 686.67                   | 3.33                   |
| Registration:Registration Software                                | 8,210.00                 |                    | 8,210.00                 | 8,201.56                 | 8.44                   |
| Registration:Registration Supplies                                | 400.00                   |                    | 400.00                   | 398.41                   | 1.59                   |
| Technical:Technology Supplies                                     | 1,150.00                 |                    | 1,150.00                 | 1,145.50                 | 4.50                   |
| Prizes:Awards                                                     | 850.00                   |                    | 850.00                   | 847.18                   | 2.82                   |
| Prizes:Door Prizes                                                | 1,000.00                 |                    | 1,000.00                 | 984.32                   | 15.68                  |
| Golf Tournament:Golf Outing Expenses                              | 2,920.00                 |                    | 2,920.00                 | 2,920.00                 | 0.00                   |
| Golf Tornado:Miscellaneous expense                                | 20.00                    |                    | 20.00                    | 19.80                    | 0.20                   |
| Miscellaneous:Conference Bags                                     | 3,275.00                 |                    | 3,275.00                 | 3,272.09                 | 2.91                   |
| Miscellaneous:Lanyards/Name Badge Holders                         | 1,535.00                 |                    | 1,535.00                 | 1,534.89                 | 0.11                   |
| Miscellaneous:Conference Shirts                                   | 215.00                   |                    | 215.00                   | 211.84                   | 3.16                   |
| Miscellaneous:Miscellaneous expense                               | 370.00                   |                    | 370.00                   | 369.66                   | 0.34                   |
|                                                                   |                          |                    |                          |                          |                        |
| <b><u>TOTAL CONFERENCE EXPENSES</u></b>                           | <b><u>174,733.00</u></b> | <b><u>0.00</u></b> | <b><u>174,733.00</u></b> | <b><u>172,131.45</u></b> | <b><u>2,601.55</u></b> |
|                                                                   |                          |                    |                          |                          |                        |
| <b><u>TOTAL EXPENSES</u></b>                                      | <b><u>238,913.00</u></b> | <b><u>0.00</u></b> | <b><u>238,913.00</u></b> | <b><u>232,889.37</u></b> | <b><u>6,023.63</u></b> |
| <b><u>TOTAL REVENUE</u></b>                                       | <b><u>234,667.00</u></b> | <b><u>0.00</u></b> | <b><u>234,667.00</u></b> | <b><u>242,438.65</u></b> | <b><u>7,771.65</u></b> |
| <b><u>TOTAL PROFIT/(LOSS)</u></b>                                 | <b><u>(4,246.00)</u></b> | <b><u>0.00</u></b> | <b><u>(4,246.00)</u></b> | <b><u>9,549.28</u></b>   | <b><u>1,748.02</u></b> |

# TENNESSEE EMERGENCY NUMBER ASSOCIATION

## Financial Report

Justin Crowther, Treasurer

1/29/2024

|                                                 |                  |           |                         |
|-------------------------------------------------|------------------|-----------|-------------------------|
| First Tennessee Checking Account                | 10/16/2023       | \$        | 36,270.35               |
| Deposits                                        |                  |           | \$12,405.01             |
| Expenses                                        |                  |           | \$11,628.55             |
| <b>First Tennessee Checking Account Balance</b> | <b>1/29/2024</b> | <b>\$</b> | <b><u>37,046.81</u></b> |

|                                                      |                  |           |                          |
|------------------------------------------------------|------------------|-----------|--------------------------|
| Community Investment Checking Account                | 10/16/2023       | \$        | 136,473.62               |
| Deposits                                             |                  | \$        | -                        |
| Interest                                             |                  | \$        | 357.58                   |
| Expenses                                             |                  | \$        | -                        |
| <b>Community Investment Checking Account Balance</b> | <b>1/29/2024</b> | <b>\$</b> | <b><u>136,831.20</u></b> |

|                             |                  |           |                 |
|-----------------------------|------------------|-----------|-----------------|
| Paypal                      | 10/16/2023       | \$        | -               |
| Deposits                    |                  | \$        | 197.01          |
| Transfers to First TN Bank  |                  | \$        | 197.01          |
| Transfers to Community Bank |                  | \$        | -               |
| Refunds                     |                  | \$        | -               |
| <b>Paypal Balance</b>       | <b>1/29/2024</b> | <b>\$</b> | <b><u>-</u></b> |



First Horizon Bank  
Transactions: 10/17/2023 - 1/29/2024

| Date       | Num | Name                  | Account                     | Amount        |
|------------|-----|-----------------------|-----------------------------|---------------|
| 10/20/2023 | --  | Quickbooks            | Operating Expenses{106}     | -\$ 32.93     |
| 10/23/2023 | --  | Maureen Culberson     | Executive Director contract | -\$ 1,811.02  |
| 11/15/2023 | --  | Freeman & Bracey, PLC | Legal Counsel contract      | -\$ 1,750.00  |
| 11/16/2023 | --  | Maureen Culberson     | Executive Director contract | -\$ 1,811.02  |
| 11/20/2023 | --  | Quickbooks            | Operating Expenses{106}     | -\$ 32.93     |
| 11/27/2023 | --  | Godwin & Associates   | Operating Expenses{106}     | -\$ 300.00    |
| 12/11/2023 | --  | Freeman & Bracey, PLC | Legal Counsel contract      | -\$ 1,750.00  |
| 12/17/2023 | --  | Ionos Inc.            | Website / Domain Expenses   | -\$ 17.00     |
| 12/20/2023 | --  | Maureen Culberson     | Executive Director contract | -\$ 1,811.02  |
| 12/20/2023 | --  | Quickbooks            | Operating Expenses{106}     | -\$ 32.93     |
| 01/20/2024 | --  | Quickbooks            | Operating Expenses{106}     | -\$ 32.93     |
| 01/22/2024 | --  | Maureen Culberson     | Executive Director contract | -\$ 1,811.02  |
| 01/24/2024 | --  | NENA                  | ENP Scholarship             | -\$ 435.00    |
| 01/25/2024 | --  | QuickBooks Payments   | Service Charge              | -\$ 0.75      |
|            |     |                       |                             | -\$ 11,628.55 |
| 10/31/2023 | --  | --                    | --                          | \$ 700.00     |
| 10/31/2023 |     | Payal                 | Transfer from Paypal        | \$ 197.01     |
| 11/27/2023 | --  | Zetron                | Undeposited Funds           | \$ 5,000.00   |
| 12/31/2023 | --  | --                    | --                          | \$ 6,483.00   |
| 01/25/2024 | --  | Zachary Ryan Bisch    | Undeposited Funds           | \$ 25.00      |
|            |     |                       |                             | \$ 12,405.01  |

Community Bank  
Transactions: 10/17/2023 - 1/29/2024

| Date       | Num      | Name | Account        | Amount |        |
|------------|----------|------|----------------|--------|--------|
| 10/31/2023 | INTEREST | --   | Community Bank | \$     | 125.63 |
| 11/30/2023 | INTEREST | --   | Community Bank | \$     | 117.89 |
| 12/31/2023 | INTEREST | --   | Community Bank | \$     | 114.06 |
|            |          |      |                | \$     | 357.58 |

Paypal  
Transactions: 10/17/2023 - 1/29/2024

| Transaction type | Num | Name                      | Account                       | Amount     |
|------------------|-----|---------------------------|-------------------------------|------------|
| Deposit          | --  | Amaze Holding Company LLC | Rebate Spring                 | \$ 197.01  |
| Transfer         | --  | --                        | First Horizon Bank - Checking | -\$ 197.01 |

**Tennessee Emergency Number Association  
Financial Report**

1/29/2024

| REVENUE                                                           |                          |                    |                          |                           |                            |
|-------------------------------------------------------------------|--------------------------|--------------------|--------------------------|---------------------------|----------------------------|
|                                                                   | 2024 Budget              | Adjustment         | Amended                  | Actual                    | Remaining                  |
| Operating Revenue: Associate Membership Dues                      | \$ 200                   |                    | \$ 200                   | \$ 25.00                  | \$ (175)                   |
| Operating Revenue:Credit Card Processing Fees                     | \$ 2,500                 |                    | \$ 2,500                 |                           | \$ (2,500)                 |
| Operating Revenue:ENP Scholarships                                | \$ -                     |                    | \$ -                     |                           | \$ -                       |
| Operating Revenue:Interest - Community Bank                       | \$ 1,300                 |                    | \$ 1,300                 |                           | \$ (1,300)                 |
| Operating Revenue:Membership Dues                                 | \$ 28,500                |                    | \$ 28,500                |                           | \$ (28,500)                |
| Operating Revenue:NENA Dues                                       | \$ 4,300                 |                    | \$ 4,300                 |                           | \$ (4,300)                 |
| Operating Revenue:Rebates (Spring)                                | \$ 200                   |                    | \$ 200                   |                           | \$ (200)                   |
| <b><u>TOTAL OPERATING REVENUE</u></b>                             | <b><u>\$ 37,000</u></b>  | <b><u>\$ -</u></b> | <b><u>\$ 37,000</u></b>  | <b><u>\$ 25.00</u></b>    | <b><u>\$ (36,975)</u></b>  |
| Conference Revenue: Additional Exhibit Booth                      | \$ 1,800                 |                    | \$ 1,800                 |                           | \$ (1,800)                 |
| Conference Revenue:Attendee Conference Registration               | \$ 99,500                |                    | \$ 99,500                |                           | \$ (99,500)                |
| Conference Revenue:Banquet Tickets                                | \$ 600                   |                    | \$ 600                   |                           | \$ (600)                   |
| Conference Revenue:Day Pass                                       | \$ 5,500                 |                    | \$ 5,500                 |                           | \$ (5,500)                 |
| Conference Revenue:Golf Tournament Registration                   | \$ 2,700                 |                    | \$ 2,700                 |                           | \$ (2,700)                 |
| Conference Revenue:Guest Passes                                   | \$ 2,500                 |                    | \$ 2,500                 |                           | \$ (2,500)                 |
| Conference Revenue:Industry Partner Registration                  | \$ 36,100                |                    | \$ 36,100                |                           | \$ (36,100)                |
| Conference Revenue:Pre-Conference Course Registration             | \$ 5,000                 |                    | \$ 5,000                 |                           | \$ (5,000)                 |
| Conference Revenue:Sponsorships - Conference                      | \$ 46,000                |                    | \$ 46,000                |                           | \$ (46,000)                |
| Conference Revenue:Super Session Registration                     | \$ -                     |                    | \$ -                     |                           | \$ -                       |
| Conference Revenue:TN-APCO                                        | \$ 2,500                 |                    | \$ 2,500                 |                           | \$ (2,500)                 |
| <b><u>CONFERENCE REVENUE</u></b>                                  | <b><u>\$ 202,200</u></b> | <b><u>\$ -</u></b> | <b><u>\$ 202,200</u></b> | <b><u>\$ -</u></b>        | <b><u>\$ (202,200)</u></b> |
| <b><u>TOTAL REVENUE</u></b>                                       | <b><u>\$ 239,200</u></b> | <b><u>\$ -</u></b> | <b><u>\$ 239,200</u></b> | <b><u>\$ 25.00</u></b>    | <b><u>\$ (239,175)</u></b> |
| EXPENSES                                                          |                          |                    |                          |                           |                            |
| Operating Expense:Audit Expenses                                  | \$ 4,000                 |                    | \$ 4,000                 |                           | \$ 4,000                   |
| Operating Expense:Certificates & Ballots                          | \$ 400                   |                    | \$ 400                   |                           | \$ 400                     |
| Operating Expense:ENP Scholarship's                               | \$ 4,350                 |                    | \$ 4,350                 | \$ 435.00                 | \$ 3,915                   |
| Operating Expense:Executive Director Contract                     | \$ 21,735                |                    | \$ 21,735                | \$ 1,811.02               | \$ 19,924                  |
| Operating Expense:Insurance                                       | \$ 4,000                 |                    | \$ 4,000                 |                           | \$ 4,000                   |
| Operating Expense:Legal Counsel Fees                              | \$ 21,000                |                    | \$ 21,000                |                           | \$ 21,000                  |
| Operating Expense:Operating Expenses                              | \$ 1,650                 |                    | \$ 1,650                 | \$ 32.93                  | \$ 1,617                   |
| Operating Expense:Service Charge                                  | \$ 2,900                 |                    | \$ 2,900                 | \$ 0.75                   | \$ 2,899                   |
| Operating Expense:Surety Bond Expense                             | \$ 400                   |                    | \$ 400                   |                           | \$ 400                     |
| Operating Expense:Website / Domain Expenses                       | \$ 415                   |                    | \$ 415                   |                           | \$ 415                     |
| <b><u>TOTAL OPERATING EXPENSES</u></b>                            | <b><u>\$ 60,850</u></b>  |                    | <b><u>\$ 60,850</u></b>  | <b><u>\$ 2,279.70</u></b> | <b><u>\$ 58,570</u></b>    |
| Program Agenda:Pre-Conference Course Session                      | \$ 5,000                 |                    | \$ 5,000                 |                           | \$ 5,000                   |
| Program Agenda:Keynote Speaker Session                            | \$ 5,000                 |                    | \$ 5,000                 |                           | \$ 5,000                   |
| Program Agenda:Conference Instructors                             | \$ 3,000                 |                    | \$ 3,000                 |                           | \$ 3,000                   |
| Program Agenda:Speaker Expenses                                   | \$ -                     |                    | \$ -                     |                           | \$ -                       |
| Program Agenda:CEU's                                              | \$ 2,000                 |                    | \$ 2,000                 |                           | \$ 2,000                   |
| Conference Food/Beverage:Sunday food and beverage                 | \$ 1,860                 |                    | \$ 1,860                 |                           | \$ 1,860                   |
| Conference Food/Beverage:Monday food and beverage                 | \$ 7,300                 |                    | \$ 7,300                 |                           | \$ 7,300                   |
| Conference Food/Beverage:Tuesday food and beverage                | \$ 45,200                |                    | \$ 45,200                |                           | \$ 45,200                  |
| Conference Food/Beverage:Wednesday food and beverage              | \$ 3,550                 |                    | \$ 3,550                 |                           | \$ 3,550                   |
| Off-Site IP Event:Venue Rental                                    | \$ 20,000                |                    | \$ 20,000                |                           | \$ 20,000                  |
| Off-Site IP Event:Sunday IP Event Food and Beverage               | \$ 5,000                 |                    | \$ 5,000                 |                           | \$ 5,000                   |
| Off-Site IP Event:Entertainment                                   | \$ -                     |                    | \$ -                     |                           | \$ -                       |
| Off-Site IP Event:Transportation                                  | \$ 2,000                 |                    | \$ 2,000                 |                           | \$ 2,000                   |
| Conference Site Fees:Hotel Rooms                                  | \$ 8,170                 |                    | \$ 8,170                 |                           | \$ 8,170                   |
| Conference Site Fees:Meeting Rooms                                | \$ 775                   |                    | \$ 775                   |                           | \$ 775                     |
| Conference Site Fees:Decorator Fees / Booth Setup Fees / Electric | \$ 30,400                |                    | \$ 30,400                |                           | \$ 30,400                  |

**Tennessee Emergency Number Association  
Financial Report**

1/29/2024

|                                           | 2024 Budget              | Adjustment         | Amended                  | Actual                      | Remaining                  |
|-------------------------------------------|--------------------------|--------------------|--------------------------|-----------------------------|----------------------------|
| Conference Site Fees:AV Fees              | \$ 17,900                |                    | \$ 17,900                |                             | \$ 17,900                  |
| Publicity & Printing:Conference Guide     | \$ -                     |                    | \$ -                     |                             | \$ -                       |
| Publicity & Printing:Signs                | \$ 700                   |                    | \$ 700                   |                             | \$ 700                     |
| Registration:Registration Software        | \$ 8,300                 |                    | \$ 8,300                 |                             | \$ 8,300                   |
| Registration:Registration Supplies        | \$ 500                   |                    | \$ 500                   |                             | \$ 500                     |
| Technical:Technology Supplies             | \$ 1,000                 |                    | \$ 1,000                 |                             | \$ 1,000                   |
| Prizes:Awards                             | \$ 1,000                 |                    | \$ 1,000                 |                             | \$ 1,000                   |
| Prizes:Door Prizes                        | \$ 1,000                 |                    | \$ 1,000                 |                             | \$ 1,000                   |
| Golf Tournament:Golf Outing Expenses      | \$ 3,000                 |                    | \$ 3,000                 |                             | \$ 3,000                   |
| Golf Tornment:Miscellaneous expense       | \$ 100                   |                    | \$ 100                   |                             | \$ 100                     |
| Miscellaneous:Conference Bags             | \$ 3,300                 |                    | \$ 3,300                 |                             | \$ 3,300                   |
| Miscellaneous:Lanyards/Name Badge Holders | \$ 1,550                 |                    | \$ 1,550                 |                             | \$ 1,550                   |
| Miscellaneous:Conference Shirts           | \$ 300                   |                    | \$ 300                   |                             | \$ 300                     |
| Miscellaneous:Miscellaneous expense       | \$ 400                   |                    | \$ 400                   |                             | \$ 400                     |
|                                           |                          |                    |                          |                             |                            |
| <b><u>TOTAL CONFERENCE EXPENSES</u></b>   | <b><u>\$ 178,305</u></b> | <b><u>\$ -</u></b> | <b><u>\$ 178,305</u></b> | <b><u>\$ -</u></b>          | <b><u>\$ 178,305</u></b>   |
|                                           |                          |                    |                          |                             |                            |
|                                           |                          |                    |                          |                             |                            |
| <b><u>TOTAL EXPENSES</u></b>              | <b><u>\$ 239,155</u></b> | <b><u>\$ -</u></b> | <b><u>\$ 239,155</u></b> | <b><u>\$ 2,279.70</u></b>   | <b><u>\$ 236,875</u></b>   |
| <b><u>TOTAL REVENUE</u></b>               | <b><u>\$ 239,200</u></b> | <b><u>\$ -</u></b> | <b><u>\$ 239,200</u></b> | <b><u>\$ 25.00</u></b>      | <b><u>\$ (239,175)</u></b> |
| <b><u>TOTAL PROFIT/(LOSS)</u></b>         | <b><u>\$ 45</u></b>      | <b><u>\$ -</u></b> | <b><u>\$ 45</u></b>      | <b><u>\$ (2,254.70)</u></b> | <b><u>\$ (476,050)</u></b> |



# INVOICE

**Contact Info:**

**Cvent, Inc.**  
1765 Greensboro Station Place  
7th Floor  
Tyson's Corner, VA 22102, USA

| Tennessee Emergency Number Association |            |              |               |
|----------------------------------------|------------|--------------|---------------|
| Cust #                                 | Invoice #  | Invoice Date | Customer PO # |
| 1772673                                | 4110206286 | 22-JAN-24    |               |

**Bill To:**

Tennessee Emergency Number Association  
Maureen Culberson  
1002 Avery Park Dr  
Smyrna, TN 37167 United States

**Ship To:**

Tennessee Emergency Number Association  
1002 Avery Park Dr  
Smyrna, TN 37167 United States

| Sales Order # | Contract # | Contract Term             | Terms  | Due Date  | Currency |
|---------------|------------|---------------------------|--------|-----------|----------|
| SC30736063    | 411562     | 21-FEB-2024 ~ 20-FEB-2025 | Net 30 | 21-FEB-24 | USD      |

| Item #                       | Description                   | Contracted Quantity | Contracted Unit Price | Invoiced Unit Price | Invoiced Amount | Tax    | Total    |
|------------------------------|-------------------------------|---------------------|-----------------------|---------------------|-----------------|--------|----------|
| CV-SW-EC-EVT-PRPYMTREGF-EVE  | Registration (per Reg)        | 650                 | 5.73                  | 5.73                | 3,724.50        | 363.14 | 4,087.64 |
| CV-SW-EC-EVT-PRFLIC-CORE-EVE | Registration License          | 1                   | 2,399.44              | 2,399.44            | 2,399.44        | 233.94 | 2,633.38 |
| CV-SW-EC-EVT-OAPREM-EVE      | OnArrival Premium (Per Event) | 1                   | 1,349.01              | 1,349.01            | 1,349.01        | 131.53 | 1,480.54 |
| CV-SW-EC-ENG-AHLCNS-GEN      | Attendee Hub License          | 1                   | 967.20                | 967.20              | 967.20          | 94.30  | 1,061.50 |
| CV-SW-EC-ENG-AHPRF-GEN       | Attendee Hub (per reg)        | 650                 | 4.89                  | 4.89                | 3,178.50        | 309.91 | 3,488.41 |

|                           |                           |           |
|---------------------------|---------------------------|-----------|
|                           | <b>Sub-total:</b>         | 11,618.65 |
|                           | <b>Tax Total:</b>         | 1,132.82  |
|                           | <b>Invoice Total:</b>     | 12,751.47 |
| <b>Please Pay Amount.</b> | <b>Total Balance Due:</b> | 12,751.47 |

**Notes:**

When sending money via ACH/Check/Wire, please remember to include the Cvent Invoice number in the description. For more information on how to make payments, see the instructions at the bottom of the invoice copy.

Cvent reserves the right at its sole discretion to withhold any outstanding fees payable to Cvent for any Services provided under any Agreement between Cvent and the Customer which are outstanding for any duration of time when Customer Repayment is issued and apply such withholding to the Customer's balance due to Cvent.

**Late Fee Disclaimer:** If Payment is received after 21-FEB-24, 2% interest charge per month will be assessed on the unpaid amount from the due date. The Customer acknowledges and agrees that the aforementioned finance charge represents a "genuine pre-estimate" of the possible damage that Cvent will suffer in the event of non-payment and/or delayed payment of the fees by the Customer'.

**Payment Instructions via Check:**

Mail Check payment to the following address:

**Cvent, Inc.**  
P.O. Box 822699,  
Philadelphia, PA 19182 2699, USA

**Overnight Check payment to the following address:**

Cvent Inc  
Lockbox Number 822699  
525 Fellowship Rd, Suite 330  
Mt Laurel, NJ 08054-3415

**Instructions for Electronic Payments:**

Beneficiary Name: **CVENT, Inc**  
Beneficiary Account: **5300787434**  
Beneficiary Contact: **703-226-3522**  
Bank Name: **PNC Bank**  
**ABA Routing Number ACH:**  
For Clients from United States: **054000030**  
**Wire Routing Information:**  
For Clients from United States (Domestic Wire): **031000053**  
For Clients from Outside United States (International Wire/SWIFT Code): **PNCCUS33**

**General Information:**

**Cvent Federal Tax ID Number: 54-1954458**  
For any queries, please contact Billing via:  
**Email:** [receivables@cvent.com](mailto:receivables@cvent.com)  
**Phone:**  
USA: (703) 226 3522  
UK (Toll Free): (0808) 234 4540, Option 6  
**Cvent Privacy Policy:**  
[www.cvent.com/en/cvent-global-privacy-policy](http://www.cvent.com/en/cvent-global-privacy-policy)

# TENNESSEE EMERGENCY NUMBER ASSOCIATION

## Executive Board Meeting Minutes

Monday, March 20, 2024

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 20, 2024, at 1:00 pm (CT).

### 0324.I Call to Order

President Carney called the meeting to order.

See Appendix 1 for Board of Directors & staff attendance. Board members attending in-person were Jeff Carney, Shauna Atchison, Eric Carpenter, Sherri Maxfield, and Lynn Thompson. Crystal Key, James Long, Justin Crowther, Rose White, Kim White, Mark Hutchison, and Michael Spencer all attended virtually. Staff in attendance included Russell Freeman, Legal Counsel and Maureen Culberson, Executive Director-Administrative Coordinator.

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

### 0324.II Presentation of Minutes from Previous Meeting

Eric Carpenter made the motion to approve the minutes of the February Board meeting, and Sherri Maxfield made the second. The Board voted unanimous approval.

### 0324.III Ratify Email Votes Since Previous Meeting

There were no email votes to ratify.

### 0324.IV Presentation of Financial Report – J. Crowther

Justin Crowther, Treasurer, presented the financial report as of 03/11/2024 (see Exhibit 1).

The balances are as follows:

First Horizon (First Tennessee) checking account \$ 17,817.43.

Community Bank investment account \$ 137,070.36.

PayPal account \$ 0.00.

The motion to approve the Financial Report as presented was made by Sherri Maxfield with Michael Spencer making the second. With Justin Crowther abstaining, the remainder of the Board voted to unanimously approve this motion.

### 0324.V Regional Reports

#### A. NENA At-Large – S. Eric Carpenter

Mr. Carpenter stated there was not a meeting, however many members participated in 911 GTW and spoke with the officials about 911 Cares and the funding issues.

He also congratulated the latest members of the ENP community and reminded all that the registration and housing for NENA Orlando 2024 is now open.

President Carney advised the final attendance for 911 GTW was 29 members from Tennessee, and he thanked Kelly Kelley from Virtual Academy for all her help in coordinating the event.

#### B. West Region –Michael Spencer

Mr. Spencer advised there was not a meeting, however he has spoken to many of the Directors in his region.

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

Mark Hutchison reported they had a Zoom meeting with 6 agencies involved. They did talk about the new ENP's; the legislation and 911 GTW.

#### D. East Region –Kim White; Sherri Maxfield

Ms. Maxfield reported they had a meeting with 24 attendees representing 15 ECD's attending. They reviewed all the conference dates and the legislation.

### 0324.VI Report from Legal Counsel

Mr. Freeman advised his focus right now was the Bylaw amendment dealing with the Board vacancies. He has reviewed the workflow and made his suggestions and is waiting on the next meeting to proceed.

He spoke about TENA paying sales tax and reminded the Board that TENA is listed as a 501(c)3 with the IRS. It may be that TENA needs to be more educational to meet the qualifications set forth by the IRS. He will continue to explore the tax-exempt process.

He also stated he has reviewed a conference contract and found one item that needs clarification.

# TENNESSEE EMERGENCY NUMBER ASSOCIATION

## Executive Board Meeting Minutes

Monday, March 20, 2024

### 0324.VII 911 Partner Reports

- A. Tennessee Emergency Communications Board  
Curtis Sutton, TECB Executive Director made the following report.
  - There is a Financial Study meeting on the agenda.
  - The House bill to move TECB from C&I to Safety was rolled in the House until next week and the Senate is meeting on it as we speak.
  - T-CPR Reports are due April 1
- B. NENA  
Cassie Lowery was in Washington DC meeting with Representatives about 911 Cares and was not available for report. (GO CASSIE!)
- C. TN-APCO  
Christopher Burst made the report.
  - Nominations are now open for 2nd VP and Secretary
  - Be watching for a flash sale for the Conference.
  - TN-APCO is planning a chapter party in Orlando.

### 0324.VIII Committee Reports

- A. Legislative Affairs Committee – *Jimmy Long*  
Chairman Long advised on the following legislative bills
  - Funding Bill change which will go into effect July 1, 2024, has passed.
  - Blue light Bill requiring connection to 911 has been amended.
  - The Bill allowing a Nurse Practitioner or Physician Assistant to perform a Public Safety Telecommunicators physical has passed.
  - Regarding the Safe Baby Drop Bill, Chairman Long spoke with personnel from the Operation Safe Place organization and they are not in favor of PSAP's being included. They feel telecommunicators are too busy to attend to an abandoned baby. They are requesting an amendment to this bill.
  - Chair Long thanked Brad Anders, Director Knox Co. 911 and Steve Martini, Director of Metro Nashville Emergency Communications, for the great job they did yesterday testifying at the Senate State & Local Government Committee regarding the moving of TECB from Department of Commerce & Insurance to Department of Safety.
  - Mr. Long stated that 911 GTW was a great experience and one he wishes that every TENA member could experience.
- B. By-Laws Committee – *Jimmy Long*
  - Chair Long advised he has received an update from Mr. Freeman and will be scheduling a committee meeting.
- C. ENP Scholarship Committee – *Randall Lewis*
  - Mr. Lewis reported there have been no new submissions, but TENA does not need to rest on their laurels. We need to continue to get the word out about the benefits of holding an ENP certification.
- D. Other Committees
  - Site Selection Committee – *Crystal Key*  
VP Key advised the committee met just prior to this meeting to review a contract for the 2028 TENA Conference to be held at the Embassy Suites & Convention Center in Murfreesboro.  
TENA was contacted by the staff at the Embassy regarding the possible dates for September 2028 filling in and to hold them for TENA a contract should be signed as soon as possible.  
After reviewing the contract and finding it in order with past contracts, save the one item that Mr. Freeman requested being clarified, the committee is recommending that the contract be signed. Eric Carpenter made the motion to sign the contract for the TENA 2028 Conference to be held at the Embassy Suites & Convention Center in Murfreesboro. The second was made by Kim White. The Board unanimously approved the motion.



# TENNESSEE EMERGENCY NUMBER ASSOCIATION

## Executive Board Meeting Minutes

Monday, March 20, 2024

- Conference Planning – Crystal Key  
Ms. Key there would be a Conference Planning meeting scheduled for after April 1

### 0324.IX Old Business

- A. TECB Nomination – *J. Carney*  
President Carney advised there was one (1) nomination received and that was Ashley Strickland, ENP, from Tipton Co. (West Region). After discussion, the motion to send Mr. Strickland's nomination to Governor Lee was made by Lynn Thompson and the second made by Michael Spencer. With James Long abstaining the remainder of the Board voted to approve the motion.

### 0324.X New Business

- A. TENA 2024 Conference Rates – *J. Crowther*  
Treasurer Crowther advised the registration rates were set with approval of the new budget. Member rate increased by \$50.00 to \$300.00 and non-member rate increased to \$400.00.
- B. TENA 2024 Registration & Hotel Reservations Start Dates – *J. Crowther & S. Atchison*  
After discussion, the following dates were decided. Registration and Hotel Reservations would open on Monday, June 3 at 9:00 (CT).  
Early Bird deadline would close on Wednesday, August 21.

### 0324.XI Comments/Reports

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

### 0324.XII Adjournment

The next meeting is scheduled for Tuesday, April 30, 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 Lynn Thompson and the second was made by Kim White. The meeting was adjourned.

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

---

Secretary

---

Date

# TENNESSEE EMERGENCY NUMBER ASSOCIATION

## Executive Board Meeting Minutes

Monday, March 20, 2024

### APPENDIX 1 – TENA Board & Staff Attendance

|                                      |                         | Present | Absent | Virtual |
|--------------------------------------|-------------------------|---------|--------|---------|
| <i>President</i>                     | Jeff Carney, ENP        | X       |        |         |
| <i>1<sup>st</sup> Vice President</i> | Crystal Key, ENP        |         |        | X       |
| <i>2<sup>nd</sup> 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>               | Sherri Maxfield, ENP    | 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>               | Michael Spencer, ENP    |         |        | X       |
| <i>West Region Rep</i>               |                         |         |        |         |
| <i>At-Large NENA Rep</i>             | 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       |        |         |

**Monday, March 20, 2024**

# TENNESSEE EMERGENCY NUMBER ASSOCIATION

## Executive Board Meeting Minutes

Monday, March 20, 2024

### ATTACHMENT 2 – Virtual Attendance

|                      |                 |                 |              |
|----------------------|-----------------|-----------------|--------------|
| Meeting ID           | Start Time      | End Time        | Participants |
| TENA March Board Mtg | 3/20/2024 12:38 | 3/20/2024 13:46 | 16           |

| Name (Original Name) |               |           | Join Time       | Leave Time      | Duration |
|----------------------|---------------|-----------|-----------------|-----------------|----------|
| Greg                 | Matherly      |           | 3/20/2024 13:30 | 3/20/2024 13:45 | 15       |
| Callie               |               |           | 3/20/2024 12:52 | 3/20/2024 13:27 | 35       |
| Stacey               | Johnson       |           | 3/20/2024 13:05 | 3/20/2024 13:45 | 41       |
| Curtis               |               |           | 3/20/2024 12:59 | 3/20/2024 13:45 | 46       |
| Jennifer             | Schwendimann  |           | 3/20/2024 12:59 | 3/20/2024 13:46 | 47       |
| Randall-             | Washington Co |           | 3/20/2024 12:59 | 3/20/2024 13:46 | 47       |
| TENA                 | Justin        | Crowther  | 3/20/2024 12:51 | 3/20/2024 13:46 | 56       |
|                      | Maureen       | Culberson | 3/20/2024 12:38 | 3/20/2024 13:46 | 69       |
|                      | Mark          | Hutchison | 3/20/2024 12:55 | 3/20/2024 13:45 | 51       |
|                      | Crystal       | Keys      | 3/20/2024 12:54 | 3/20/2024 13:45 | 52       |
|                      | J             | Long      | 3/20/2024 12:59 | 3/20/2024 13:46 | 48       |
|                      | Michael.      | Spencer   | 3/20/2024 13:01 | 3/20/2024 13:46 | 45       |
|                      | kim.          | white     | 3/20/2024 12:57 | 3/20/2024 13:46 | 49       |
|                      | Rose          | White     | 3/20/2024 12:57 | 3/20/2024 13:46 | 49       |

# TENNESSEE EMERGENCY NUMBER ASSOCIATION

## Executive Board Meeting Minutes

Monday, March 20, 2024

### EXHIBIT 1

## TENNESSEE EMERGENCY NUMBER ASSOCIATION

### Financial Report

Justin Crowther, Treasurer

3/11/2024

|                                                      |                  |           |                          |
|------------------------------------------------------|------------------|-----------|--------------------------|
| First Tennessee Checking Account                     | 1/29/2024        | \$        | 37,046.81                |
| Deposits                                             |                  |           | \$150.00                 |
| Expenses                                             |                  |           | \$19,379.38              |
| <b>First Tennessee Checking Account Balance</b>      | <b>3/11/2024</b> | <b>\$</b> | <b><u>17,817.43</u></b>  |
|                                                      |                  |           |                          |
| Community Investment Checking Account                | 1/29/2024        | \$        | 136,831.20               |
| Deposits                                             |                  | \$        | -                        |
| Interest                                             |                  | \$        | 244.16                   |
| Expenses                                             |                  | \$        | 5.00                     |
| <b>Community Investment Checking Account Balance</b> | <b>3/11/2024</b> | <b>\$</b> | <b><u>137,070.36</u></b> |
|                                                      |                  |           |                          |
| Paypal                                               | 1/29/2024        | \$        | -                        |
| Deposits                                             |                  | \$        | -                        |
| Transfers to First TN Bank                           |                  | \$        | -                        |
| Transfers to Community Bank                          |                  | \$        | -                        |
| Refunds                                              |                  | \$        | -                        |
| <b>Paypal Balance</b>                                | <b>3/11/2024</b> | <b>\$</b> | <b><u>-</u></b>          |

*For complete Finance Report, see attached file*

# TENNESSEE EMERGENCY NUMBER ASSOCIATION

## Executive Board Meeting Minutes

Monday, March 20, 2024

### EXHIBIT 2 Budget

page 1

#### Tennessee Emergency Number Association Financial Report

1/29/2024

| REVENUE                                                           |                   |             |                   |                    |                     |
|-------------------------------------------------------------------|-------------------|-------------|-------------------|--------------------|---------------------|
|                                                                   | 2024 Budget       | Adjustment  | Amended           | Actual             | Remaining           |
| Operating Revenue: Associate Membership Dues                      | \$ 200            |             | \$ 200            | \$ 25.00           | \$ (175)            |
| Operating Revenue:Credit Card Processing Fees                     | \$ 2,500          |             | \$ 2,500          |                    | \$ (2,500)          |
| Operating Revenue:ENP Scholarships                                | \$ -              |             | \$ -              |                    | \$ -                |
| Operating Revenue:Interest - Community Bank                       | \$ 1,300          |             | \$ 1,300          | \$ 244.16          | \$ (1,056)          |
| Operating Revenue:Membership Dues                                 | \$ 28,500         |             | \$ 28,500         |                    | \$ (28,500)         |
| Operating Revenue:NENA Dues                                       | \$ 4,300          |             | \$ 4,300          |                    | \$ (4,300)          |
| Operating Revenue:Rebates (Spring)                                | \$ 200            |             | \$ 200            |                    | \$ (200)            |
| <b>TOTAL OPERATING REVENUE</b>                                    | <b>\$ 37,000</b>  | <b>\$ -</b> | <b>\$ 37,000</b>  | <b>\$ 269.16</b>   | <b>\$ (36,731)</b>  |
| Conference Revenue: Additional Exhibit Booth                      | \$ 1,800          |             | \$ 1,800          |                    | \$ (1,800)          |
| Conference Revenue:Attendee Conference Registration               | \$ 99,500         |             | \$ 99,500         |                    | \$ (99,500)         |
| Conference Revenue:Banquet Tickets                                | \$ 600            |             | \$ 600            |                    | \$ (600)            |
| Conference Revenue:Day Pass                                       | \$ 5,500          |             | \$ 5,500          |                    | \$ (5,500)          |
| Conference Revenue:Golf Tournament Registration                   | \$ 2,700          |             | \$ 2,700          |                    | \$ (2,700)          |
| Conference Revenue:Guest Passes                                   | \$ 2,500          |             | \$ 2,500          |                    | \$ (2,500)          |
| Conference Revenue:Industry Partner Registration                  | \$ 36,100         |             | \$ 36,100         |                    | \$ (36,100)         |
| Conference Revenue:Pre-Conference Course Registration             | \$ 5,000          |             | \$ 5,000          |                    | \$ (5,000)          |
| Conference Revenue:Sponsorships - Conference                      | \$ 46,000         |             | \$ 46,000         |                    | \$ (46,000)         |
| Conference Revenue:Super Session Registration                     | \$ -              |             | \$ -              |                    | \$ -                |
| Conference Revenue:TN-APCO                                        | \$ 2,500          |             | \$ 2,500          |                    | \$ (2,500)          |
| <b>CONFERENCE REVENUE</b>                                         | <b>\$ 202,200</b> | <b>\$ -</b> | <b>\$ 202,200</b> | <b>\$ -</b>        | <b>\$ (202,200)</b> |
| <b>TOTAL REVENUE</b>                                              | <b>\$ 239,200</b> | <b>\$ -</b> | <b>\$ 239,200</b> | <b>\$ 269.16</b>   | <b>\$ (238,931)</b> |
| EXPENSES                                                          |                   |             |                   |                    |                     |
| Operating Expense:Audit Expenses                                  | \$ 4,000          |             | \$ 4,000          |                    | \$ 4,000            |
| Operating Expense:Certificates & Ballots                          | \$ 400            |             | \$ 400            |                    | \$ 400              |
| Operating Expense:ENP Scholarship's                               | \$ 4,350          |             | \$ 4,350          | \$ 1,305.00        | \$ 3,045            |
| Operating Expense:Executive Director Contract                     | \$ 21,735         |             | \$ 21,735         | \$ 3,622.04        | \$ 18,113           |
| Operating Expense:Insurance                                       | \$ 4,000          |             | \$ 4,000          |                    | \$ 4,000            |
| Operating Expense:Legal Counsel Fees                              | \$ 21,000         |             | \$ 21,000         | \$ 3,500.00        | \$ 17,500           |
| Operating Expense:Operating Expenses                              | \$ 1,650          |             | \$ 1,650          | \$ 65.86           | \$ 1,584            |
| Operating Expense:Service Charge                                  | \$ 2,900          |             | \$ 2,900          | \$ 5.75            | \$ 2,894            |
| Operating Expense:Surety Bond Expense                             | \$ 400            |             | \$ 400            |                    | \$ 400              |
| Operating Expense:Website / Domain Expenses                       | \$ 415            |             | \$ 415            | \$ 412.96          | \$ 2                |
| <b>TOTAL OPERATING EXPENSES</b>                                   | <b>\$ 60,850</b>  |             | <b>\$ 60,850</b>  | <b>\$ 8,911.61</b> | <b>\$ 51,938</b>    |
| Program Agenda:Pre-Conference Course Session                      | \$ 5,000          |             | \$ 5,000          |                    | \$ 5,000            |
| Program Agenda:Keynote Speaker Session                            | \$ 5,000          |             | \$ 5,000          |                    | \$ 5,000            |
| Program Agenda:Conference Instructors                             | \$ 3,000          |             | \$ 3,000          |                    | \$ 3,000            |
| Program Agenda:Speaker Expenses                                   | \$ -              |             | \$ -              |                    | \$ -                |
| Program Agenda:CEU's                                              | \$ 2,000          |             | \$ 2,000          |                    | \$ 2,000            |
| Conference Food/Beverage:Sunday food and beverage                 | \$ 1,860          |             | \$ 1,860          |                    | \$ 1,860            |
| Conference Food/Beverage:Monday food and beverage                 | \$ 7,300          |             | \$ 7,300          |                    | \$ 7,300            |
| Conference Food/Beverage:Tuesday food and beverage                | \$ 45,200         |             | \$ 45,200         |                    | \$ 45,200           |
| Conference Food/Beverage:Wednesday food and beverage              | \$ 3,550          |             | \$ 3,550          |                    | \$ 3,550            |
| Off-Site IP Event:Venue Rental                                    | \$ 20,000         |             | \$ 20,000         |                    | \$ 20,000           |
| Off-Site IP Event:Sunday IP Event Food and Beverage               | \$ 5,000          |             | \$ 5,000          |                    | \$ 5,000            |
| Off-Site IP Event:Entertainment                                   | \$ -              |             | \$ -              |                    | \$ -                |
| Off-Site IP Event:Transportation                                  | \$ 2,000          |             | \$ 2,000          |                    | \$ 2,000            |
| Conference Site Fees:Hotel Rooms                                  | \$ 8,170          |             | \$ 8,170          |                    | \$ 8,170            |
| Conference Site Fees:Meeting Rooms                                | \$ 775            |             | \$ 775            |                    | \$ 775              |
| Conference Site Fees:Decorator Fees / Booth Setup Fees / Electric | \$ 30,400         |             | \$ 30,400         |                    | \$ 30,400           |

**TENNESSEE EMERGENCY NUMBER ASSOCIATION**  
**Executive Board Meeting Minutes**  
**Monday, March 20, 2024**

**EXHIBIT 2 cont.**

page 2

**Tennessee Emergency Number Association**  
**Financial Report**

1/29/2024

|                                           | 2024 Budget              | Adjustment               | Amended                  | Actual                       | Remaining                  |
|-------------------------------------------|--------------------------|--------------------------|--------------------------|------------------------------|----------------------------|
| Conference Site Fees:AV Fees              | \$ 17,900                |                          | \$ 17,900                |                              | \$ 17,900                  |
| Publicity & Printing:Conference Guide     | \$ -                     |                          | \$ -                     |                              | \$ -                       |
| Publicity & Printing:Signs                | \$ 700                   |                          | \$ 700                   |                              | \$ 700                     |
| Registration:Registration Software        | \$ 8,300                 | \$ 4,500                 | \$ 12,800                | \$ 12,751.47                 | \$ 49                      |
| Registration:Registration Supplies        | \$ 500                   |                          | \$ 500                   |                              | \$ 500                     |
| Technical:Technology Supplies             | \$ 1,000                 |                          | \$ 1,000                 |                              | \$ 1,000                   |
| Prizes:Awards                             | \$ 1,000                 |                          | \$ 1,000                 |                              | \$ 1,000                   |
| Prizes:Door Prizes                        | \$ 1,000                 |                          | \$ 1,000                 |                              | \$ 1,000                   |
| Golf Tournament:Golf Outing Expenses      | \$ 3,000                 |                          | \$ 3,000                 |                              | \$ 3,000                   |
| Golf Tornadoent:Miscellaneous expense     | \$ 100                   |                          | \$ 100                   |                              | \$ 100                     |
| Miscellaneous:Conference Bags             | \$ 3,300                 |                          | \$ 3,300                 |                              | \$ 3,300                   |
| Miscellaneous:Lanyards/Name Badge Holders | \$ 1,550                 |                          | \$ 1,550                 |                              | \$ 1,550                   |
| Miscellaneous:Conference Shirts           | \$ 300                   |                          | \$ 300                   |                              | \$ 300                     |
| Miscellaneous:Miscellaneous expense       | \$ 400                   |                          | \$ 400                   |                              | \$ 400                     |
| <b><u>TOTAL CONFERENCE EXPENSES</u></b>   | <b><u>\$ 178,305</u></b> | <b><u>\$ 4,500</u></b>   | <b><u>\$ 182,805</u></b> | <b><u>\$ 12,751.47</u></b>   | <b><u>\$ 170,054</u></b>   |
|                                           |                          |                          |                          |                              |                            |
| <b><u>TOTAL EXPENSES</u></b>              | <b><u>\$ 239,155</u></b> | <b><u>\$ 4,500</u></b>   | <b><u>\$ 243,655</u></b> | <b><u>\$ 21,663.08</u></b>   | <b><u>\$ 221,992</u></b>   |
| <b><u>TOTAL REVENUE</u></b>               | <b><u>\$ 239,200</u></b> | <b><u>\$ -</u></b>       | <b><u>\$ 239,200</u></b> | <b><u>\$ 269.16</u></b>      | <b><u>\$ (238,931)</u></b> |
| <b><u>TOTAL PROFIT/(LOSS)</u></b>         | <b><u>\$ 45</u></b>      | <b><u>\$ (4,500)</u></b> | <b><u>\$ (4,455)</u></b> | <b><u>\$ (21,393.92)</u></b> | <b><u>\$ (460,923)</u></b> |

# TENNESSEE EMERGENCY NUMBER ASSOCIATION

## Financial Report

Justin Crowther, Treasurer

**3/11/2024**

|                                                 |                  |           |                         |
|-------------------------------------------------|------------------|-----------|-------------------------|
| First Tennessee Checking Account                | 1/29/2024        | \$        | 37,046.81               |
| Deposits                                        |                  |           | \$150.00                |
| Expenses                                        |                  |           | \$19,379.38             |
| <b>First Tennessee Checking Account Balance</b> | <b>3/11/2024</b> | <b>\$</b> | <b><u>17,817.43</u></b> |

|                                                      |                  |           |                          |
|------------------------------------------------------|------------------|-----------|--------------------------|
| Community Investment Checking Account                | 1/29/2024        | \$        | 136,831.20               |
| Deposits                                             |                  | \$        | -                        |
| Interest                                             |                  | \$        | 244.16                   |
| Expenses                                             |                  | \$        | 5.00                     |
| <b>Community Investment Checking Account Balance</b> | <b>3/11/2024</b> | <b>\$</b> | <b><u>137,070.36</u></b> |

|                             |                  |           |                 |
|-----------------------------|------------------|-----------|-----------------|
| Paypal                      | 1/29/2024        | \$        | -               |
| Deposits                    |                  | \$        | -               |
| Transfers to First TN Bank  |                  | \$        | -               |
| Transfers to Community Bank |                  | \$        | -               |
| Refunds                     |                  | \$        | -               |
| <b>Paypal Balance</b>       | <b>3/11/2024</b> | <b>\$</b> | <b><u>-</u></b> |



**First Horizon Bank - Checking** Ending Balance: \$17,817.43

Date: 1/30/2024 - 3/11/2024

| Date       | Ref No. | Type     | Payee                 | Account                                                | Payment   | Deposit | Reconciliation Status |
|------------|---------|----------|-----------------------|--------------------------------------------------------|-----------|---------|-----------------------|
| 2/29/2024  |         | Void     |                       | Void Check to Morgan County 911 from 2022              |           | 150.00  | Reconciled            |
| 02/28/2024 |         | Expense  | Wix.com               | Operating Expenses:Website / Domain Expenses           | 353.97    |         | Reconciled            |
| 02/26/2024 |         | Expense  | NENA                  | Operating Expenses:ENP Scholarship                     | 435.00    |         | Reconciled            |
| 02/20/2024 |         | Expense  | Maureen Culberson     | Operating Expenses:Executive Director contract         | 1,811.02  |         | Reconciled            |
| 02/20/2024 |         | Expense  | Quickbooks            | Operating Expenses:Operating Expenses{106}             | 32.93     |         | Reconciled            |
| 02/15/2024 |         | Expense  | Freeman & Bracey, PLC | Operating Expenses:Legal Counsel contract              | 1,750.00  |         | Reconciled            |
| 02/12/2024 |         | Expense  | Cvent, Inc            | Conference Expenses:Registration:Registration Software | 12,751.47 |         | Reconciled            |
| 02/09/2024 |         | Transfer |                       | Community Bank                                         | 1.00      |         | Reconciled            |
| 02/09/2024 |         | Expense  | Wix.com               | Operating Expenses:Website / Domain Expenses           | 58.99     |         | Reconciled            |
| 02/07/2024 |         | Expense  | Freeman & Bracey, PLC | Operating Expenses:Legal Counsel contract              | 1,750.00  |         | Reconciled            |
| 01/30/2024 |         | Expense  | NENA                  | Operating Expenses:ENP Scholarship                     | 435.00    |         | Reconciled            |

Community BankEnding Balance: \$137,071.36

Date: 1/30/2024 - 3/11/2024

| Date       | Ref No.  | Type     | Payee | Account                                     | Payment | Deposit | Reconciliation Status |
|------------|----------|----------|-------|---------------------------------------------|---------|---------|-----------------------|
| 02/29/2024 | SVCCHRG  | Check    |       | Operating Expenses:Miscellaneous Expense    | 5.00    |         | Reconciled            |
| 02/29/2024 | INTEREST | Deposit  |       | Operating Revenue:Community Bank - Interest |         | 114.26  | Reconciled            |
| 02/09/2024 |          | Transfer |       | First Horizon Bank - Checking               |         | 1.00    |                       |
| 01/31/2024 | INTEREST | Deposit  |       | Operating Revenue:Community Bank - Interest |         | 129.90  | Reconciled            |

Paypal

Date: 1/30/2024 - 3/11/2024 ☐

| Transaction type | Num | Name | Account | Amount |
|------------------|-----|------|---------|--------|
|------------------|-----|------|---------|--------|

**Tennessee Emergency Number Association  
Financial Report**

1/29/2024

| REVENUE                                                           |                          |                    |                          |                           |                            |
|-------------------------------------------------------------------|--------------------------|--------------------|--------------------------|---------------------------|----------------------------|
|                                                                   | 2024 Budget              | Adjustment         | Amended                  | Actual                    | Remaining                  |
| Operating Revenue: Associate Membership Dues                      | \$ 200                   |                    | \$ 200                   | \$ 25.00                  | \$ (175)                   |
| Operating Revenue:Credit Card Processing Fees                     | \$ 2,500                 |                    | \$ 2,500                 |                           | \$ (2,500)                 |
| Operating Revenue:ENP Scholarships                                | \$ -                     |                    | \$ -                     |                           | \$ -                       |
| Operating Revenue:Interest - Community Bank                       | \$ 1,300                 |                    | \$ 1,300                 | \$ 244.16                 | \$ (1,056)                 |
| Operating Revenue:Membership Dues                                 | \$ 28,500                |                    | \$ 28,500                |                           | \$ (28,500)                |
| Operating Revenue:NENA Dues                                       | \$ 4,300                 |                    | \$ 4,300                 |                           | \$ (4,300)                 |
| Operating Revenue:Rebates (Spring)                                | \$ 200                   |                    | \$ 200                   |                           | \$ (200)                   |
| <b><u>TOTAL OPERATING REVENUE</u></b>                             | <b><u>\$ 37,000</u></b>  | <b><u>\$ -</u></b> | <b><u>\$ 37,000</u></b>  | <b><u>\$ 269.16</u></b>   | <b><u>\$ (36,731)</u></b>  |
| Conference Revenue: Additional Exhibit Booth                      | \$ 1,800                 |                    | \$ 1,800                 |                           | \$ (1,800)                 |
| Conference Revenue:Attendee Conference Registration               | \$ 99,500                |                    | \$ 99,500                |                           | \$ (99,500)                |
| Conference Revenue:Banquet Tickets                                | \$ 600                   |                    | \$ 600                   |                           | \$ (600)                   |
| Conference Revenue:Day Pass                                       | \$ 5,500                 |                    | \$ 5,500                 |                           | \$ (5,500)                 |
| Conference Revenue:Golf Tournament Registration                   | \$ 2,700                 |                    | \$ 2,700                 |                           | \$ (2,700)                 |
| Conference Revenue:Guest Passes                                   | \$ 2,500                 |                    | \$ 2,500                 |                           | \$ (2,500)                 |
| Conference Revenue:Industry Partner Registration                  | \$ 36,100                |                    | \$ 36,100                |                           | \$ (36,100)                |
| Conference Revenue:Pre-Conference Course Registration             | \$ 5,000                 |                    | \$ 5,000                 |                           | \$ (5,000)                 |
| Conference Revenue:Sponsorships - Conference                      | \$ 46,000                |                    | \$ 46,000                |                           | \$ (46,000)                |
| Conference Revenue:Super Session Registration                     | \$ -                     |                    | \$ -                     |                           | \$ -                       |
| Conference Revenue:TN-APCO                                        | \$ 2,500                 |                    | \$ 2,500                 |                           | \$ (2,500)                 |
| <b><u>CONFERENCE REVENUE</u></b>                                  | <b><u>\$ 202,200</u></b> | <b><u>\$ -</u></b> | <b><u>\$ 202,200</u></b> | <b><u>\$ -</u></b>        | <b><u>\$ (202,200)</u></b> |
| <b><u>TOTAL REVENUE</u></b>                                       | <b><u>\$ 239,200</u></b> | <b><u>\$ -</u></b> | <b><u>\$ 239,200</u></b> | <b><u>\$ 269.16</u></b>   | <b><u>\$ (238,931)</u></b> |
| EXPENSES                                                          |                          |                    |                          |                           |                            |
| Operating Expense:Audit Expenses                                  | \$ 4,000                 |                    | \$ 4,000                 |                           | \$ 4,000                   |
| Operating Expense:Certificates & Ballots                          | \$ 400                   |                    | \$ 400                   |                           | \$ 400                     |
| Operating Expense:ENP Scholarship's                               | \$ 4,350                 |                    | \$ 4,350                 | \$ 1,305.00               | \$ 3,045                   |
| Operating Expense:Executive Director Contract                     | \$ 21,735                |                    | \$ 21,735                | \$ 3,622.04               | \$ 18,113                  |
| Operating Expense:Insurance                                       | \$ 4,000                 |                    | \$ 4,000                 |                           | \$ 4,000                   |
| Operating Expense:Legal Counsel Fees                              | \$ 21,000                |                    | \$ 21,000                | \$ 3,500.00               | \$ 17,500                  |
| Operating Expense:Operating Expenses                              | \$ 1,650                 |                    | \$ 1,650                 | \$ 65.86                  | \$ 1,584                   |
| Operating Expense:Service Charge                                  | \$ 2,900                 |                    | \$ 2,900                 | \$ 5.75                   | \$ 2,894                   |
| Operating Expense:Surety Bond Expense                             | \$ 400                   |                    | \$ 400                   |                           | \$ 400                     |
| Operating Expense:Website / Domain Expenses                       | \$ 415                   |                    | \$ 415                   | \$ 412.96                 | \$ 2                       |
| <b><u>TOTAL OPERATING EXPENSES</u></b>                            | <b><u>\$ 60,850</u></b>  |                    | <b><u>\$ 60,850</u></b>  | <b><u>\$ 8,911.61</u></b> | <b><u>\$ 51,938</u></b>    |
| Program Agenda:Pre-Conference Course Session                      | \$ 5,000                 |                    | \$ 5,000                 |                           | \$ 5,000                   |
| Program Agenda:Keynote Speaker Session                            | \$ 5,000                 |                    | \$ 5,000                 |                           | \$ 5,000                   |
| Program Agenda:Conference Instructors                             | \$ 3,000                 |                    | \$ 3,000                 |                           | \$ 3,000                   |
| Program Agenda:Speaker Expenses                                   | \$ -                     |                    | \$ -                     |                           | \$ -                       |
| Program Agenda:CEU's                                              | \$ 2,000                 |                    | \$ 2,000                 |                           | \$ 2,000                   |
| Conference Food/Beverage:Sunday food and beverage                 | \$ 1,860                 |                    | \$ 1,860                 |                           | \$ 1,860                   |
| Conference Food/Beverage:Monday food and beverage                 | \$ 7,300                 |                    | \$ 7,300                 |                           | \$ 7,300                   |
| Conference Food/Beverage:Tuesday food and beverage                | \$ 45,200                |                    | \$ 45,200                |                           | \$ 45,200                  |
| Conference Food/Beverage:Wednesday food and beverage              | \$ 3,550                 |                    | \$ 3,550                 |                           | \$ 3,550                   |
| Off-Site IP Event:Venue Rental                                    | \$ 20,000                |                    | \$ 20,000                |                           | \$ 20,000                  |
| Off-Site IP Event:Sunday IP Event Food and Beverage               | \$ 5,000                 |                    | \$ 5,000                 |                           | \$ 5,000                   |
| Off-Site IP Event:Entertainment                                   | \$ -                     |                    | \$ -                     |                           | \$ -                       |
| Off-Site IP Event:Transportation                                  | \$ 2,000                 |                    | \$ 2,000                 |                           | \$ 2,000                   |
| Conference Site Fees:Hotel Rooms                                  | \$ 8,170                 |                    | \$ 8,170                 |                           | \$ 8,170                   |
| Conference Site Fees:Meeting Rooms                                | \$ 775                   |                    | \$ 775                   |                           | \$ 775                     |
| Conference Site Fees:Decorator Fees / Booth Setup Fees / Electric | \$ 30,400                |                    | \$ 30,400                |                           | \$ 30,400                  |

**Tennessee Emergency Number Association  
Financial Report**

1/29/2024

|                                           | 2024 Budget              | Adjustment               | Amended                  | Actual                       | Remaining                  |
|-------------------------------------------|--------------------------|--------------------------|--------------------------|------------------------------|----------------------------|
| Conference Site Fees:AV Fees              | \$ 17,900                |                          | \$ 17,900                |                              | \$ 17,900                  |
| Publicity & Printing:Conference Guide     | \$ -                     |                          | \$ -                     |                              | \$ -                       |
| Publicity & Printing:Signs                | \$ 700                   |                          | \$ 700                   |                              | \$ 700                     |
| Registration:Registration Software        | \$ 8,300                 | \$ 4,500                 | \$ 12,800                | \$ 12,751.47                 | \$ 49                      |
| Registration:Registration Supplies        | \$ 500                   |                          | \$ 500                   |                              | \$ 500                     |
| Technical:Technology Supplies             | \$ 1,000                 |                          | \$ 1,000                 |                              | \$ 1,000                   |
| Prizes:Awards                             | \$ 1,000                 |                          | \$ 1,000                 |                              | \$ 1,000                   |
| Prizes:Door Prizes                        | \$ 1,000                 |                          | \$ 1,000                 |                              | \$ 1,000                   |
| Golf Tournament:Golf Outing Expenses      | \$ 3,000                 |                          | \$ 3,000                 |                              | \$ 3,000                   |
| Golf Tornment:Miscellaneous expense       | \$ 100                   |                          | \$ 100                   |                              | \$ 100                     |
| Miscellaneous:Conference Bags             | \$ 3,300                 |                          | \$ 3,300                 |                              | \$ 3,300                   |
| Miscellaneous:Lanyards/Name Badge Holders | \$ 1,550                 |                          | \$ 1,550                 |                              | \$ 1,550                   |
| Miscellaneous:Conference Shirts           | \$ 300                   |                          | \$ 300                   |                              | \$ 300                     |
| Miscellaneous:Miscellaneous expense       | \$ 400                   |                          | \$ 400                   |                              | \$ 400                     |
|                                           |                          |                          |                          |                              |                            |
| <b><u>TOTAL CONFERENCE EXPENSES</u></b>   | <b><u>\$ 178,305</u></b> | <b><u>\$ 4,500</u></b>   | <b><u>\$ 182,805</u></b> | <b><u>\$ 12,751.47</u></b>   | <b><u>\$ 170,054</u></b>   |
|                                           |                          |                          |                          |                              |                            |
| <b><u>TOTAL EXPENSES</u></b>              | <b><u>\$ 239,155</u></b> | <b><u>\$ 4,500</u></b>   | <b><u>\$ 243,655</u></b> | <b><u>\$ 21,663.08</u></b>   | <b><u>\$ 221,992</u></b>   |
| <b><u>TOTAL REVENUE</u></b>               | <b><u>\$ 239,200</u></b> | <b><u>\$ -</u></b>       | <b><u>\$ 239,200</u></b> | <b><u>\$ 269.16</u></b>      | <b><u>\$ (238,931)</u></b> |
| <b><u>TOTAL PROFIT/(LOSS)</u></b>         | <b><u>\$ 45</u></b>      | <b><u>\$ (4,500)</u></b> | <b><u>\$ (4,455)</u></b> | <b><u>\$ (21,393.92)</u></b> | <b><u>\$ (460,923)</u></b> |

# TENNESSEE EMERGENCY NUMBER ASSOCIATION

## Executive Board Meeting Minutes

Tuesday, April 30, 2024

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, April 30, 2024, at 1:00 pm (CT).

### 0424.I Call to Order

President Carney called the meeting to order.

See Appendix 1 for Board of Directors & staff attendance. Sherri Maxfield, Justin Crowther, and Michael Spencer attended virtually. Crystal Key and Lynn Thompson were absent. Staff in attendance included Russell Freeman, Legal Counsel and Maureen Culberson, Executive Director-Administrative Coordinator. Members and others in attendance can be found on Attachment 2.

### 0424.II Presentation of Minutes from Previous Meeting

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

### 0424.III Ratify Email Votes Since Previous Meeting

On April 12, 2024, a motion was made by Lynn Thompson with the second by Crystal Key to approve the transfer of the down payment for the Welcome Reception venue and food from the Community Bank account to the First Horizons checking account.

### 0424.IV Presentation of Financial Report – J. Crowther

Justin Crowther, Treasurer, presented the financial report as of 04/19/2024 (see Exhibit 1).

The balances are as follows:

First Horizon (First Tennessee) checking account \$ 17,817.43.

Community Bank investment account \$ 137,070.36.

PayPal account \$ 0.00.

The motion to approve the Financial Report as presented was made by Kim White with Jimmy Long making the second. With Justin Crowther abstaining, the remainder of the Board voted to unanimously approve this motion.

### 0424.V Regional Reports

#### A. NENA At-Large – S. Eric Carpenter

Mr. Carpenter stated there was not a meeting, however, he plans on meeting with everyone at the NENA2024 Conference in Orlando.

#### B. West Region –Michael Spencer

Mr. Spencer advised West Region met on April 26 with 8 people attending. They talked about 911 Goes to Washington, and the upcoming NENA and TENA Conferences.

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

Mark Hutchison reported there was no meeting.

#### D. East Region –Kim White; Sherri Maxfield

Ms. White stated the East Region had a Zoom meeting on Tuesday Apr 23, and there were 13 people representing 10 agencies on the call. They discussed the base funding sheet that was recently sent out, the legislation and the upcoming conferences

### 0424.VI Report from Legal Counsel

Mr. Freeman advised that him, Raymond Chiozza, chair of the Election Committee and Ms. Culberson had a meeting to discuss the positions that would be on the ballot for the 2024-2025 Board election. The timeline and the positions will be presented to the Board later in the meeting.

### 0424.VII 911 Partner Reports

#### A. Tennessee Emergency Communications Board

Curtis Sutton, TECB Executive Director made the following report.

- Next TECB meeting has been rescheduled and will be on Tuesday, June 11 at Ellington Agri.-Center.
- If a person wished to speak, please fill out the Speakers Request form on the TECB website.

# TENNESSEE EMERGENCY NUMBER ASSOCIATION

## Executive Board Meeting Minutes

Tuesday, April 30, 2024

- If you do speak, please address your reserves, as Mayor Lay and Rep. Bricken wants to know why your ECD has this line item.
- TCPR report due at the beginning of month.

### B. NENA

Cassie Lowery, NENA Southeastern Director made the following report.

- NENA 2024 Conference & Expo June 28 - July 3 in Orlando, FL. There are limited rooms available at the overflow hotel and links can be found on the event page. A shuttle will be provided for attendees traveling to the Gaylord Palms hotel.
- ENP Scholarship Opportunity Motorola partnered with NENA to offer 5 scholarships for telecommunicators. Must be a NENA member in the Telecommunicator membership category and eligible to sit for the exam. Applications accepted through Tuesday, April 30th
- Gold Line Scholarships There are five (5) individuals from Tennessee who have been awarded the Gold Line Scholarships, which will afford them Complimentary registration to the NENA Annual Conference & Expo; Complimentary registration for a one-day pre-conference course of choice at the conference; and a \$1,000 travel stipend. They are
  - Jennifer Clark – Hamilton Co 911 Emergency Communications
  - Tiffany Harless – Washington Co 911 Center
  - Destiny Lamont – Maury Co 911 Center
  - Logan McBay – Sequatchie Co 911 Center
  - Hunter Phillips – Sullivan Co Sheriff's Office
  - Brittney Rust – Metro Nashville Dept of Emergency Communications
- 2024 Election Results Roxanne VanGundy was elected to serve as the 2nd Vice President and Karin Marquez was re-elected to serve as the Private Sector Director
- 2nd Annual Pulse of 9-1-1 Survey This survey revealed urgent challenges in 9-1-1 centers amid staffing shortages and technological gaps
  - While 87% of respondents said they “love” or “like” their job,
  - 75% reported their ECC lacks the necessary budget to expand their workforce,
  - 82% with the means to hire reported difficulties in filling vacancies,
  - 50% of trainees fail during the probationary period
- NENA launched the new Learning Management System (LMS NENA+) in January thanks to the dedication of Vickie Pickett and Lisa Fulton.
  - NENA is using this new platform to deliver each month's Webinar Wednesday
  - NENA will transition ILO (instructor led online) and some in-person content to the LMS
  - We expect to launch new on-demand training content later this year
- Volunteer Opportunities
  - Virtual PSAP Management Work Group is seeking a Co-Chair
  - Recruitment & Recognition Working Group
  - 9-1-1 Call Processing Working Group

### C. TN-APCO

Christopher Burst made the report.

- Patrice Coleman has been elected as the new President
- TN-APCO's next meeting will be May 10 at Williamson Co. EOC building
- TN-APCO will host the Chapter Party at the APCO conference at Top Golf. More details are forthcoming.

## 0424.VIII Committee Reports

### A. By-Laws & Policy Committee – Jimmy Long

Chairman Long and Mr. Freeman presented the amendments worked on by the committee. See Exhibit 3.

Chairman Long advised the committee is recommending these amendments be placed on the General Election ballot. There was some discussion and then Mark Hutchison made the motion to accept the committee's recommendation and place the amendments on the ballot. Eric Carpenter made the second and the Board voted unanimously to accept the motion.

# TENNESSEE EMERGENCY NUMBER ASSOCIATION

## Executive Board Meeting Minutes

Tuesday, April 30, 2024

- B. Legislative Committee – *Jimmy Long*
- Chair Long stated that the Direct Dispatch bill was not included this year, but we should not count on it not being presented again. He briefly discussed this year's legislation and thanked all who worked diligently with their local legislators.
- C. Conference Committees – *Jeff Carney*
- Sunday Reception It was suggested to check on transportation as we have had in the past.
  - Program & Agenda Submissions are beginning to come in.
  - Pre-Conference Program The pre-conference program will be NENA's Enhanced Caller Management program, which is a part of the Excellence in Dispatch certification. The cost will be \$150.00 per person.
  - Golf Tournament Due to revamping Old Fort Golf Course and prior commitments at Indian Lakes, this year's tournament will be held at Champions Run Golf Course in Rockvale, which is approx.. 20 mins from the Embassy Suites. More details will be available later.
- D. Other Committees

### 0424.IX Old Business

No business to be presented

### 0424.X New Business

- A. Election Timeline – *Raymond Chiozza / Maureen Culberson*  
Election Timeline – per the guidelines as established in the By-Laws and Policies
- Nominations open - Wed. July 10 @ 7:00 am
  - Nominations close - Wed. Aug. 14 @ 5:00 pm
  - Election opens - Wed. Aug. 21 @ 7:00 am
  - Election closes - Tue. Oct. 01 @ 10:00 am
- Open Positions This Year
- 2nd Vice President
  - Secretary - *Shauna Atchison, Incumbent*
  - NENA At-Large Rep Sep. 2024-Sep. 2026 - *Eric Carpenter, Incumbent*
  - East Region Rep - Sep. 2024-Sep. 2026 - *Sherri Maxfield, Incumbent*
  - Middle Region Rep - Sep. 2024-Sep. 2026 - *Lynn Thompson, Incumbent*
  - West Region Rep - Sep. 2024-Sep. 2026 - *Michael Spencer*
  - West Region Rep - Sep. 2023 - Sep. 2025 – *to fill Open Position (1 year)*
- B. Director's Retreat – *Justin Crowther / Jeff Carney*  
Justin Crowther suggested that TENA host a Director's Retreat where ECD and PSAP Directors could come together and discuss legislation, audits education etc. After a lengthy discussion, it was suggested to form a Study Committee. Kim White, Rose White and Lynn Thompson all volunteered to serve on the committee.
- C. Mid-Cumberland Region 5 RMCC – *Jeff Carney*  
President Carney advised on April 2 he received a request from Mid-Cumberland Region 5 RMCC Executive Board Chair Rod Dawson asking that we seat two (2) TENA Executive Board members on their Executive Board. They suggested one from a rural environment and one from an urban environment. These appointments would be for one-year and two-year terms. These two new Board members will be officially appointed at the May 1, 2024, RMCC Board meeting.  
Given the short timeline, I have asked Shauna Atchison, Dickson Co., and Mark Hutchison, Metro Nashville, if they would be willing to accept these appointments, and they both have agreed. He went on to say This is a fantastic opportunity for our 911 community to be asked to sit as a member of a Board that makes decisions affecting our agencies. Hopefully, the other RMCCs will consider the same.

### 0424.XI Comments/Reports

- A. District / PSAP Representatives  
No comments



**TENNESSEE EMERGENCY NUMBER ASSOCIATION**

**Executive Board Meeting Minutes**

**Tuesday, April 30, 2024**

- B. Industry Partners  
No comments
- C. Other Delegates  
No comments

**0424.XII Adjournment**

The next meeting is scheduled for Wednesday, July 17, 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 Eric Carpenter and the second was made by Jimmy Long. 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, April 30, 2024

### APPENDIX 1 – TENA Board & Staff Attendance

|                                      |                         | Present | Absent | Virtual |
|--------------------------------------|-------------------------|---------|--------|---------|
| <i>President</i>                     | Jeff Carney, ENP        | X       |        |         |
| <i>1<sup>st</sup> Vice President</i> | Crystal Key, ENP        |         | X      |         |
| <i>2<sup>nd</sup> 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>               | Sherri Maxfield, ENP    |         |        | 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>               | Michael Spencer, ENP    |         |        | X       |
| <i>West Region Rep</i>               | vacant                  |         |        |         |
| <i>At-Large NENA Rep</i>             | 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**  
**Tuesday, April 30, 2024**

**ATTACHMENT 2 – In-Person Attendance**

**There is no listing available**

**TENNESSEE EMERGENCY NUMBER ASSOCIATION**  
**Executive Board Meeting Minutes**  
**Tuesday, April 30, 2024**

**ATTACHMENT 2 – Virtual Attendance**

**Due to a software issue with Zoom there was no report available**

**TENNESSEE EMERGENCY NUMBER ASSOCIATION**

**Executive Board Meeting Minutes**

**Tuesday, April 30, 2024**

**EXHIBIT 1**

**TENNESSEE EMERGENCY NUMBER ASSOCIATION**

**Financial Report**

**Justin Crowther, Treasurer**

**4/19/2024**

|                                                      |                  |           |                          |
|------------------------------------------------------|------------------|-----------|--------------------------|
| First Tennessee Checking Account                     | 3/11/2024        | \$        | 17,817.43                |
| Deposits                                             |                  |           | \$22,511.29              |
| Expenses                                             |                  |           | \$21,298.82              |
| <b>First Tennessee Checking Account Balance</b>      | <b>4/19/2024</b> | <b>\$</b> | <b><u>19,029.90</u></b>  |
| <br>Community Investment Checking Account            | <br>3/11/2024    | <br>\$    | <br>137,070.36           |
| Deposits                                             |                  | \$        | 1.00                     |
| Interest                                             |                  | \$        | 114.35                   |
| Expenses                                             |                  | \$        | 15,829.29                |
| <b>Community Investment Checking Account Balance</b> | <b>4/19/2024</b> | <b>\$</b> | <b><u>121,356.42</u></b> |
| <br>Paypal                                           | <br>3/11/2024    | <br>\$    | <br>-                    |
| Deposits                                             |                  | \$        | -                        |
| Transfers to First TN Bank                           |                  | \$        | -                        |
| Transfers to Community Bank                          |                  | \$        | -                        |
| Refunds                                              |                  | \$        | -                        |
| <b>Paypal Balance</b>                                | <b>4/19/2024</b> | <b>\$</b> | <b><u>-</u></b>          |

***For complete Finance Report, see attached file***

# TENNESSEE EMERGENCY NUMBER ASSOCIATION

## Executive Board Meeting Minutes

Tuesday, April 30, 2024

### EXHIBIT 2 Budget

page 1

#### Financial Report

| REVENUE                                                           |                   |             |                   |                     |                     |
|-------------------------------------------------------------------|-------------------|-------------|-------------------|---------------------|---------------------|
|                                                                   | 2024 Budget       | Adjustment  | Amended           | Actual              | Remaining           |
| Operating Revenue: Associate Membership Dues                      | \$ 200            |             | \$ 200            | \$ 25.00            | \$ (175)            |
| Operating Revenue:Credit Card Processing Fees                     | \$ 2,500          |             | \$ 2,500          |                     | \$ (2,500)          |
| Operating Revenue:ENP Scholarships                                | \$ -              |             | \$ -              |                     | \$ -                |
| Operating Revenue:Interest - Community Bank                       | \$ 1,300          |             | \$ 1,300          | \$ 358.51           | \$ (941)            |
| Operating Revenue:Membership Dues                                 | \$ 28,500         |             | \$ 28,500         | \$ 6,682.00         | \$ (21,818)         |
| Operating Revenue:NENA Dues                                       | \$ 4,300          |             | \$ 4,300          |                     | \$ (4,300)          |
| Operating Revenue:Rebates (Spring)                                | \$ 200            |             | \$ 200            |                     | \$ (200)            |
| <b>TOTAL OPERATING REVENUE</b>                                    | <b>\$ 37,000</b>  | <b>\$ -</b> | <b>\$ 37,000</b>  | <b>\$ 7,065.51</b>  | <b>\$ (29,934)</b>  |
| Conference Revenue: Additional Exhibit Booth                      | \$ 1,800          |             | \$ 1,800          |                     | \$ (1,800)          |
| Conference Revenue:Attendee Conference Registration               | \$ 99,500         |             | \$ 99,500         |                     | \$ (99,500)         |
| Conference Revenue:Banquet Tickets                                | \$ 600            |             | \$ 600            |                     | \$ (600)            |
| Conference Revenue:Day Pass                                       | \$ 5,500          |             | \$ 5,500          |                     | \$ (5,500)          |
| Conference Revenue:Golf Tournament Registration                   | \$ 2,700          |             | \$ 2,700          |                     | \$ (2,700)          |
| Conference Revenue:Guest Passes                                   | \$ 2,500          |             | \$ 2,500          |                     | \$ (2,500)          |
| Conference Revenue:Industry Partner Registration                  | \$ 36,100         |             | \$ 36,100         |                     | \$ (36,100)         |
| Conference Revenue:Pre- Conference Course Registration            | \$ 5,000          |             | \$ 5,000          |                     | \$ (5,000)          |
| Conference Revenue:Sponsorships - Conference                      | \$ 46,000         |             | \$ 46,000         |                     | \$ (46,000)         |
| Conference Revenue:Super Session Registration                     | \$ -              |             | \$ -              |                     | \$ -                |
| Conference Revenue:TN-APCO                                        | \$ 2,500          |             | \$ 2,500          |                     | \$ (2,500)          |
| <b>CONFERENCE REVENUE</b>                                         | <b>\$ 202,200</b> | <b>\$ -</b> | <b>\$ 202,200</b> | <b>\$ -</b>         | <b>\$ (202,200)</b> |
| <b>TOTAL REVENUE</b>                                              | <b>\$ 239,200</b> | <b>\$ -</b> | <b>\$ 239,200</b> | <b>\$ 7,065.51</b>  | <b>\$ (232,134)</b> |
| EXPENSES                                                          |                   |             |                   |                     |                     |
| Operating Expense:Audit Expenses                                  | \$ 4,000          |             | \$ 4,000          |                     | \$ 4,000            |
| Operating Expense:Certificates & Ballots                          | \$ 400            |             | \$ 400            |                     | \$ 400              |
| Operating Expense:ENP Scholarship's                               | \$ 4,350          |             | \$ 4,350          | \$ 1,305.00         | \$ 3,045            |
| Operating Expense:Executive Director Contract                     | \$ 21,735         |             | \$ 21,735         | \$ 5,433.06         | \$ 16,302           |
| Operating Expense:Insurance                                       | \$ 4,000          |             | \$ 4,000          |                     | \$ 4,000            |
| Operating Expense:Legal Counsel Fees                              | \$ 21,000         |             | \$ 21,000         | \$ 7,000.00         | \$ 14,000           |
| Operating Expense:Operating Expenses                              | \$ 1,650          |             | \$ 1,650          | \$ 204.20           | \$ 1,446            |
| Operating Expense:Service Charge                                  | \$ 2,900          |             | \$ 2,900          | \$ 5.75             | \$ 2,894            |
| Operating Expense:Surety Bond Expense                             | \$ 400            |             | \$ 400            |                     | \$ 400              |
| Operating Expense:Website / Domain Expenses                       | \$ 415            |             | \$ 415            | \$ 433.13           | \$ (18)             |
| <b>TOTAL OPERATING EXPENSES</b>                                   | <b>\$ 60,850</b>  |             | <b>\$ 60,850</b>  | <b>\$ 14,381.14</b> | <b>\$ 46,469</b>    |
| Program Agenda:Pre- Conference Course Session                     | \$ 5,000          |             | \$ 5,000          |                     | \$ 5,000            |
| Program Agenda:Keynote Speaker Session                            | \$ 5,000          |             | \$ 5,000          |                     | \$ 5,000            |
| Program Agenda:Conference Instructors                             | \$ 3,000          |             | \$ 3,000          |                     | \$ 3,000            |
| Program Agenda:Speaker Expenses                                   | \$ -              |             | \$ -              |                     | \$ -                |
| Program Agenda:CEU's                                              | \$ 2,000          |             | \$ 2,000          |                     | \$ 2,000            |
| Conference Food/Beverage:Sunday food and beverage                 | \$ 1,860          |             | \$ 1,860          |                     | \$ 1,860            |
| Conference Food/Beverage:Monday food and beverage                 | \$ 7,300          |             | \$ 7,300          |                     | \$ 7,300            |
| Conference Food/Beverage:Tuesday food and beverage                | \$ 45,200         |             | \$ 45,200         |                     | \$ 45,200           |
| Conference Food/Beverage:Wednesday food and beverage              | \$ 3,550          |             | \$ 3,550          |                     | \$ 3,550            |
| Off-Site IP Event:Venue Rental                                    | \$ 20,000         |             | \$ 20,000         | \$ 15,829.29        | \$ 4,171            |
| Off-Site IP Event:Sunday IP Event Food and Beverage               | \$ 5,000          |             | \$ 5,000          |                     | \$ 5,000            |
| Off-Site IP Event:Entertainment                                   | \$ -              |             | \$ -              |                     | \$ -                |
| Off-Site IP Event:Transportation                                  | \$ 2,000          |             | \$ 2,000          |                     | \$ 2,000            |
| Conference Site Fees:Hotel Rooms                                  | \$ 8,170          |             | \$ 8,170          |                     | \$ 8,170            |
| Conference Site Fees:Meeting Rooms                                | \$ 775            |             | \$ 775            |                     | \$ 775              |
| Conference Site Fees:Decorator Fees / Booth Setup Fees / Electric | \$ 30,400         |             | \$ 30,400         |                     | \$ 30,400           |

# TENNESSEE EMERGENCY NUMBER ASSOCIATION

## Executive Board Meeting Minutes

Tuesday, April 30, 2024

### EXHIBIT 2 cont.

page 2

#### Financial Report

|                                           | 2024 Budget              | Adjustment               | Amended                  | Actual                       | Remaining                  |
|-------------------------------------------|--------------------------|--------------------------|--------------------------|------------------------------|----------------------------|
| Conference Site Fees:AV Fees              | \$ 17,900                |                          | \$ 17,900                |                              | \$ 17,900                  |
| Publicity & Printing:Conference Guide     | \$ -                     |                          | \$ -                     |                              | \$ -                       |
| Publicity & Printing:Signs                | \$ 700                   |                          | \$ 700                   |                              | \$ 700                     |
| Registration:Registration Software        | \$ 8,300                 | \$ 4,500                 | \$ 12,800                | \$ 12,751.47                 | \$ 49                      |
| Registration:Registration Supplies        | \$ 500                   |                          | \$ 500                   |                              | \$ 500                     |
| Technical:Technology Supplies             | \$ 1,000                 |                          | \$ 1,000                 |                              | \$ 1,000                   |
| Prizes:Awards                             | \$ 1,000                 |                          | \$ 1,000                 |                              | \$ 1,000                   |
| Prizes:Door Prizes                        | \$ 1,000                 |                          | \$ 1,000                 |                              | \$ 1,000                   |
| Golf Tournament:Golf Outing Expenses      | \$ 3,000                 |                          | \$ 3,000                 |                              | \$ 3,000                   |
| Golf Tournament:Miscellaneous expense     | \$ 100                   |                          | \$ 100                   |                              | \$ 100                     |
| Miscellaneous:Conference Bags             | \$ 3,300                 |                          | \$ 3,300                 |                              | \$ 3,300                   |
| Miscellaneous:Lanyards/Name Badge Holders | \$ 1,550                 |                          | \$ 1,550                 |                              | \$ 1,550                   |
| Miscellaneous:Conference Shirts           | \$ 300                   |                          | \$ 300                   |                              | \$ 300                     |
| Miscellaneous:Miscellaneous expense       | \$ 400                   |                          | \$ 400                   |                              | \$ 400                     |
| <b><u>TOTAL CONFERENCE EXPENSES</u></b>   | <b><u>\$ 178,305</u></b> | <b><u>\$ 4,500</u></b>   | <b><u>\$ 182,805</u></b> | <b><u>\$ 28,580.76</u></b>   | <b><u>\$ 154,224</u></b>   |
|                                           |                          |                          |                          |                              |                            |
| <b><u>TOTAL EXPENSES</u></b>              | <b><u>\$ 239,155</u></b> | <b><u>\$ 4,500</u></b>   | <b><u>\$ 243,655</u></b> | <b><u>\$ 42,961.90</u></b>   | <b><u>\$ 200,693</u></b>   |
| <b><u>TOTAL REVENUE</u></b>               | <b><u>\$ 239,200</u></b> | <b><u>\$ -</u></b>       | <b><u>\$ 239,200</u></b> | <b><u>\$ 7,065.51</u></b>    | <b><u>\$ (232,134)</u></b> |
| <b><u>TOTAL PROFIT/(LOSS)</u></b>         | <b><u>\$ 45</u></b>      | <b><u>\$ (4,500)</u></b> | <b><u>\$ (4,455)</u></b> | <b><u>\$ (35,896.39)</u></b> | <b><u>\$ (432,828)</u></b> |

**TENNESSEE EMERGENCY NUMBER ASSOCIATION**

**Executive Board Meeting Minutes**

**Tuesday, April 30, 2024**

**EXHIBIT 3.**

page 1

**2024 Recommended By-Law Amendments**

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**ARTICLE IV AUTHORITY and DUTIES**

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**ADD NEW SECTION**

**Section 8 - Past President**

- A. Hold a seat on the Executive Board with voting privileges in the capacity of Past President or in the capacity as the appointed At-Large Representative pursuant to Section 8,B
- B. Shall serve as the At-Large Representative in the event there are no qualified nominees for a Regular or Special Election for the At-Large Representative.
- C. Support the Officers and the Executive Board

**RENUMBER EXISTING SECTION 8**

**Section 9 - Executive Board**

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**ARTICLE V ELECTION OF EXECUTIVE BOARD**

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**DELETE HIGHLIGHTED WORDING**

**Section 2 - Qualifications**

- D. Hold and maintain Public Sector membership in NENA for prior 2 years, using the election qualifying date as the effective date.

**Section 2 – Qualifications**

- M. Only one (1) Executive Board member from an ECD Affiliate member may serve concurrently.

**ADD**

- 1)** Notwithstanding, if a vacancy occurs on the Executive Board, with the exception of the At-Large Representative, a nominee from an ECD Affiliate may seek the nomination of the Executive Board vacancy, so long as the nominee is affiliated with a different PSAP and is the sole nominee, otherwise they will be disqualified.



# TENNESSEE EMERGENCY NUMBER ASSOCIATION

## Executive Board Meeting Minutes

Tuesday, April 30, 2024

### EXHIBIT 3 con't

page 2

#### ARTICLE VI VACANCIES and REMOVAL

##### Section 5 – Vacancy in the office of Regional Representative or At-Large Representative

###### ADD WORDING and HIGHLIGHTED SECTIONS

When a vacancy occurs in the office of regional representative or At-Large Representative due to death, inability, resignation, removal, or failure for anyone to qualify as a nominee for the regularly scheduled election, the following procedures shall be followed to fill the office.

###### A. Vacancy in the office of Regional Representative

- 1) If the vacancy remains or occurs before the month of April, nominees will be solicited and a special election will be conducted by the Election Committee.
- 2) In the event there are no nominees, no special election will be held.
- 3) The nominee elected will continue to serve in the office of Regional Representative for the remainder of the term.
- 4) If the vacancy occurs during or after the month of April, the region will convene a meeting to solicit nominees and hold an election at a called special or next regularly scheduled regional meeting.
- 5) The nominee elected will continue to serve in the office of Regional Representative for the remainder of the term.

###### B. Vacancy in the office of the At-Large Representative

- 1) If a vacancy occurs before the month of April, nominees will be solicited and a special election will be conducted by the Election Committee.
- 2) In the event there are no nominees for the special election, the Immediate Past President shall become the At-Large Representative until the next regularly held election.

**Concurring policies will also need to be updated and placed on the ballot**

# TENNESSEE EMERGENCY NUMBER ASSOCIATION

## Financial Report

Justin Crowther, Treasurer

4/19/2024

|                                                 |                  |           |                         |
|-------------------------------------------------|------------------|-----------|-------------------------|
| First Tennessee Checking Account                | 3/11/2024        | \$        | 17,817.43               |
| Deposits                                        |                  |           | \$22,511.29             |
| Expenses                                        |                  |           | \$21,298.82             |
| <b>First Tennessee Checking Account Balance</b> | <b>4/19/2024</b> | <b>\$</b> | <b><u>19,029.90</u></b> |

|                                                      |                  |           |                          |
|------------------------------------------------------|------------------|-----------|--------------------------|
| Community Investment Checking Account                | 3/11/2024        | \$        | 137,070.36               |
| Deposits                                             |                  | \$        | 1.00                     |
| Interest                                             |                  | \$        | 114.35                   |
| Expenses                                             |                  | \$        | 15,829.29                |
| <b>Community Investment Checking Account Balance</b> | <b>4/19/2024</b> | <b>\$</b> | <b><u>121,356.42</u></b> |

|                             |                  |           |                 |
|-----------------------------|------------------|-----------|-----------------|
| Paypal                      | 3/11/2024        | \$        | -               |
| Deposits                    |                  | \$        | -               |
| Transfers to First TN Bank  |                  | \$        | -               |
| Transfers to Community Bank |                  | \$        | -               |
| Refunds                     |                  | \$        | -               |
| <b>Paypal Balance</b>       | <b>4/19/2024</b> | <b>\$</b> | <b><u>-</u></b> |

**First Horizon Bank - Checking** Ending Balance: \$19,029.90

**Date: 3/12/2024 - 4/19/2024**

| Date       | Ref No. | Type     | Payee                 | Account                                            | Payment   | Deposit   | Reconciliation Status |
|------------|---------|----------|-----------------------|----------------------------------------------------|-----------|-----------|-----------------------|
| 04/16/2024 |         | Transfer |                       | Community Bank                                     |           | 15,829.29 |                       |
| 04/16/2024 |         | Expense  | Main Event            | Conference Expenses:Off-Site IP Event:Venue Rental | 15,829.29 |           |                       |
| 04/16/2024 |         | Expense  | Freeman & Bracey, PLC |                                                    | 1,770.46  |           |                       |
| 04/16/2024 |         | Expense  | QuickBooks Payments   | QuickBooks Payments Fees                           | 14.32     |           |                       |
| 04/16/2024 |         | Deposit  | Carter County 911     | Undeposited Funds                                  |           | 479.00    |                       |
| 04/16/2024 |         | Deposit  |                       |                                                    |           | 3,841.00  |                       |
| 04/15/2024 |         | Expense  | Ionos Inc.            | Operating Expenses:Website / Domain Expenses       | 20.17     |           |                       |
| 04/15/2024 |         | Expense  | QuickBooks Payments   | QuickBooks Payments Fees                           | 17.94     |           |                       |
| 04/15/2024 |         | Deposit  | Sumner County 911     | Undeposited Funds                                  |           | 600.00    |                       |
| 04/12/2024 |         | Expense  | QuickBooks Payments   | QuickBooks Payments Fees                           | 11.54     |           |                       |
| 04/12/2024 |         | Deposit  | City of Brentwood 911 | Undeposited Funds                                  |           | 386.00    |                       |
| 04/10/2024 |         | Expense  | QuickBooks Payments   | QuickBooks Payments Fees                           | 2.99      |           |                       |
| 04/10/2024 |         | Deposit  | Houston County 911    | Undeposited Funds                                  |           | 100.00    |                       |
| 04/09/2024 |         | Expense  | QuickBooks Payments   | QuickBooks Payments Fees                           | 38.16     |           |                       |
| 04/09/2024 |         | Deposit  |                       |                                                    |           | 1,276.00  |                       |
| 03/20/2024 |         | Expense  | Quickbooks            | Operating Expenses:Operating Expenses{106}         | 32.93     |           | Reconciled            |
| 03/18/2024 |         | Expense  | Maureen Culberson     | Operating Expenses:Executive Director contract     | 1,811.02  |           | Reconciled            |
| 03/14/2024 |         | Expense  | Freeman & Bracey, PLC | Operating Expenses:Legal Counsel contract          | 1,750.00  |           | Reconciled            |
|            |         |          |                       |                                                    | 21,298.82 | 22,511.29 |                       |

Community BankEnding Balance: \$121,356.42

Date: 3/12/2024 - 4/19/2024

| Date      | Ref No.  | Type     | Payee                                       | Account | Payment   | Deposit | Reconciliation Status |
|-----------|----------|----------|---------------------------------------------|---------|-----------|---------|-----------------------|
| 4/16/2024 |          | Transfer | First Horizon                               |         | 15,829.29 |         | Reconciled            |
| 3/29/2024 | INTEREST | Deposit  | Operating Revenue:Community Bank - Interest |         |           | 114.35  | Reconciled            |

Paypal

Date: 3/12/2024 - 4/19/2024

| Transaction type | Num | Name | Account | Amount |
|------------------|-----|------|---------|--------|
|------------------|-----|------|---------|--------|

**Tennessee Emergency Number Association  
Financial Report**

1/29/2024

| REVENUE                                                           |                          |                    |                          |                            |                            |
|-------------------------------------------------------------------|--------------------------|--------------------|--------------------------|----------------------------|----------------------------|
|                                                                   | 2024 Budget              | Adjustment         | Amended                  | Actual                     | Remaining                  |
| Operating Revenue: Associate Membership Dues                      | \$ 200                   |                    | \$ 200                   | \$ 25.00                   | \$ (175)                   |
| Operating Revenue:Credit Card Processing Fees                     | \$ 2,500                 |                    | \$ 2,500                 |                            | \$ (2,500)                 |
| Operating Revenue:ENP Scholarships                                | \$ -                     |                    | \$ -                     |                            | \$ -                       |
| Operating Revenue:Interest - Community Bank                       | \$ 1,300                 |                    | \$ 1,300                 | \$ 358.51                  | \$ (941)                   |
| Operating Revenue:Membership Dues                                 | \$ 28,500                |                    | \$ 28,500                | \$ 6,682.00                | \$ (21,818)                |
| Operating Revenue:NENA Dues                                       | \$ 4,300                 |                    | \$ 4,300                 |                            | \$ (4,300)                 |
| Operating Revenue:Rebates (Spring)                                | \$ 200                   |                    | \$ 200                   |                            | \$ (200)                   |
| <b><u>TOTAL OPERATING REVENUE</u></b>                             | <b><u>\$ 37,000</u></b>  | <b><u>\$ -</u></b> | <b><u>\$ 37,000</u></b>  | <b><u>\$ 7,065.51</u></b>  | <b><u>\$ (29,934)</u></b>  |
| Conference Revenue: Additional Exhibit Booth                      | \$ 1,800                 |                    | \$ 1,800                 |                            | \$ (1,800)                 |
| Conference Revenue:Attendee Conference Registration               | \$ 99,500                |                    | \$ 99,500                |                            | \$ (99,500)                |
| Conference Revenue:Banquet Tickets                                | \$ 600                   |                    | \$ 600                   |                            | \$ (600)                   |
| Conference Revenue:Day Pass                                       | \$ 5,500                 |                    | \$ 5,500                 |                            | \$ (5,500)                 |
| Conference Revenue:Golf Tournament Registration                   | \$ 2,700                 |                    | \$ 2,700                 |                            | \$ (2,700)                 |
| Conference Revenue:Guest Passes                                   | \$ 2,500                 |                    | \$ 2,500                 |                            | \$ (2,500)                 |
| Conference Revenue:Industry Partner Registration                  | \$ 36,100                |                    | \$ 36,100                |                            | \$ (36,100)                |
| Conference Revenue:Pre-Conference Course Registration             | \$ 5,000                 |                    | \$ 5,000                 |                            | \$ (5,000)                 |
| Conference Revenue:Sponsorships - Conference                      | \$ 46,000                |                    | \$ 46,000                |                            | \$ (46,000)                |
| Conference Revenue:Super Session Registration                     | \$ -                     |                    | \$ -                     |                            | \$ -                       |
| Conference Revenue:TN-APCO                                        | \$ 2,500                 |                    | \$ 2,500                 |                            | \$ (2,500)                 |
| <b><u>CONFERENCE REVENUE</u></b>                                  | <b><u>\$ 202,200</u></b> | <b><u>\$ -</u></b> | <b><u>\$ 202,200</u></b> | <b><u>\$ -</u></b>         | <b><u>\$ (202,200)</u></b> |
| <b><u>TOTAL REVENUE</u></b>                                       | <b><u>\$ 239,200</u></b> | <b><u>\$ -</u></b> | <b><u>\$ 239,200</u></b> | <b><u>\$ 7,065.51</u></b>  | <b><u>\$ (232,134)</u></b> |
| EXPENSES                                                          |                          |                    |                          |                            |                            |
| Operating Expense:Audit Expenses                                  | \$ 4,000                 |                    | \$ 4,000                 |                            | \$ 4,000                   |
| Operating Expense:Certificates & Ballots                          | \$ 400                   |                    | \$ 400                   |                            | \$ 400                     |
| Operating Expense:ENP Scholarship's                               | \$ 4,350                 |                    | \$ 4,350                 | \$ 1,305.00                | \$ 3,045                   |
| Operating Expense:Executive Director Contract                     | \$ 21,735                |                    | \$ 21,735                | \$ 5,433.06                | \$ 16,302                  |
| Operating Expense:Insurance                                       | \$ 4,000                 |                    | \$ 4,000                 |                            | \$ 4,000                   |
| Operating Expense:Legal Counsel Fees                              | \$ 21,000                |                    | \$ 21,000                | \$ 7,000.00                | \$ 14,000                  |
| Operating Expense:Operating Expenses                              | \$ 1,650                 |                    | \$ 1,650                 | \$ 204.20                  | \$ 1,446                   |
| Operating Expense:Service Charge                                  | \$ 2,900                 |                    | \$ 2,900                 | \$ 5.75                    | \$ 2,894                   |
| Operating Expense:Surety Bond Expense                             | \$ 400                   |                    | \$ 400                   |                            | \$ 400                     |
| Operating Expense:Website / Domain Expenses                       | \$ 415                   |                    | \$ 415                   | \$ 433.13                  | \$ (18)                    |
| <b><u>TOTAL OPERATING EXPENSES</u></b>                            | <b><u>\$ 60,850</u></b>  |                    | <b><u>\$ 60,850</u></b>  | <b><u>\$ 14,381.14</u></b> | <b><u>\$ 46,469</u></b>    |
| Program Agenda:Pre-Conference Course Session                      | \$ 5,000                 |                    | \$ 5,000                 |                            | \$ 5,000                   |
| Program Agenda:Keynote Speaker Session                            | \$ 5,000                 |                    | \$ 5,000                 |                            | \$ 5,000                   |
| Program Agenda:Conference Instructors                             | \$ 3,000                 |                    | \$ 3,000                 |                            | \$ 3,000                   |
| Program Agenda:Speaker Expenses                                   | \$ -                     |                    | \$ -                     |                            | \$ -                       |
| Program Agenda:CEU's                                              | \$ 2,000                 |                    | \$ 2,000                 |                            | \$ 2,000                   |
| Conference Food/Beverage:Sunday food and beverage                 | \$ 1,860                 |                    | \$ 1,860                 |                            | \$ 1,860                   |
| Conference Food/Beverage:Monday food and beverage                 | \$ 7,300                 |                    | \$ 7,300                 |                            | \$ 7,300                   |
| Conference Food/Beverage:Tuesday food and beverage                | \$ 45,200                |                    | \$ 45,200                |                            | \$ 45,200                  |
| Conference Food/Beverage:Wednesday food and beverage              | \$ 3,550                 |                    | \$ 3,550                 |                            | \$ 3,550                   |
| Off-Site IP Event:Venue Rental                                    | \$ 20,000                |                    | \$ 20,000                | \$ 15,829.29               | \$ 4,171                   |
| Off-Site IP Event:Sunday IP Event Food and Beverage               | \$ 5,000                 |                    | \$ 5,000                 |                            | \$ 5,000                   |
| Off-Site IP Event:Entertainment                                   | \$ -                     |                    | \$ -                     |                            | \$ -                       |
| Off-Site IP Event:Transportation                                  | \$ 2,000                 |                    | \$ 2,000                 |                            | \$ 2,000                   |
| Conference Site Fees:Hotel Rooms                                  | \$ 8,170                 |                    | \$ 8,170                 |                            | \$ 8,170                   |
| Conference Site Fees:Meeting Rooms                                | \$ 775                   |                    | \$ 775                   |                            | \$ 775                     |
| Conference Site Fees:Decorator Fees / Booth Setup Fees / Electric | \$ 30,400                |                    | \$ 30,400                |                            | \$ 30,400                  |

**Tennessee Emergency Number Association  
Financial Report**

1/29/2024

|                                           | 2024 Budget              | Adjustment               | Amended                  | Actual                       | Remaining                  |
|-------------------------------------------|--------------------------|--------------------------|--------------------------|------------------------------|----------------------------|
| Conference Site Fees:AV Fees              | \$ 17,900                |                          | \$ 17,900                |                              | \$ 17,900                  |
| Publicity & Printing:Conference Guide     | \$ -                     |                          | \$ -                     |                              | \$ -                       |
| Publicity & Printing:Signs                | \$ 700                   |                          | \$ 700                   |                              | \$ 700                     |
| Registration:Registration Software        | \$ 8,300                 | \$ 4,500                 | \$ 12,800                | \$ 12,751.47                 | \$ 49                      |
| Registration:Registration Supplies        | \$ 500                   |                          | \$ 500                   |                              | \$ 500                     |
| Technical:Technology Supplies             | \$ 1,000                 |                          | \$ 1,000                 |                              | \$ 1,000                   |
| Prizes:Awards                             | \$ 1,000                 |                          | \$ 1,000                 |                              | \$ 1,000                   |
| Prizes:Door Prizes                        | \$ 1,000                 |                          | \$ 1,000                 |                              | \$ 1,000                   |
| Golf Tournament:Golf Outing Expenses      | \$ 3,000                 |                          | \$ 3,000                 |                              | \$ 3,000                   |
| Golf Tornment:Miscellaneous expense       | \$ 100                   |                          | \$ 100                   |                              | \$ 100                     |
| Miscellaneous:Conference Bags             | \$ 3,300                 |                          | \$ 3,300                 |                              | \$ 3,300                   |
| Miscellaneous:Lanyards/Name Badge Holders | \$ 1,550                 |                          | \$ 1,550                 |                              | \$ 1,550                   |
| Miscellaneous:Conference Shirts           | \$ 300                   |                          | \$ 300                   |                              | \$ 300                     |
| Miscellaneous:Miscellaneous expense       | \$ 400                   |                          | \$ 400                   |                              | \$ 400                     |
|                                           |                          |                          |                          |                              |                            |
| <b><u>TOTAL CONFERENCE EXPENSES</u></b>   | <b><u>\$ 178,305</u></b> | <b><u>\$ 4,500</u></b>   | <b><u>\$ 182,805</u></b> | <b><u>\$ 28,580.76</u></b>   | <b><u>\$ 154,224</u></b>   |
|                                           |                          |                          |                          |                              |                            |
| <b><u>TOTAL EXPENSES</u></b>              | <b><u>\$ 239,155</u></b> | <b><u>\$ 4,500</u></b>   | <b><u>\$ 243,655</u></b> | <b><u>\$ 42,961.90</u></b>   | <b><u>\$ 200,693</u></b>   |
| <b><u>TOTAL REVENUE</u></b>               | <b><u>\$ 239,200</u></b> | <b><u>\$ -</u></b>       | <b><u>\$ 239,200</u></b> | <b><u>\$ 7,065.51</u></b>    | <b><u>\$ (232,134)</u></b> |
| <b><u>TOTAL PROFIT/(LOSS)</u></b>         | <b><u>\$ 45</u></b>      | <b><u>\$ (4,500)</u></b> | <b><u>\$ (4,455)</u></b> | <b><u>\$ (35,896.39)</u></b> | <b><u>\$ (432,828)</u></b> |

# TENNESSEE EMERGENCY NUMBER ASSOCIATION

## Executive Board Meeting Minutes

Wednesday, July 17, 2024

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 17, 2024, at 1:00 pm (CT).

### 0724.I Call to Order

President Carney called the meeting to order.

See Appendix 1 for Board of Directors & staff attendance. Crystal Key, Lynn Thompson, and Michael Spencer attended virtually. Jimmy Long was absent. Staff in attendance included Russell Freeman, Legal Counsel, and Maureen Culberson, Executive Director-Administrative Coordinator.

One guest, Andrew Bidwell, CRG in attendance

No in-person members attended, and members attending virtually can be found in Attachment 2.

### 0724.II Presentation of Minutes from Previous Meeting

Justin Crowther motioned to approve the April Board meeting minutes, and Eric Carpenter made the second. The Board voted unanimous approval.

### 0724.III Ratify Email Votes Since Previous Meeting

No email votes to ratify.

### 0724.IV Presentation of Financial Report – J. Crowther

Justin Crowther, Treasurer, presented the financial report as of 07/10/2024 (see Exhibit 1).

The balances are as follows:

First Horizon (First Tennessee) checking account \$ 52,808.14.

Community Bank investment account \$ 121,682.59

PayPal account \$ 0.00.

Kim White made the motion to approve the Financial Report as presented, with Rose White making the second. With Justin Crowther abstaining, the remainder of the Board unanimously approved this motion.

Treasurer Crowther reported that he would like to amend the Sunday night Reception line item to balance it out. Eric Carpenter motioned to approve the amendment, and Kim White made the second. The Board voted unanimously in favor of the amendment, with Justin Crowther abstaining.

### 0724.V Regional Reports

#### A. NENA At-Large – S. Eric Carpenter

Mr. Carpenter advised that NENA2024 was a great conference. Over 150 Tennessee attendees attended the largest number of people from any chapter.

He also encourages all members to review the criteria for the PIER award, and he is willing to assist any county.

#### B. West Region –Michael Spencer

Mr. Spencer reported they had a meeting that 8-9 people attended. He introduced Jesse McCord, the new TERT Coordinator for West, and summarized the recent TECB roadshow.

He also reported that he thinks the TECB should set up a repository for PSAPs similar to the EPCR and gather information like the brand of CAD system, recorder telephony system, etc. PSAP directors and managers could better ask “like” clients for recommendations and troubleshoot issues.

#### C. Middle Region –Lynn Thompson

In light of Mark Hutchison’s resignation, Lynn thanked him for all his support and wished him well in his future endeavors.

Mr. Thompson reported that approximately ten members attended the recent Middle Region meeting. They discussed what to expect in legislation next year, the TENA Conference, the open nominations, and how to get involved.

President Carney also thanked Mark for his service and wished him all the best in the future.

#### D. East Region –Kim White; Sherri Maxfield

Ms. White stated that the East Region held a meeting last Wednesday, with 19 members attending, representing 10 ECDs. They discussed legislation and the importance of getting ahead of it next year. They also talked about the NENA Conference and the upcoming TENA Conference.



# TENNESSEE EMERGENCY NUMBER ASSOCIATION

## Executive Board Meeting Minutes

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They also wished congratulations to Hamblen Co on receiving the Pier Award this year.

### 0724.VI Report from Legal Counsel

Mr. Freeman advised that he was involved in yesterday's By-Laws Committee meeting and would work on some amendments to revise the wording. The committee will need to call a board meeting to present the updated amendments, and the board will vote them on the ballot.

He has worked with the Election Committee to vet one of the nominees.

### 0724.VII 911 Partner Reports

A. Tennessee Emergency Communications Board  
There was no report.

B. NENA

Cassie Lowery, NENA Southeastern Director, made the following report.

- House committee passed an amended version of the 911 SAVES Act. Now, it's a recommendation, and if they are not willing to reclassify, they need to explain why. All agencies need to look at a sample job description, which can be found at [www.911.gov](http://www.911.gov).
- NG911 exchange is now available on the NENA website.
- EAB is accepting applications due by Friday, July 26.
- There are still Volunteer Opportunities for other committees and working groups. The NENA website has them listed.

C. TN-APCO

Patrice Coleman, President, made the report.

- The next TN-APCO chapter meeting will be at the APCO conference. The room will be announced. TN-APCO will also sponsor an event on Monday at Top Golf.
- She also advised there is a new website, [www.TNAPCO.org](http://www.TNAPCO.org)

### 0724.VIII Committee Reports

A. By-Laws & Policy Committee – *Jimmy Long*

Chairman Long said he had nothing to report except what Russell Freeman said.

B. Budget Committee – *Justin Crowther*

Mr. Crowther reports that registration as of July 10 has 118 members and 35 IP's.

Arrangements have been made to have two 25-seat minibuses provide shuttle service on Sunday night for \$1730.00. Lynn Thompson motioned to accept the contract, and Michael Spencer made the second. The Board voted unanimously to approve this motion, with Justin Crowther abstaining.

Crystal Key had to leave the meeting.

C. Conference Committees – *Jeff Carney*

1) Hotel – *S. Atchison*

Ms. Atchison reports that the Embassy is now full and she is reaching out to overflows.

2) Registration – *J. Crowther*

See above

3) IP's & Sponsors – *K. White & S. Maxwell*

Ms. White stated she is working on a form to be given out to all IPs announcing the 2025 dates, the sponsorship levels, and other incentives, and then she will have registration available by January.

Ms. Maxfield asked if tables could be available in the hall for Partner Associations instead of purchasing a full booth. Maureen Culberson advised that other conferences use the hallways for all their exhibitors, and she would have to check with the hotel regarding the pricing of just a skirted table.

Ms. White asked the Board for their opinion about the Prize-a-Palooza and the Board said yes. Ms. White suggested having it at 11:45 am, and the Board agreed.

4) Food & Entertainment – *E. Carpenter*

Mr. Carpenter stated he would get with the committee and decide on the menus.

# TENNESSEE EMERGENCY NUMBER ASSOCIATION

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5) Sen. Joe Haynes Award – *R. White*

Ms. White reported that the nominations had just opened but urged all members to review the criteria and nominate someone. The closing date is Aug. 16, 2024

6) 911 Professional Awards – *L. Thompson*

Mr. Thompson reported that the nominations had just opened but urged all members to review the criteria and nominate someone or an agency. The closing date is Aug. 16, 2024

A question was raised about adding a complimentary Conference registration fee for Lifetime Members. President Carney asked the Bylaws Committee to review this for inclusion in this year's amendments.

7) Golf Tournament

President Carney stated that, with Mark Hutchison's resignation, he is asking Eric Carpenter to take over as the Golf Tournament chair. Mr. Carpenter agreed and would start working on it by contacting Champions Run Golf Course.

D. Other Committees

8) ENP Committee – Randall Lewis

Mr. Lewis reported that the committee has awarded three more scholarships with three in queue. He also has received commitments from TECB and VFIS to sponsor a scholarship.

There is a possibility that TECB may do additional scholarships.

**0724.IX Old Business**

President Carney advised that, due to Mr. Hutchison's resignation, there is an urban position opening on the RMCC Region 5 Board. He will put the position out to the region for volunteers.

**0724.X New Business**

A. Cvent Proposal – *Maureen Culberson*

Ms. Culberson advised that there was not a quorum to approve EMAT's part of the contract at the last EMAT Board meeting. Their next meeting is August 1, so she can present it along with the amendment proposals at the Special Called meeting.

**0724.XI Comments/Reports**

A. District / PSAP Representatives

No comments

B. Industry Partners

Andrew Bidwell from Critical Response Group introduced himself and his company to the Board. He will be joining us at the 2024 TENA Conference.

C. Other Delegates

No comments

**0724.XII Adjournment**

The next meeting is scheduled for Saturday, September 28, 2024, at 2:00 pm (CT) at the Embassy Suites Hotel & Conference Center in Murfreesboro.

With no further business and without objection, Rose White made a motion to adjourn, and Kim White made the second. 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 17, 2024

### APPENDIX 1 – TENA Board & Staff Attendance

|                                      |                       | Present | Absent | Virtual |
|--------------------------------------|-----------------------|---------|--------|---------|
| <i>President</i>                     | Jeff Carney, ENP      | X       |        |         |
| <i>1<sup>st</sup> Vice President</i> | Crystal Key, ENP      |         |        | X       |
| <i>2<sup>nd</sup> 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>               | Sherri Maxfield, ENP  | X       |        |         |
| <i>East Region Rep</i>               | Kim White             | X       |        |         |
| <i>Middle Region Rep</i>             | vacant                |         |        |         |
| <i>Middle Region Rep</i>             | James (Lynn) Thompson |         |        | X       |
| <i>West Region Rep</i>               | Michael Spencer, ENP  |         |        | X       |
| <i>West Region Rep</i>               | vacant                |         |        |         |
| <i>At-Large NENA Rep</i>             | 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**  
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**ATTACHMENT 2 – In-Person Attendance**

There were no in-person attendees

# TENNESSEE EMERGENCY NUMBER ASSOCIATION

## Executive Board Meeting Minutes

Wednesday, July 17, 2024

### ATTACHMENT 2 – Virtual Attendance

|                         |                 |                 |              |
|-------------------------|-----------------|-----------------|--------------|
| Meeting ID              | Start Time      | End Time        | Participants |
| TENA July Board Meeting | 7/17/2024 12:34 | 7/17/2024 15:01 | 19           |

|      | Name      |                   | Join Time       | Leave Time      | Duration        |
|------|-----------|-------------------|-----------------|-----------------|-----------------|
|      | Brad      | Anders            | 7/17/2024 13:19 | 7/17/2024 13:28 | 9               |
|      | Raymond's | iPhone            | 7/17/2024 13:49 | 7/17/2024 14:08 | 19              |
|      | r         | chiozza           | 7/17/2024 12:57 | 7/17/2024 13:48 | 51              |
|      | Mark      | Gandee            | 7/17/2024 13:05 | 7/17/2024 14:22 | 78              |
|      | Stacey    | Johnson           | 7/17/2024 13:01 | 7/17/2024 14:33 | 93              |
|      | Randall-  | Washington Co 911 | 7/17/2024 12:57 | 7/17/2024 14:42 | 105             |
|      | Hope      | Petersen          | 7/17/2024 13:05 | 7/17/2024 14:52 | 107             |
|      | Dana      | S                 | 7/17/2024 13:04 | 7/17/2024 14:55 | 111             |
|      | Amber     | (info)            | 7/17/2024 12:57 | 7/17/2024 14:50 | 113             |
|      | Patrice   | Coleman           | 7/17/2024 12:57 | 7/17/2024 15:00 | 124             |
|      | Lynn      | Thompson          | 7/17/2024 12:57 | 7/17/2024 15:00 | 124             |
|      | Jonathan  | Johnson           | 7/17/2024 12:55 | 7/17/2024 15:01 | 126             |
|      | Hawkins   | Co. ECD           | 7/17/2024 12:55 | 7/17/2024 15:01 | 126             |
|      | Patricia  | Ledford           | 7/17/2024 12:54 | 7/17/2024 15:01 | 127             |
|      | TENA      | Maureen           | Culberson       | 7/17/2024 12:34 | 7/17/2024 15:01 |
| TENA | Crystal   |                   | 7/17/2024 13:00 | 7/17/2024 13:40 | 40              |
| TENA | Michael.  | Spencer           | 7/17/2024 13:00 | 7/17/2024 13:50 | 50              |

**TENNESSEE EMERGENCY NUMBER ASSOCIATION**

**Executive Board Meeting Minutes**

**Wednesday, July 17, 2024**

**EXHIBIT 1**

**TENNESSEE EMERGENCY NUMBER ASSOCIATION**

**Financial Report**

**Justin Crowther, Treasurer**

**7/10/2024**

|                                                      |                  |           |                          |
|------------------------------------------------------|------------------|-----------|--------------------------|
| First Tennessee Checking Account                     | 4/19/2024        | \$        | 19,029.90                |
| Deposits                                             |                  |           | \$48,959.50              |
| Expenses                                             |                  |           | \$15,181.26              |
| <b>First Tennessee Checking Account Balance</b>      | <b>7/10/2024</b> | <b>\$</b> | <b><u>52,808.14</u></b>  |
|                                                      |                  |           |                          |
| Community Investment Checking Account                | 4/19/2024        | \$        | 121,356.42               |
| Deposits                                             |                  |           |                          |
| Interest                                             |                  | \$        | 326.17                   |
| Expenses                                             |                  |           |                          |
| <b>Community Investment Checking Account Balance</b> | <b>7/10/2024</b> | <b>\$</b> | <b><u>121,682.59</u></b> |
|                                                      |                  |           |                          |
| Paypal                                               | 4/19/2024        | \$        | -                        |
| Deposits                                             |                  | \$        | -                        |
| Transfers to First TN Bank                           |                  | \$        | -                        |
| Transfers to Community Bank                          |                  | \$        | -                        |
| Refunds                                              |                  | \$        | -                        |
| <b>Paypal Balance</b>                                | <b>7/10/2024</b> | <b>\$</b> | <b><u>-</u></b>          |

*For complete Finance Report, see attached file*

# TENNESSEE EMERGENCY NUMBER ASSOCIATION

## Executive Board Meeting Minutes

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### EXHIBIT 2 Budget

page 1

#### Tennessee Emergency Number Association Financial Report

7/10/2024

| REVENUE                                                           |                   |             |                   |                     |                     |
|-------------------------------------------------------------------|-------------------|-------------|-------------------|---------------------|---------------------|
|                                                                   | 2024 Budget       | Adjustment  | Amended           | Actual              | Remaining           |
| Operating Revenue: Associate Membership Dues                      | \$ 200            |             | \$ 200            | \$ 25.00            | \$ (175)            |
| Operating Revenue:Credit Card Processing Fees                     | \$ 2,500          |             | \$ 2,500          | \$ 730.50           | \$ (1,770)          |
| Operating Revenue:ENP Scholarships                                | \$ -              |             | \$ -              |                     | \$ -                |
| Operating Revenue:Interest - Community Bank                       | \$ 1,300          |             | \$ 1,300          | \$ 684.68           | \$ (615)            |
| Operating Revenue:Membership Dues                                 | \$ 28,500         |             | \$ 28,500         | \$ 21,713.00        | \$ (6,787)          |
| Operating Revenue:NENA Dues                                       | \$ 4,300          |             | \$ 4,300          |                     | \$ (4,300)          |
| Operating Revenue:Rebates (Spring)                                | \$ 200            |             | \$ 200            |                     | \$ (200)            |
| <b>TOTAL OPERATING REVENUE</b>                                    | <b>\$ 37,000</b>  | <b>\$ -</b> | <b>\$ 37,000</b>  | <b>\$ 23,153.18</b> | <b>\$ (13,847)</b>  |
| Conference Revenue: Additional Exhibit Booth                      | \$ 1,800          |             | \$ 1,800          |                     | \$ (1,800)          |
| Conference Revenue:Attendee Conference Registration               | \$ 99,500         |             | \$ 99,500         | \$ 12,900.00        | \$ (86,600)         |
| Conference Revenue:Banquet Tickets                                | \$ 600            |             | \$ 600            |                     | \$ (600)            |
| Conference Revenue:Day Pass                                       | \$ 5,500          |             | \$ 5,500          |                     | \$ (5,500)          |
| Conference Revenue:Golf Tournament Registration                   | \$ 2,700          |             | \$ 2,700          |                     | \$ (2,700)          |
| Conference Revenue:Guest Passes                                   | \$ 2,500          |             | \$ 2,500          | \$ 150.00           | \$ (2,350)          |
| Conference Revenue:Industry Partner Registration                  | \$ 36,100         |             | \$ 36,100         | \$ 16,200.00        | \$ (19,900)         |
| Conference Revenue:Pre-Conference Course Registration             | \$ 5,000          |             | \$ 5,000          |                     | \$ (5,000)          |
| Conference Revenue:Sponsorships - Conference                      | \$ 46,000         |             | \$ 46,000         | \$ 9,200.00         | \$ (36,800)         |
| Conference Revenue:Super Session Registration                     | \$ -              |             | \$ -              |                     | \$ -                |
| Conference Revenue:TN-APCO                                        | \$ 2,500          |             | \$ 2,500          |                     | \$ (2,500)          |
| <b>CONFERENCE REVENUE</b>                                         | <b>\$ 202,200</b> | <b>\$ -</b> | <b>\$ 202,200</b> | <b>\$ 38,450.00</b> | <b>\$ (163,750)</b> |
| <b>TOTAL REVENUE</b>                                              | <b>\$ 239,200</b> | <b>\$ -</b> | <b>\$ 239,200</b> | <b>\$ 61,603.18</b> | <b>\$ (177,597)</b> |
| EXPENSES                                                          |                   |             |                   |                     |                     |
| Operating Expense:Audit Expenses                                  | \$ 4,000          |             | \$ 4,000          | \$ 4,500.00         | \$ (500)            |
| Operating Expense:Certificates & Ballots                          | \$ 400            |             | \$ 400            |                     | \$ 400              |
| Operating Expense:ENP Scholarship's                               | \$ 4,350          |             | \$ 4,350          | \$ 2,175.00         | \$ 2,175            |
| Operating Expense:Executive Director Contract                     | \$ 21,735         |             | \$ 21,735         | \$ 10,866.12        | \$ 10,869           |
| Operating Expense:Insurance                                       | \$ 4,000          |             | \$ 4,000          |                     | \$ 4,000            |
| Operating Expense:Legal Counsel Fees                              | \$ 21,000         |             | \$ 21,000         | \$ 10,500.00        | \$ 10,500           |
| Operating Expense:Operating Expenses                              | \$ 1,650          |             | \$ 1,650          | \$ 1,082.40         | \$ 568              |
| Operating Expense:Service Charge                                  | \$ 2,900          |             | \$ 2,900          | \$ 5.75             | \$ 2,894            |
| Operating Expense:Surety Bond Expense                             | \$ 400            |             | \$ 400            |                     | \$ 400              |
| Operating Expense:Website / Domain Expenses                       | \$ 415            |             | \$ 415            | \$ 433.13           | \$ (18)             |
| <b>TOTAL OPERATING EXPENSES</b>                                   | <b>\$ 60,850</b>  |             | <b>\$ 60,850</b>  | <b>\$ 29,562.40</b> | <b>\$ 31,288</b>    |
| Program Agenda:Pre-Conference Course Session                      | \$ 5,000          |             | \$ 5,000          |                     | \$ 5,000            |
| Program Agenda:Keynote Speaker Session                            | \$ 5,000          | \$ (5,000)  | \$ -              |                     | \$ -                |
| Program Agenda:Conference Instructors                             | \$ 3,000          | \$ (1,200)  | \$ 1,800          |                     | \$ 1,800            |
| Program Agenda:Speaker Expenses                                   | \$ -              |             | \$ -              |                     | \$ -                |
| Program Agenda:CEU's                                              | \$ 2,000          |             | \$ 2,000          |                     | \$ 2,000            |
| Conference Food/Beverage:Sunday food and beverage                 | \$ 1,860          |             | \$ 1,860          |                     | \$ 1,860            |
| Conference Food/Beverage:Monday food and beverage                 | \$ 7,300          |             | \$ 7,300          |                     | \$ 7,300            |
| Conference Food/Beverage:Tuesday food and beverage                | \$ 45,200         |             | \$ 45,200         |                     | \$ 45,200           |
| Conference Food/Beverage:Wednesday food and beverage              | \$ 3,550          |             | \$ 3,550          |                     | \$ 3,550            |
| Off-Site IP Event:Venue Rental                                    | \$ 20,000         | \$ 11,659   | \$ 31,659         | \$ 15,829.29        | \$ 15,830           |
| Off-Site IP Event:Sunday IP Event Food and Beverage               | \$ 5,000          | \$ (5,000)  | \$ -              |                     | \$ -                |
| Off-Site IP Event:Entertainment                                   | \$ -              |             | \$ -              |                     | \$ -                |
| Off-Site IP Event:Transportation                                  | \$ 2,000          |             | \$ 2,000          |                     | \$ 2,000            |
| Conference Site Fees:Hotel Rooms                                  | \$ 8,170          |             | \$ 8,170          |                     | \$ 8,170            |
| Conference Site Fees:Meeting Rooms                                | \$ 775            |             | \$ 775            |                     | \$ 775              |
| Conference Site Fees:Decorator Fees / Booth Setup Fees / Electric | \$ 30,400         |             | \$ 30,400         |                     | \$ 30,400           |

# TENNESSEE EMERGENCY NUMBER ASSOCIATION

## Executive Board Meeting Minutes

Wednesday, July 17, 2024

### EXHIBIT 2 cont.

page 2

#### Tennessee Emergency Number Association Financial Report

7/10/2024

|                                           | 2024 Budget              | Adjustment               | Amended                  | Actual                     | Remaining                  |
|-------------------------------------------|--------------------------|--------------------------|--------------------------|----------------------------|----------------------------|
| Conference Site Fees:AV Fees              | \$ 17,900                |                          | \$ 17,900                |                            | \$ 17,900                  |
| Publicity & Printing:Conference Guide     | \$ -                     |                          | \$ -                     |                            | \$ -                       |
| Publicity & Printing:Signs                | \$ 700                   |                          | \$ 700                   |                            | \$ 700                     |
| Registration:Registration Software        | \$ 8,300                 | \$ 4,500                 | \$ 12,800                | \$ 12,751.47               | \$ 49                      |
| Registration:Registration Supplies        | \$ 500                   |                          | \$ 500                   |                            | \$ 500                     |
| Technical:Technology Supplies             | \$ 1,000                 |                          | \$ 1,000                 |                            | \$ 1,000                   |
| Prizes:Awards                             | \$ 1,000                 |                          | \$ 1,000                 |                            | \$ 1,000                   |
| Prizes:Door Prizes                        | \$ 1,000                 |                          | \$ 1,000                 |                            | \$ 1,000                   |
| Golf Tournament:Golf Outing Expenses      | \$ 3,000                 |                          | \$ 3,000                 |                            | \$ 3,000                   |
| Golf Tournament:Miscellaneous expense     | \$ 100                   |                          | \$ 100                   |                            | \$ 100                     |
| Miscellaneous:Conference Bags             | \$ 3,300                 |                          | \$ 3,300                 |                            | \$ 3,300                   |
| Miscellaneous:Lanyards/Name Badge Holders | \$ 1,550                 |                          | \$ 1,550                 |                            | \$ 1,550                   |
| Miscellaneous:Conference Shirts           | \$ 300                   |                          | \$ 300                   |                            | \$ 300                     |
| Miscellaneous:Miscellaneous expense       | \$ 400                   |                          | \$ 400                   |                            | \$ 400                     |
|                                           |                          |                          |                          |                            |                            |
| <b><u>TOTAL CONFERENCE EXPENSES</u></b>   | <b><u>\$ 178,305</u></b> | <b><u>\$ 4,959</u></b>   | <b><u>\$ 183,264</u></b> | <b><u>\$ 28,580.76</u></b> | <b><u>\$ 154,683</u></b>   |
|                                           |                          |                          |                          |                            |                            |
| <b><u>TOTAL EXPENSES</u></b>              | <b><u>\$ 239,155</u></b> | <b><u>\$ 4,959</u></b>   | <b><u>\$ 244,114</u></b> | <b><u>\$ 58,143.16</u></b> | <b><u>\$ 185,971</u></b>   |
| <b><u>TOTAL REVENUE</u></b>               | <b><u>\$ 239,200</u></b> | <b><u>\$ -</u></b>       | <b><u>\$ 239,200</u></b> | <b><u>\$ 61,603.18</u></b> | <b><u>\$ (177,597)</u></b> |
| <b><u>TOTAL PROFIT/(LOSS)</u></b>         | <b><u>\$ 45</u></b>      | <b><u>\$ (4,959)</u></b> | <b><u>\$ (4,914)</u></b> | <b><u>\$ 3,460.02</u></b>  | <b><u>\$ (363,568)</u></b> |

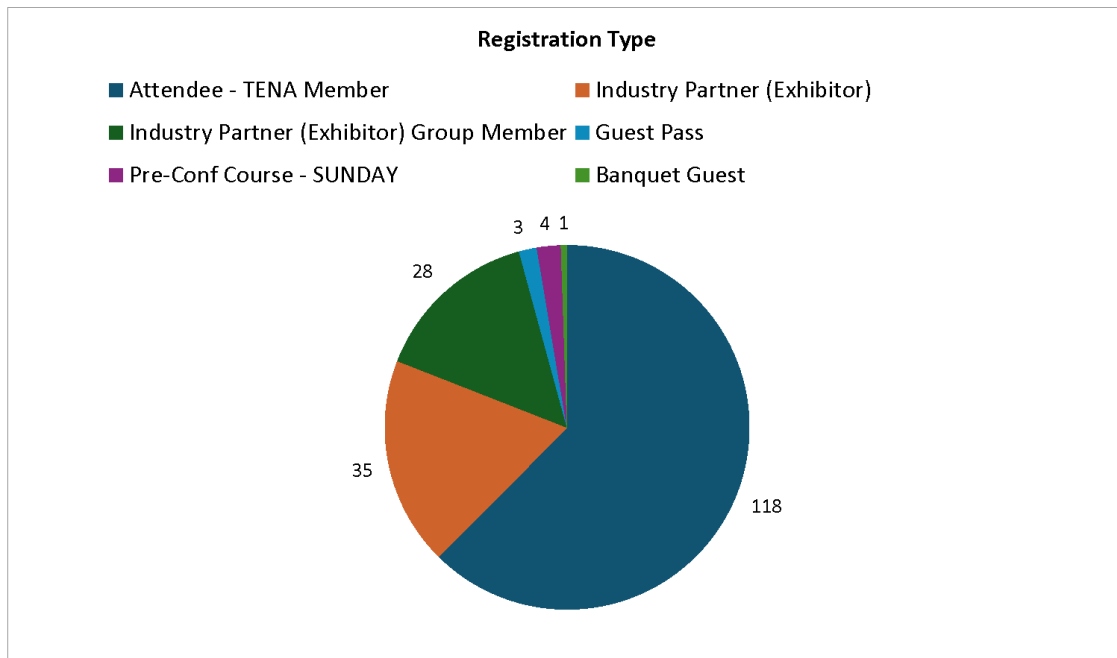


**TENNESSEE EMERGENCY NUMBER ASSOCIATION**  
**Executive Board Meeting Minutes**  
**Wednesday, July 17, 2024**

**EXHIBIT 2 cont.**

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July 10, 2024



| Registration Type                         | Invitees and Registrants |
|-------------------------------------------|--------------------------|
| Attendee - TENA Member                    | 118                      |
| Industry Partner (Exhibitor)              | 35                       |
| Industry Partner (Exhibitor) Group Member | 28                       |
| Guest Pass                                | 3                        |
| Pre-Conf Course - SUNDAY                  | 4                        |
| Banquet Guest                             | 1                        |

# TENNESSEE EMERGENCY NUMBER ASSOCIATION

## Financial Report

Justin Crowther, Treasurer

**7/10/2024**

|                                                 |                  |           |                         |
|-------------------------------------------------|------------------|-----------|-------------------------|
| First Tennessee Checking Account                | 4/19/2024        | \$        | 19,029.90               |
| Deposits                                        |                  |           | \$48,959.50             |
| Expenses                                        |                  |           | \$15,181.26             |
| <b>First Tennessee Checking Account Balance</b> | <b>7/10/2024</b> | <b>\$</b> | <b><u>52,808.14</u></b> |

|                                                      |                  |           |                   |
|------------------------------------------------------|------------------|-----------|-------------------|
| Community Investment Checking Account                | 4/19/2024        | \$        | 121,356.42        |
| Deposits                                             |                  |           |                   |
| Interest                                             |                  | \$        | 326.17            |
| Expenses                                             |                  |           |                   |
| <b>Community Investment Checking Account Balance</b> | <b>7/10/2024</b> | <b>\$</b> | <b>121,682.59</b> |

|                             |                  |           |                 |
|-----------------------------|------------------|-----------|-----------------|
| Paypal                      | 4/19/2024        | \$        | -               |
| Deposits                    |                  | \$        | -               |
| Transfers to First TN Bank  |                  | \$        | -               |
| Transfers to Community Bank |                  | \$        | -               |
| Refunds                     |                  | \$        | -               |
| <b>Paypal Balance</b>       | <b>7/10/2024</b> | <b>\$</b> | <b><u>-</u></b> |

**First Horizon Bank - Checking Ending Balance: \$52,808.14**

**Date: 4/20/2024 - 7/10/2024**

| Date       | Ref No. | Type    | Payee                          | Account                                        | Payment  | Deposit          | Reconciliati<br>on Status |
|------------|---------|---------|--------------------------------|------------------------------------------------|----------|------------------|---------------------------|
| 04/30/2024 |         | Deposit |                                |                                                |          | 7,160.00         | Reconciled                |
| 05/06/2024 |         | Deposit | City of Oak Ridge 911          | Undeposited Funds                              |          | 267.00           | Reconciled                |
| 05/06/2024 |         | Deposit |                                |                                                |          | 1,133.00         | Reconciled                |
| 05/10/2024 |         | Deposit |                                |                                                |          | 1,128.00         | Reconciled                |
| 05/17/2024 |         | Deposit | Hawkins County 911             | Undeposited Funds                              |          | 482.00           | Reconciled                |
| 05/23/2024 |         | Deposit |                                |                                                |          | 683.00           | Reconciled                |
| 06/04/2024 |         | Deposit | Henderson County 911           | Undeposited Funds                              |          | 237.00           | Reconciled                |
| 06/06/2024 |         | Deposit |                                |                                                |          | 7,673.50         | Reconciled                |
| 06/06/2024 |         | Deposit |                                |                                                |          | 1,389.00         | Reconciled                |
| 06/11/2024 |         | Deposit | RapidDeploy                    | Undeposited Funds                              |          | 1,957.00         | Reconciled                |
| 06/12/2024 |         | Deposit | NGA - Next Generation Advanced | Undeposited Funds                              |          | 2,575.00         | Reconciled                |
| 06/12/2024 |         | Deposit | Fentress County 911            | Undeposited Funds                              |          | 300.00           | Reconciled                |
| 06/13/2024 |         | Deposit |                                |                                                |          | 5,356.00         | Reconciled                |
| 06/14/2024 |         | Deposit |                                |                                                |          | 1,854.00         | Reconciled                |
| 06/26/2024 |         | Deposit |                                |                                                |          | 11,100.00        | Reconciled                |
| 07/01/2024 |         | Deposit | Benton County 911              | Undeposited Funds                              |          | 309.00           |                           |
| 07/03/2024 |         | Deposit | 911 Emerge-N-See               | Undeposited Funds                              |          | 927.00           |                           |
| 07/05/2024 |         | Deposit | Koren McDaniel                 | Undeposited Funds                              |          | 1,442.00         |                           |
| 07/08/2024 |         | Deposit |                                |                                                |          | 2,060.00         |                           |
| 07/09/2024 |         | Deposit | Integrated LLC                 | Undeposited Funds                              |          | 927.00           |                           |
|            |         |         |                                |                                                |          | <b>48,959.50</b> |                           |
| 04/20/2024 |         | Expense | Maureen Culberson              | Operating Expenses:Executive Director contract | 1,811.02 |                  | Reconciled                |
| 04/20/2024 |         | Expense | Quickbooks                     | Operating Expenses:Operating Expenses{106}     | 32.93    |                  | Reconciled                |
| 05/06/2024 |         | Expense | QuickBooks Payments            | Operating Expenses:Operating Expenses{106}     | 7.98     |                  | Reconciled                |
| 05/17/2024 |         | Expense | QuickBooks Payments            | Operating Expenses:Operating Expenses{106}     | 14.41    |                  | Reconciled                |
| 05/20/2024 |         | Expense | Freeman & Bracey, PLC          | Operating Expenses:Legal Counsel contract      | 1,750.00 |                  | Reconciled                |
| 05/20/2024 |         | Expense | Maureen Culberson              | Operating Expenses:Executive Director contract | 1,811.02 |                  | Reconciled                |
| 05/21/2024 |         | Expense | Quickbooks                     | Operating Expenses:Operating Expenses{106}     | 32.93    |                  | Reconciled                |
| 06/04/2024 |         | Expense | QuickBooks Payments            | Operating Expenses:Operating Expenses{106}     | 7.09     |                  | Reconciled                |
| 06/06/2024 |         | Expense | QuickBooks Payments            | Operating Expenses:Operating Expenses{106}     | 229.44   |                  | Reconciled                |
| 06/11/2024 |         | Expense | QuickBooks Payments            | Operating Expenses:Operating Expenses{106}     | 58.51    |                  | Reconciled                |
| 06/11/2024 |         | Expense | Freeman & Bracey, PLC          | Operating Expenses:Legal Counsel contract      | 1,750.00 |                  | Reconciled                |
| 06/12/2024 |         | Expense | QuickBooks Payments            | Operating Expenses:Operating Expenses{106}     | 76.99    |                  | Reconciled                |
| 06/13/2024 |         | Expense | QuickBooks Payments            | Operating Expenses:Operating Expenses{106}     | 160.15   |                  | Reconciled                |
| 06/14/2024 |         | Expense | QuickBooks Payments            | Operating Expenses:Operating Expenses{106}     | 55.44    |                  | Reconciled                |

First Horizon Bank - CheckingEnding Balance: \$52,808.14

Date: 4/20/2024 - 7/10/2024

| Date       | Ref No. | Type    | Payee               | Account                                        | Payment   | Deposit | Reconciliati<br>on Status |
|------------|---------|---------|---------------------|------------------------------------------------|-----------|---------|---------------------------|
| 06/18/2024 |         | Expense | Godwin & Associates | Operating Expenses:Audit Expenses              | 4,500.00  |         | Reconciled                |
| 06/20/2024 |         | Expense | Quickbooks          | Operating Expenses:Operating Expenses{106}     | 32.93     |         | Reconciled                |
| 06/21/2024 |         | Expense | Maureen Culberson   | Operating Expenses:Executive Director contract | 1,811.02  |         | Reconciled                |
| 06/30/2024 |         | Expense | NENA                | Operating Expenses:ENP Scholarship             | 435.00    |         |                           |
| 06/30/2024 |         | Expense | NENA                | Operating Expenses:ENP Scholarship             | 435.00    |         |                           |
| 07/01/2024 |         | Expense | QuickBooks Payments | Operating Expenses:Operating Expenses{106}     | 9.24      |         |                           |
| 07/03/2024 |         | Expense | QuickBooks Payments | Operating Expenses:Operating Expenses{106}     | 27.72     |         |                           |
| 07/05/2024 |         | Expense | QuickBooks Payments | Operating Expenses:Operating Expenses{106}     | 43.12     |         |                           |
| 07/08/2024 |         | Expense | QuickBooks Payments | Operating Expenses:Operating Expenses{106}     | 61.60     |         |                           |
| 07/09/2024 |         | Expense | QuickBooks Payments | Operating Expenses:Operating Expenses{106}     | 27.72     |         |                           |
|            |         |         |                     |                                                | 15,181.26 |         |                           |

Community BankEnding Balance: \$121,682.59

Date: 4/19/2024 - 7/10/2024

| Date       | Ref No.  | Type    | Payee | Account                                     | Payment | Deposit | Reconciliati<br>on Status |
|------------|----------|---------|-------|---------------------------------------------|---------|---------|---------------------------|
| 06/30/2024 | INTEREST | Deposit |       | Operating Revenue:Community Bank - Interest |         | 97.93   | Reconciled                |
| 05/31/2024 | INTEREST | Deposit |       | Operating Revenue:Community Bank - Interest |         | 108.33  | Reconciled                |
| 04/30/2024 | INTEREST | Deposit |       | Operating Revenue:Community Bank - Interest |         | 119.91  | Reconciled                |
|            |          |         |       |                                             |         | 326.17  |                           |

**Tennessee Emergency Number Association  
Financial Report**

7/10/2024

| REVENUE                                                           |                          |                    |                          |                            |                            |
|-------------------------------------------------------------------|--------------------------|--------------------|--------------------------|----------------------------|----------------------------|
|                                                                   | 2024 Budget              | Adjustment         | Amended                  | Actual                     | Remaining                  |
| Operating Revenue: Associate Membership Dues                      | \$ 200                   |                    | \$ 200                   | \$ 25.00                   | \$ (175)                   |
| Operating Revenue:Credit Card Processing Fees                     | \$ 2,500                 |                    | \$ 2,500                 | \$ 730.50                  | \$ (1,770)                 |
| Operating Revenue:ENP Scholarships                                | \$ -                     |                    | \$ -                     |                            | \$ -                       |
| Operating Revenue:Interest - Community Bank                       | \$ 1,300                 |                    | \$ 1,300                 | \$ 684.68                  | \$ (615)                   |
| Operating Revenue:Membership Dues                                 | \$ 28,500                |                    | \$ 28,500                | \$ 21,713.00               | \$ (6,787)                 |
| Operating Revenue:NENA Dues                                       | \$ 4,300                 |                    | \$ 4,300                 |                            | \$ (4,300)                 |
| Operating Revenue:Rebates (Spring)                                | \$ 200                   |                    | \$ 200                   |                            | \$ (200)                   |
| <b><u>TOTAL OPERATING REVENUE</u></b>                             | <b><u>\$ 37,000</u></b>  | <b><u>\$ -</u></b> | <b><u>\$ 37,000</u></b>  | <b><u>\$ 23,153.18</u></b> | <b><u>\$ (13,847)</u></b>  |
| Conference Revenue: Additional Exhibit Booth                      | \$ 1,800                 |                    | \$ 1,800                 |                            | \$ (1,800)                 |
| Conference Revenue:Attendee Conference Registration               | \$ 99,500                |                    | \$ 99,500                | \$ 12,900.00               | \$ (86,600)                |
| Conference Revenue:Banquet Tickets                                | \$ 600                   |                    | \$ 600                   |                            | \$ (600)                   |
| Conference Revenue:Day Pass                                       | \$ 5,500                 |                    | \$ 5,500                 |                            | \$ (5,500)                 |
| Conference Revenue:Golf Tournament Registration                   | \$ 2,700                 |                    | \$ 2,700                 |                            | \$ (2,700)                 |
| Conference Revenue:Guest Passes                                   | \$ 2,500                 |                    | \$ 2,500                 | \$ 150.00                  | \$ (2,350)                 |
| Conference Revenue:Industry Partner Registration                  | \$ 36,100                |                    | \$ 36,100                | \$ 16,200.00               | \$ (19,900)                |
| Conference Revenue:Pre-Conference Course Registration             | \$ 5,000                 |                    | \$ 5,000                 |                            | \$ (5,000)                 |
| Conference Revenue:Sponsorships - Conference                      | \$ 46,000                |                    | \$ 46,000                | \$ 9,200.00                | \$ (36,800)                |
| Conference Revenue:Super Session Registration                     | \$ -                     |                    | \$ -                     |                            | \$ -                       |
| Conference Revenue:TN-APCO                                        | \$ 2,500                 |                    | \$ 2,500                 |                            | \$ (2,500)                 |
| <b><u>CONFERENCE REVENUE</u></b>                                  | <b><u>\$ 202,200</u></b> | <b><u>\$ -</u></b> | <b><u>\$ 202,200</u></b> | <b><u>\$ 38,450.00</u></b> | <b><u>\$ (163,750)</u></b> |
| <b><u>TOTAL REVENUE</u></b>                                       | <b><u>\$ 239,200</u></b> | <b><u>\$ -</u></b> | <b><u>\$ 239,200</u></b> | <b><u>\$ 61,603.18</u></b> | <b><u>\$ (177,597)</u></b> |
| EXPENSES                                                          |                          |                    |                          |                            |                            |
| Operating Expense:Audit Expenses                                  | \$ 4,000                 |                    | \$ 4,000                 | \$ 4,500.00                | \$ (500)                   |
| Operating Expense:Certificates & Ballots                          | \$ 400                   |                    | \$ 400                   |                            | \$ 400                     |
| Operating Expense:ENP Scholarship's                               | \$ 4,350                 |                    | \$ 4,350                 | \$ 2,175.00                | \$ 2,175                   |
| Operating Expense:Executive Director Contract                     | \$ 21,735                |                    | \$ 21,735                | \$ 10,866.12               | \$ 10,869                  |
| Operating Expense:Insurance                                       | \$ 4,000                 |                    | \$ 4,000                 |                            | \$ 4,000                   |
| Operating Expense:Legal Counsel Fees                              | \$ 21,000                |                    | \$ 21,000                | \$ 10,500.00               | \$ 10,500                  |
| Operating Expense:Operating Expenses                              | \$ 1,650                 |                    | \$ 1,650                 | \$ 1,082.40                | \$ 568                     |
| Operating Expense:Service Charge                                  | \$ 2,900                 |                    | \$ 2,900                 | \$ 5.75                    | \$ 2,894                   |
| Operating Expense:Surety Bond Expense                             | \$ 400                   |                    | \$ 400                   |                            | \$ 400                     |
| Operating Expense:Website / Domain Expenses                       | \$ 415                   |                    | \$ 415                   | \$ 433.13                  | \$ (18)                    |
| <b><u>TOTAL OPERATING EXPENSES</u></b>                            | <b><u>\$ 60,850</u></b>  |                    | <b><u>\$ 60,850</u></b>  | <b><u>\$ 29,562.40</u></b> | <b><u>\$ 31,288</u></b>    |
| Program Agenda:Pre-Conference Course Session                      | \$ 5,000                 |                    | \$ 5,000                 |                            | \$ 5,000                   |
| Program Agenda:Keynote Speaker Session                            | \$ 5,000                 | \$ (5,000)         | \$ -                     |                            | \$ -                       |
| Program Agenda:Conference Instructors                             | \$ 3,000                 | \$ (1,200)         | \$ 1,800                 |                            | \$ 1,800                   |
| Program Agenda:Speaker Expenses                                   | \$ -                     |                    | \$ -                     |                            | \$ -                       |
| Program Agenda:CEU's                                              | \$ 2,000                 |                    | \$ 2,000                 |                            | \$ 2,000                   |
| Conference Food/Beverage:Sunday food and beverage                 | \$ 1,860                 |                    | \$ 1,860                 |                            | \$ 1,860                   |
| Conference Food/Beverage:Monday food and beverage                 | \$ 7,300                 |                    | \$ 7,300                 |                            | \$ 7,300                   |
| Conference Food/Beverage:Tuesday food and beverage                | \$ 45,200                |                    | \$ 45,200                |                            | \$ 45,200                  |
| Conference Food/Beverage:Wednesday food and beverage              | \$ 3,550                 |                    | \$ 3,550                 |                            | \$ 3,550                   |
| Off-Site IP Event:Venue Rental                                    | \$ 20,000                | \$ 11,659          | \$ 31,659                | \$ 15,829.29               | \$ 15,830                  |
| Off-Site IP Event:Sunday IP Event Food and Beverage               | \$ 5,000                 | \$ (5,000)         | \$ -                     |                            | \$ -                       |
| Off-Site IP Event:Entertainment                                   | \$ -                     |                    | \$ -                     |                            | \$ -                       |
| Off-Site IP Event:Transportation                                  | \$ 2,000                 |                    | \$ 2,000                 |                            | \$ 2,000                   |
| Conference Site Fees:Hotel Rooms                                  | \$ 8,170                 |                    | \$ 8,170                 |                            | \$ 8,170                   |
| Conference Site Fees:Meeting Rooms                                | \$ 775                   |                    | \$ 775                   |                            | \$ 775                     |
| Conference Site Fees:Decorator Fees / Booth Setup Fees / Electric | \$ 30,400                |                    | \$ 30,400                |                            | \$ 30,400                  |

**Tennessee Emergency Number Association  
Financial Report**

7/10/2024

|                                           | 2024 Budget              | Adjustment               | Amended                  | Actual                     | Remaining                  |
|-------------------------------------------|--------------------------|--------------------------|--------------------------|----------------------------|----------------------------|
| Conference Site Fees:AV Fees              | \$ 17,900                |                          | \$ 17,900                |                            | \$ 17,900                  |
| Publicity & Printing:Conference Guide     | \$ -                     |                          | \$ -                     |                            | \$ -                       |
| Publicity & Printing:Signs                | \$ 700                   |                          | \$ 700                   |                            | \$ 700                     |
| Registration:Registration Software        | \$ 8,300                 | \$ 4,500                 | \$ 12,800                | \$ 12,751.47               | \$ 49                      |
| Registration:Registration Supplies        | \$ 500                   |                          | \$ 500                   |                            | \$ 500                     |
| Technical:Technology Supplies             | \$ 1,000                 |                          | \$ 1,000                 |                            | \$ 1,000                   |
| Prizes:Awards                             | \$ 1,000                 |                          | \$ 1,000                 |                            | \$ 1,000                   |
| Prizes:Door Prizes                        | \$ 1,000                 |                          | \$ 1,000                 |                            | \$ 1,000                   |
| Golf Tournament:Golf Outing Expenses      | \$ 3,000                 |                          | \$ 3,000                 |                            | \$ 3,000                   |
| Golf Tornment:Miscellaneous expense       | \$ 100                   |                          | \$ 100                   |                            | \$ 100                     |
| Miscellaneous:Conference Bags             | \$ 3,300                 |                          | \$ 3,300                 |                            | \$ 3,300                   |
| Miscellaneous:Lanyards/Name Badge Holders | \$ 1,550                 |                          | \$ 1,550                 |                            | \$ 1,550                   |
| Miscellaneous:Conference Shirts           | \$ 300                   |                          | \$ 300                   |                            | \$ 300                     |
| Miscellaneous:Miscellaneous expense       | \$ 400                   |                          | \$ 400                   |                            | \$ 400                     |
|                                           |                          |                          |                          |                            |                            |
| <b><u>TOTAL CONFERENCE EXPENSES</u></b>   | <b><u>\$ 178,305</u></b> | <b><u>\$ 4,959</u></b>   | <b><u>\$ 183,264</u></b> | <b><u>\$ 28,580.76</u></b> | <b><u>\$ 154,683</u></b>   |
|                                           |                          |                          |                          |                            |                            |
| <b><u>TOTAL EXPENSES</u></b>              | <b><u>\$ 239,155</u></b> | <b><u>\$ 4,959</u></b>   | <b><u>\$ 244,114</u></b> | <b><u>\$ 58,143.16</u></b> | <b><u>\$ 185,971</u></b>   |
| <b><u>TOTAL REVENUE</u></b>               | <b><u>\$ 239,200</u></b> | <b><u>\$ -</u></b>       | <b><u>\$ 239,200</u></b> | <b><u>\$ 61,603.18</u></b> | <b><u>\$ (177,597)</u></b> |
| <b><u>TOTAL PROFIT/(LOSS)</u></b>         | <b><u>\$ 45</u></b>      | <b><u>\$ (4,959)</u></b> | <b><u>\$ (4,914)</u></b> | <b><u>\$ 3,460.02</u></b>  | <b><u>\$ (363,568)</u></b> |

# TENNESSEE EMERGENCY NUMBER ASSOCIATION

## Executive Board Meeting Minutes

Tuesday, August 13, 2024

Pursuant to appropriate notice and in accordance with organizational bylaws, the Executive Board of the Tennessee Emergency Number Association (TENA) met via Zoom Call on Tuesday, August 13, 2024, at 10:00 am (CT).

### 0824.I Call to Order

President Carney or 1<sup>st</sup> Vice President Key were available for the call, so 2<sup>nd</sup> Vice President Long called the meeting to order.

See Appendix 1 for Board of Directors & staff attendance. Sherri Maxfield was absent. Staff in attendance included Russell Freeman, Legal Counsel, and Maureen Culberson, Executive Director-Administrative Coordinator.

### 0824.II Old Business

#### A. Bylaw and Policy Amendments – *J. Long*

Attachment 1 includes the proposed Bylaw and Policy Amendments, which were previously sent to the Board for review.

Vice President Long stated the committee took under advisement comments made at the Board meeting regarding including complimentary Conference registration for Honorary Lifetime Members, as well as suggestions about changing NENA membership from 2 years to 1 year and opening the nominations to both Public Sector and Telecommunicator membership.

Eric Carpenter made the motion to move the Bylaw and Policy amendments to the 2024 ballot and Lynn Thompson made the second. There was unanimous approval by the Board.

#### B. Cvent Joint Proposal – *M. Culberson*

Attachment 2 includes the proposed Cvent contract and MOU between TENA and EMAT, which were previously sent to the Board for review.

After some discussion, Justin Crowther moved to enter into the contract, and MOU with EMAT, and Michael Spencer made the second. The board unanimously approved.

### 0824.III Adjournment

The next meeting is scheduled for Saturday, September 28, 2024, at 2:00 pm (CT) at the Embassy Suites Hotel & Conference Center in Murfreesboro.

With no further business and without objection, Michael Spencer moved to adjourn, and Justin Crowther seconded. The meeting was adjourned.

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

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Secretary

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Date



# TENNESSEE EMERGENCY NUMBER ASSOCIATION

## Executive Board Meeting Minutes

Tuesday, August 13, 2024

### APPENDIX 1 – TENA Board & Staff Attendance

|                                      |                       | Present | Absent | Virtual |
|--------------------------------------|-----------------------|---------|--------|---------|
| <i>President</i>                     | Jeff Carney, ENP      |         | X      |         |
| <i>1<sup>st</sup> Vice President</i> | Crystal Key, ENP      |         | X      |         |
| <i>2<sup>nd</sup> 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>               | Sherri Maxfield, ENP  |         | X      |         |
| <i>East Region Rep</i>               | Kim White             |         |        | X       |
| <i>Middle Region Rep</i>             | vacant                |         |        |         |
| <i>Middle Region Rep</i>             | James (Lynn) Thompson |         |        | X       |
| <i>West Region Rep</i>               | Michael Spencer, ENP  |         |        | X       |
| <i>West Region Rep</i>               | vacant                |         |        |         |
| <i>At-Large NENA Rep</i>             | Eric Carpenter, ENP   |         |        | X       |
| <i>Past President</i>                | Rose White, ENP       |         |        |         |
|                                      |                       |         |        |         |
| <i>Legal Counsel</i>                 | Russell Freeman       |         |        | X       |
| <i>Executive Director</i>            | Maureen Culberson     |         |        | X       |

# TENNESSEE EMERGENCY NUMBER ASSOCIATION

## Executive Board Meeting Minutes

Tuesday, August 13, 2024

### ATTACHMENT 1

page 1

## 2024 Recommended Bylaws and Policy Amendments

### BYLAWS ARTICLE II – MEMBERSHIP

ADD WORDING IN RED

#### Section 1 – Membership Designations

4. *HONORARY LIFETIME MEMBER* – Honorary Lifetime Member includes individuals who have served TENA and have retired from a PSAP or ECD in good standing. Honorary Lifetime Members are exempt from dues for life or until the resignation or disqualification of such member. *It also includes complimentary registration for the Annual Educational Conference/Meeting.* Honorary Lifetime Members carry the same privileges as Individual Members, in addition to other privileges outlined within the TENA policy

### POLICY CHAPTER 2.0 MEMBERSHIP

ADD NEW SECTION IN RED

- 2.01.D.4 *Honorary Lifetime Members shall receive complimentary Attendee Registration to the Annual Educational Conference / Meeting.*

### BYLAWS ARTICLE IV AUTHORITY and DUTIES

ADD NEW SECTION

#### Section 8 - Past President

- A. *Hold a seat on the Executive Board with voting privileges in the capacity of Past President or in the capacity as the appointed At-Large Representative pursuant to Section 8,B*
- B. *Support the Officers and the Executive Board ensuring continuity during governance transitions and organizational change, to help ensure the appropriate succession of Officers and Committee members, to support the President in his/her role, and to provide continuity to the organization by providing historical context for issues. To fill roles within the organization as requested by the President.*
- C. *Shall serve as the At-Large Representative in the event there are no qualified nominees for a Regular or Special Election for the At-Large Representative.*

RENUMBER EXISTING SECTION 8

#### Section 9 - Executive Board

# TENNESSEE EMERGENCY NUMBER ASSOCIATION

## Executive Board Meeting Minutes

Tuesday, August 13, 2024

### ATTACHMENT 1

page 2

## 2024 Recommended Bylaws and Policy Amendments

### **POLICY CHAPTER 1 Operational Duties**

*ADD WORDING IN RED*

#### **1.09 THE PAST PRESIDENT DUTIES**

- 1.09.A Hold a seat on the Executive Board with voting privileges in the capacity of Past President or only in the capacity as the appointed At-Large Representative.
- 1.09.B Support the Officers and the Executive Board.
- 1.09.C Shall serve as the At-Large Representative in the event there are no qualified nominees for a Regular or Special Election.

*RENUMBER EXISTING SECTIONS*

**Section 1.10 REPLACEMENT OF OFFICERS etc.**

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### **BYLAWS ARTICLE V ELECTION OF EXECUTIVE BOARD**

*ADD or DELETE WORDING IN RED*

#### **Section 2 - Qualifications**

- D. Hold and maintain Public Sector **or Telecommunicator** membership in NENA for prior **2 1** years, using the election qualifying date as the effective date.
- M. Only one (1) Executive Board member from an ECD Affiliate member may serve concurrently.
  - 1) **Notwithstanding, if a vacancy occurs on the Executive Board other than the At-Large Representative, a nominee from an ECD Affiliate from which a member of the Executive Board presides may seek the nomination of the Executive Board vacancy in a special or regular election, so long as the nominee(s) is/are affiliated with a different PSAP than the current members of the Executive Board.**

### **POLICY SECTION 5.0 ELECTIONS**

*ADD WORDING IN RED*

#### **5.02 NOMINATIONS**

- 5.02.G Only ECD Affiliate members, as defined in Bylaws Article II, in good standing, may vote for and hold elected positions in TENA with the exception of the At-Large Representative, which shall be a NENA **or Telecommunicator** member, nominated and elected solely by the Tennessee voting- eligible NENA membership.

# TENNESSEE EMERGENCY NUMBER ASSOCIATION

## Executive Board Meeting Minutes

Tuesday, August 13, 2024

### ATTACHMENT 1

page 3

## 2024 Recommended Bylaws and Policy Amendments

### BYLAWS ARTICLE VI VACANCIES and REMOVAL

*ADD or DELETE WORDING IN RED*

#### Section 5 – Vacancy in the office of Regional Representative or At-Large Representative

When a vacancy occurs in the office of regional representative or **At-Large Representative** due to death, inability, resignation, removal, **or failure for anyone to qualify as a nominee for the regularly scheduled election**, the following procedures shall be followed to fill the office.

##### **A. Vacancy in the office of Regional Representative**

- 1) **If the vacancy remains or occurs before the month of April, nominees will be solicited, and a special election will be conducted by the Election Committee.**
- 2) **In the event there are no nominees, no special election will be held.**
- 3) **The nominee elected will continue to serve in the office of Regional Representative for the remainder of the term.**
- 4) **If the vacancy occurs during or after the month of April, the region will convene a meeting to solicit nominees and hold an election at a called special or next regularly scheduled regional meeting.**
- 5) **The nominee elected will continue to serve in the office of Regional Representative for the remainder of the term.**

##### **B. Vacancy in the office of the At-Large Representative**

- 1) **If a vacancy occurs before the month of April, nominees will be solicited and a special election will be conducted by the Election Committee.**
- 2) **In the event there are no nominees for the special election, the Immediate Past President shall become the At-Large Representative until the next regularly held election.**
- 3) **If the vacancy occurs during or after the month of April, the immediate Past President shall become the At-Large Representative until the next regularly held election.**

# TENNESSEE EMERGENCY NUMBER ASSOCIATION

## Executive Board Meeting Minutes

Tuesday, August 13, 2024

### ATTACHMENT 2



page 1

| Customer: Tennessee Emergency Number Association                 |          | Cvent, Inc.                                                                                                                                            |                    |                      |
|------------------------------------------------------------------|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------|
| Billing Address:<br>629 S. Brittain St.<br>Shelbyville, TN 37160 |          | 1765 Greensboro Station Place, 7th Floor<br>Tysons Corner, VA 22102<br>Billing Dept. Phone: 703.226.3522<br>Billing Dept. Email: Receivables@cvent.com |                    |                      |
| Annual Fees and Usage:                                           | Quantity | Unit Rate                                                                                                                                              | Discount Unit Rate | Price                |
| YEAR 1: 2/21/2025 - 2/20/2026                                    |          |                                                                                                                                                        |                    |                      |
| Registration License                                             | 1        | <del>USD 1,829.00</del>                                                                                                                                | USD 1,000.00       | <b>USD 1,000.00</b>  |
| Registration (Per Reg)                                           | 1,300    | <del>USD 5.98</del>                                                                                                                                    | USD 5.85           | <b>USD 7,605.00</b>  |
| Attendee Hub License                                             | 1        | <del>USD 1,209.00</del>                                                                                                                                | USD 900.00         | <b>USD 900.00</b>    |
| Attendee Hub (Per Reg)                                           | 1,300    | USD 6.35                                                                                                                                               |                    | <b>USD 8,255.00</b>  |
| OnArrival Premium License                                        | 1        | <del>USD 759.50</del>                                                                                                                                  | USD 250.00         | <b>USD 250.00</b>    |
| OnArrival Premium (Per Reg)                                      | 1,300    | <del>USD 2.64</del>                                                                                                                                    | USD 1.00           | <b>USD 1,300.00</b>  |
| <b>TOTAL ANNUAL PRICE in USD</b>                                 |          |                                                                                                                                                        |                    | <b>USD 19,310.00</b> |
| YEAR 2: 2/21/2026 - 2/20/2027                                    |          |                                                                                                                                                        |                    |                      |
| Registration License                                             | 1        | <del>USD 1,883.87</del>                                                                                                                                | USD 1,030.00       | <b>USD 1,030.00</b>  |
| Registration (Per Reg)                                           | 1,300    | <del>USD 6.46</del>                                                                                                                                    | USD 6.03           | <b>USD 7,839.00</b>  |
| Attendee Hub License                                             | 1        | <del>USD 1,245.27</del>                                                                                                                                | USD 927.00         | <b>USD 927.00</b>    |
| Attendee Hub (Per Reg)                                           | 1,300    | USD 6.54                                                                                                                                               |                    | <b>USD 8,502.00</b>  |
| OnArrival Premium License                                        | 1        | <del>USD 782.29</del>                                                                                                                                  | USD 257.50         | <b>USD 257.50</b>    |
| OnArrival Premium (Per Reg)                                      | 1,300    | <del>USD 2.72</del>                                                                                                                                    | USD 1.03           | <b>USD 1,339.00</b>  |
| <b>TOTAL ANNUAL PRICE in USD</b>                                 |          |                                                                                                                                                        |                    | <b>USD 19,894.50</b> |
| YEAR 3: 2/21/2027 - 2/20/2028                                    |          |                                                                                                                                                        |                    |                      |
| Registration License                                             | 1        | <del>USD 1,940.39</del>                                                                                                                                | USD 1,060.90       | <b>USD 1,060.90</b>  |
| Registration (Per Reg)                                           | 1,300    | <del>USD 6.34</del>                                                                                                                                    | USD 6.21           | <b>USD 8,073.00</b>  |
| Attendee Hub License                                             | 1        | <del>USD 1,282.63</del>                                                                                                                                | USD 954.81         | <b>USD 954.81</b>    |
| Attendee Hub (Per Reg)                                           | 1,300    | USD 6.74                                                                                                                                               |                    | <b>USD 8,762.00</b>  |
| OnArrival Premium License                                        | 1        | <del>USD 805.75</del>                                                                                                                                  | USD 265.22         | <b>USD 265.22</b>    |
| OnArrival Premium (Per Reg)                                      | 1,300    | <del>USD 2.80</del>                                                                                                                                    | USD 1.06           | <b>USD 1,378.00</b>  |
| <b>TOTAL ANNUAL PRICE in USD</b>                                 |          |                                                                                                                                                        |                    | <b>USD 20,493.93</b> |
| YEAR 4: 2/21/2028 - 2/20/2029                                    |          |                                                                                                                                                        |                    |                      |
| Registration License                                             | 1        | <del>USD 1,998.55</del>                                                                                                                                | USD 1,092.70       | <b>USD 1,092.70</b>  |
| Registration (Per Reg)                                           | 1,300    | <del>USD 6.53</del>                                                                                                                                    | USD 6.39           | <b>USD 8,307.00</b>  |
| Attendee Hub License                                             | 1        | <del>USD 1,321.11</del>                                                                                                                                | USD 983.45         | <b>USD 983.45</b>    |
| Attendee Hub (Per Reg)                                           | 1,300    | USD 6.94                                                                                                                                               |                    | <b>USD 9,022.00</b>  |

# TENNESSEE EMERGENCY NUMBER ASSOCIATION

## Executive Board Meeting Minutes

Tuesday, August 13, 2024

### ATTACHMENT 2

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|                                  |       |                         |              |                      |
|----------------------------------|-------|-------------------------|--------------|----------------------|
| OnArrival Premium License        | 1     | <del>USD 829.94</del>   | USD 273.18   | <b>USD 273.18</b>    |
| OnArrival Premium (Per Reg)      | 1,300 | <del>USD 2.88</del>     | USD 1.09     | <b>USD 1,417.00</b>  |
| <b>TOTAL ANNUAL PRICE in USD</b> |       |                         |              | <b>USD 21,095.33</b> |
| YEAR 5: 2/21/2029 - 2/20/2030    |       |                         |              |                      |
| Registration License             | 1     | <del>USD 2,058.54</del> | USD 1,125.50 | <b>USD 1,125.50</b>  |
| Registration (Per Reg)           | 1,300 | <del>USD 6.73</del>     | USD 6.58     | <b>USD 8,554.00</b>  |
| Attendee Hub License             | 1     | <del>USD 1,360.74</del> | USD 1,012.96 | <b>USD 1,012.96</b>  |
| Attendee Hub (Per Reg)           | 1,300 | USD 7.15                |              | <b>USD 9,295.00</b>  |
| OnArrival Premium License        | 1     | <del>USD 854.82</del>   | USD 281.38   | <b>USD 281.38</b>    |
| OnArrival Premium (Per Reg)      | 1,300 | <del>USD 2.97</del>     | USD 1.13     | <b>USD 1,469.00</b>  |
| <b>TOTAL ANNUAL PRICE in USD</b> |       |                         |              | <b>USD 21,737.84</b> |

Total savings of USD 20,940.77 if agreement is signed by 8/30/2024

### Services

**Contract Term:** The term is 2/21/2025 to 2/20/2030. Agreement will renew for another term of equal length unless either Party gives the other Party 60 days prior written notice of non-renewal. Customer must send its notice of non-renewal to Receivables@cvent.com, and notice to any other individual or email address does not constitute sufficient notice of non-renewal. Upon each renewal, all recurring fees hereunder shall be subject to an increase of 9% from the then current rate, effective as of each renewal date of this Agreement. Notwithstanding the foregoing, Professional Services fees increases hereunder are not subject to the foregoing.

- YEAR 1: 2/21/2025 to 2/20/2026
- YEAR 2: 2/21/2026 to 2/20/2027
- YEAR 3: 2/21/2027 to 2/20/2028
- YEAR 4: 2/21/2028 to 2/20/2029
- YEAR 5: 2/21/2029 to 2/20/2030

**Service Terms:** Cvent's products and services listed in this Order Form are subject to the applicable Terms of Use located on the Cvent website at <http://www.cvent.com/en/product-terms-of-use.shtml>.

| Overage Fees                  | Price    |
|-------------------------------|----------|
| YEAR 1: 2/21/2025 - 2/20/2026 |          |
| Registration (Per Reg)        | USD 6.85 |
| Attendee Hub (Per Reg)        | USD 7.35 |
| OnArrival Premium (Per Reg)   | USD 2.00 |
| YEAR 2: 2/21/2026 - 2/20/2027 |          |
| Registration (Per Reg)        | USD 7.03 |
| Attendee Hub (Per Reg)        | USD 7.54 |
| OnArrival Premium (Per Reg)   | USD 2.03 |
| YEAR 3: 2/21/2027 - 2/20/2028 |          |
| Registration (Per Reg)        | USD 7.21 |
| Attendee Hub (Per Reg)        | USD 7.74 |
| OnArrival Premium (Per Reg)   | USD 2.06 |
| YEAR 4: 2/21/2028 - 2/20/2029 |          |
| Registration (Per Reg)        | USD 7.39 |
| Attendee Hub (Per Reg)        | USD 7.94 |
| OnArrival Premium (Per Reg)   | USD 2.09 |

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YEAR 5: 2/21/2029 - 2/20/2030

|                             |          |
|-----------------------------|----------|
| Registration (Per Reg)      | USD 7.58 |
| Attendee Hub (Per Reg)      | USD 8.15 |
| OnArrival Premium (Per Reg) | USD 2.13 |

Overage fees billed in arrears. In lieu of paying this rate, the Customer may purchase additional quantities at any point during the term of the agreement.

#### Payment Terms

Annual Upfront by Invoice; Payment due Net 30 from Invoice Date.

Tax/VAT/GST/ABN ID #:

Is Purchase Order Required?:

*Price does not include sales tax or any other applicable taxes.*

Purchase Order #:

Purchase Order Portal:

**You will be required to input credit card details upon login to the Cvent system.**

Please note: The credit card will be used only if payment by credit card has been selected on this agreement OR if any invoice is greater than 60 days overdue.

#### Additional Terms

Provided Customer is then in good standing of this Agreement, Customer may roll-over up to 300 unused registrations from the then current year of the current Term of this Agreement into the immediate following year of the same Term of this Agreement only. Only Attendee Hub registrations purchased and paid in full as a part of the Agreement itself and registrations that have not been consumed are eligible for roll-over. Any registrations rolled over into the following year may not be rolled over again if not consumed by the end of such year and if not consumed, shall be deemed to have expired and Customer is not entitled to receive any credit, offset, rebate or additional rollover of such registrations. During any given year of the Term of this Agreement, pre-purchased registrations shall be consumed prior to roll-over registrations, if any, from the prior year.

Provided Customer is then in good standing of this Agreement, Customer may roll-over up to 300 unused Attendee Hub registrations from the then current year of the current Term of this Agreement into the immediate following year of the same Term of this Agreement only. Only Attendee Hub registrations purchased and paid in full as a part of the Agreement itself that have not been consumed are eligible for roll-over. Any Attendee Hub registrations rolled over into the following year may not be rolled over again if not consumed by the end of such year. If such Attendee Hub registrations are not consumed, they shall be deemed to have expired and Customer is not entitled to receive any credit, offset, rebate or additional rollover of such registrations. During any given year of the Term of this Agreement, pre-purchased Attendee Hub registrations shall be consumed prior to rolled-over registrations, if any, from the prior year. In order to ensure timely app delivery, Customer shall:

- 1) Comply with the agreed-upon Content Delivery Schedule that is established
- 2) Notify Project Manager no later than 30 days prior to the desired launch date of each mobile app (across all years of Order Form)

# TENNESSEE EMERGENCY NUMBER ASSOCIATION

## Executive Board Meeting Minutes

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#### Memorandum of Understanding (MOU)

**This Memorandum of Understanding (MOU) is made and entered into on this \_\_\_\_ day of August, 2024 by and between:**

**Tennessee Emergency Number Association, Incorporated**, a corporation organized and existing under the laws of Tennessee, with its principal place of business located at 629 S. Brittain St., Shelbyville, TN 37160 (hereinafter referred to as "TENA"),

**and**

**Emergency Management Association of Tennessee**, a corporation organized and existing under the laws of Tennessee, with its principal place of business located at 1333 Main Street, Lynchburg, TN 37352 (hereinafter referred to as "EMAT").

**WHEREAS**, TENA and EMAT (collectively referred to as the "Parties") have agreed to utilize the services of CVENT for event coordination; and

**WHEREAS**, the Parties wish to establish a mutual understanding regarding the sharing of service costs and responsibilities under the term of a contract entered into with CVENT;

**NOW, THEREFORE**, the Parties hereby agree as follows:

#### **1. Objective**

The purpose of this MOU is to outline the terms and conditions under which TENA and EMAT shall share the costs and responsibilities of utilizing the services of CVENT.

#### **2. CVENT Pricing Contract**

TENA has entered into a contract with CVENT for services and set pricing up to six hundred and fifty (650) Registered Attendees for both TENA and CVENT Annual Conferences for five consecutive years attached hereto and incorporated herein as Exhibit I, (herein after referred to the "Contract")

The services to be provided by CVENT include, but are not limited to:

- Attendee registration and coordination,
- Event Report,
- Records Management,
- Class/Education Seminar attendance tracking,
- On-site Speaker management, and
- Customized Interactive Application for Events



# TENNESSEE EMERGENCY NUMBER ASSOCIATION

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#### 3. Cost Sharing

The total cost for the base services provided by CVENT pursuant to the Contract will be shared equally between the Parties, unless otherwise agreed in writing. Each Party agrees to pay its respective share of the total cost as follows:

- A. TENA: 50% of the total cost per year for 650 Registered Attendees
- B. EMAT: 50% of the total cost per year for 650 Registered Attendees
- C. Each Party will pay the fee for the additional cost for Registered Attendees in excess of 650 at its Annual Conference during the term of the Contract with CVENT

#### 4. Payment Terms

EMAT shall be responsible for making timely payment to TENA of its respective share of the total cost to CVENT per the Contract on or before January 15 each calendar year. TENA shall pay the total amount due for the scheduled annual payment each calendar year of the CVENT Contract on or before February 15 each year to CVENT. Any amount due from either TENA or EMAT for excess registration fees shall be paid when due directly to CVENT.

#### 5. Indemnity

Each Party agrees to indemnify, defend, and hold harmless the other Party from and against any and all claims, liabilities, damages, losses, and expenses, including reasonable attorneys' fees and costs, arising out of or resulting from:

- A. The indemnifying Party's failure to pay its respective share of the total cost.
- B. Any breach of this MOU by the indemnifying Party.

#### 6. Termination

This MOU may be terminated only by mutual written agreement of the Parties. In the event of termination, each Party shall be responsible for its respective share of any costs and share due under the terms of the Contract incurred up to the date of termination of this MOU and its remaining share owed to CVENT under the terms of the Contract. This MOU will automatically terminate on 02/20/2030.

#### 7. Dispute Resolution

Any disputes arising out of or in connection with this MOU shall be resolved through good faith negotiations between the Parties. If the dispute cannot be resolved through negotiations, either Party may bring suit in a Court of Record in Davidson County, Tennessee.

#### 8. Governing Law

This MOU shall be governed by and construed in accordance with the laws of Tennessee without regard to its conflict of laws principles.

#### 9. Amendments

**TENNESSEE EMERGENCY NUMBER ASSOCIATION**

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Any amendments or modifications to this MOU must be made in writing and signed by authorized representatives of both Parties.

**10. Entire Agreement**

This MOU constitutes the entire agreement between the Parties with respect to the subject matter hereof and supersedes all prior and contemporaneous agreements, understandings, and negotiations, whether written or oral, relating to such subject matter.

**11. Counterparts**

This MOU may be executed in counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the Parties hereto have executed this Memorandum of Understanding (MOU) as of the day and year first above written.

TENNESSEE EMERGENCY NUMBER ASSOCIATION, INCORPORATED

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By: JEFF CARNEY

Its President

EMERGENCY MANAGEMENT ASSOCIATION OF TENNESSEE

---

By: JEFF HARDY

Its President

# TENNESSEE EMERGENCY NUMBER ASSOCIATION

## Executive Board Meeting Minutes

**Saturday, September 28, 2024**

**Wednesday, October 2, 2024**

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 28, 2024, at 2:00 pm (CT).

### **0924.1-I Call to Order**

President Jeff Carney called the meeting to order. Due to the flooding in Upper East, Crystal Key will be delayed until later this evening. James Long was late due to traffic congestion.

See Appendix 1 for Board of Directors & staff attendance.

### **0924.1-II Minutes**

Kim White moved to approve the July meeting minutes and the called August meeting as previously sent to the Board. Eric Carpenter made the second, and the Board voted unanimously with approval.

### **0924.1.III Ratify Email Votes Since Previous Meeting**

There were no email votes to ratify.

### **0924.1-IV Financial Report**

Justin Crowther, Treasurer, presented the financial report as of 09/18/2024 (see Exhibit 1 and attached file).

The balance in First Horizons checking account was \$ 146,425.54

The balance in the Community Bank investment account was \$ 121,903.22

The balance in the PayPal account was \$ 0.00.

Michael Spencer moved to accept the financial report as presented. Rose White 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 the November meeting because the finances are very fluid at this time compared to the budget. The Board agreed to this request.

Mr. Crowther stated that the Budget Committee had approved the initial set of requested refunds and requested Board approval. Eric Carpenter made the motion to accept the Budget Committee's recommendations, and Rose White made the second. The board unanimously approved this motion.

### **0924.1.V 2024 TENA Conference Committee Report**

#### **1. Hotel – S. Atchison**

The Embassy is full, and there are attendees at overflow hotels.

#### **2. Registration – J. Crowther**

Mr. Crowther advised the registration has been going well; and the 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 up, which we appreciate.

#### **4. Programs & Agenda – J. Carney**

Everything is all set for a great educational conference.

#### **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 must closely monitor consumption to ensure that our food guarantee numbers are met.

#### **6. Technical –E. Ritzman**

Mr. Ritzman has purchased some additional cables and speakers if needed.

#### **7. Professional Awards – L. Thompson**

Mr. Thompson advised that we are ready to go.

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8. Joe Haynes Award – *R. White*  
Ms. White advised the committee that they had met and that there was no Haynes Award being presented this year.
9. Golf Tournament – *E. Carpenter*  
Everything is set, and the weather forecast looks very promising.
10. Memorial Service – *M. Culberson*  
Ms. Culberson advised that a sign had been made for the memorials and that the floral arrangement would be delivered on Monday morning.

### **0924.1.VI Old Business**

There was no old business to report.

### **0924.1-VII New Business**

Complimentary Registrations for Photographer & Technical Committee – *M. Culberson*

Ms. Culberson asked the Board to consider giving complimentary registration to Raymond Chiozza and Eric Ritzman each year for their assistance to TENA. Lynn Thompson motioned to provide complimentary registrations for Mr. Chiozza and Mr. Ritzman, and Michael Spencer made the second. There was unanimous approval by the Board.

President Approving Golf Swag Bags – *J. Carney*

President Carney stated he approved \$203.00 for Golf Swag Bags. Lynn Thompson motioned to support this expenditure, and Michael Spencer made the second. The Board voted unanimously to approve this motion.

RMCC Region 5 Board Appointment – *J. Carney*

President Carney advised that since no one had stepped forward to fill the position on the RMCC Board, he contacted Kirstie Borden, Williamson Co, and she has accepted. Justin Crowther motioned to accept this recommendation, and Eric Carpenter made the second. There was unanimous approval by the Board

### **0924.1-VIII Recess**

The call to recess the meeting until Wednesday, October 2, 2024, at 12:00 pm, was made, and President Carney called the Annual Conference open.

# TENNESSEE EMERGENCY NUMBER ASSOCIATION

## Executive Board Meeting Minutes

Saturday, September 28, 2024

Wednesday, October 2, 2024

The Executive Board of the Tennessee Emergency Number Association (TENA) was called back into session at The Embassy Suites and Convention Center on Wednesday, October 2, 2024 at 12:00 pm (CT).

### 1024.2-I Call to Order

President Key called the meeting back to order, and welcomed Matthew Johnston, East Region Rep, Joey King, Middle Region Rep and Sean Lovejoy, West Region Rep and well as Rose White as 2<sup>nd</sup> Vice President.

See Appendix 2 for Board of Directors & Staff attendance. Exhibit 3 show the members in attendance.

### 1024.2-II Regional Reports

East Region – *Kim White & Matthew Johnston*

No meeting

Middle Region – *Joey King & Lynn Thompson*

No meeting.

West Region – *Sean Lovejoy*

No meeting.

NENA At-Large – *Eric Carpenter*

No meeting

### 1024.2-III Report from Russell Freeman, Legal Counsel

Mr. Freeman stated he would be contacting John Kelly, NENA Legal Counsel for advice on how to changed our tax status.

### 1024.2-IV 911 Partner Reports

A. TECB

No Report.

A. NENA

Cassie Lowery made the following report.

- 1) NENA has just announced a partnership with BetterHelp to provide three months of help free of charge for anyone affected by Hurricane Helene. Maureen will forward the brochure with additional information.
- 2) NGA 911 Standards Jan 12-15, with Ai Critical Issues Forum Jan. 16-17 in Clearwater, FL
- 3) 911 GTW Feb 23-26 same location.
- 4) NENA Call for Papers is now open
- 5) June 21-June 26 NENA Conference in Long Beach, CA.
- 6) A CMCP class is scheduled for Memphis and one for April 2025 in Franklin. Check the NENA website for dates and registration.
- 7) There is still a need for volunteers to sit on NENA Committees for anyone interested.

B. TN-APCO

No Report

### 1024.2-V Committee Reports

A. Conference

President Key advised we had a great turnout for this year's conference, and the Board is already discussing next year's conference, celebrating 40 years.

### 1024.2-VI Old Business

A. No old business to discuss.

### 1024.2.VII New Business

A. 2024-2025 TENA Committees

President Key asked to defer the committees' approval until the November meeting.

Lynn Thompson made the motion to defer and James Long made the second. The Board voted

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unanimously in favor, and the motion passed.

**B. Special Elections Dates – *M. Culberson for Raymond Chiozza***

- Friday, Oct.. 4 @ 7:00 am (CT) - Nominations open
- Thursday, Oct. 17 @ 5:00 pm (CT) - Nominations close
- Friday, Oct. 18 @ 7:00 am (CT) - Election Opens; Ballots sent to West Region only
- Monday, Nov. 4 @ 5:00 pm (CT) - Election Closes
- Tuesday, Nov. 5 at the TENA Board Meeting- New rep to be sworn-in

**1024.2-VIII Comments / Reports**

**A. District Representatives**

No comments

**B. Industry Partners**

No comments

**C. Other Delegates**

No comments

**1024.2-VIII Adjourn**

The next meeting will be held on November 5, 2024, 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 Lynn Thompson with a second received from the entire Board. The meeting was adjourned.

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

Approved, this \_\_\_\_\_ day of \_\_\_\_\_ 2024

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Secretary

# TENNESSEE EMERGENCY NUMBER ASSOCIATION

## Executive Board Meeting Minutes

Saturday, September 28, 2024

Wednesday, October 2, 2024

### APPENDIX 1 – Saturday, 09.28.2023 TENA Board & Staff Attendance

|                                      |                          | present | absent | conf. call |
|--------------------------------------|--------------------------|---------|--------|------------|
| <i>President</i>                     | Jeff Carney, ENP         | X       |        |            |
| <i>1<sup>st</sup> Vice President</i> | Crystal Key, ENP         |         |        |            |
| <i>2<sup>nd</sup> Vice President</i> | James Long               |         |        |            |
| <i>Secretary</i>                     | Shauna Atchison, ENP     | X       |        |            |
| <i>Treasurer</i>                     | Justin Crowther, ENP     | X       |        |            |
| <i>East Region Rep</i>               | Sherri Maxfield, ENP     | X       |        |            |
| <i>East Region Rep</i>               | Kim White                | X       |        |            |
| <i>Middle Region Rep</i>             | James Lynn Thompson, ENP | X       |        |            |
| <i>Middle Region Rep</i>             |                          |         |        |            |
| <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       |        |            |

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## Executive Board Meeting Minutes

Saturday, September 28, 2024

Wednesday, October 2, 2024

### APPENDIX 2 – Wednesday, 10.02.2024 TENA Board & Staff Attendance

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



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**Wednesday, October 2, 2024**

**EXHIBIT 1**

**Tennessee Emergency Number Association**

**Balance Sheet**

As of September 18, 2024

|                                     | TOTAL               |
|-------------------------------------|---------------------|
| <b>ASSETS</b>                       |                     |
| Current Assets                      |                     |
| Bank Accounts                       |                     |
| Community Bank                      | 121,903.22          |
| First Horizon Bank - Checking       | 146,425.54          |
| PayPal                              | 0.00                |
| <b>Total Bank Accounts</b>          | <b>\$268,328.76</b> |
| Accounts Receivable                 |                     |
| Accounts Receivable                 | 52,704.20           |
| <b>Total Accounts Receivable</b>    | <b>\$52,704.20</b>  |
| Other Current Assets                |                     |
| Undeposited Funds                   | 14,300.00           |
| <b>Total Other Current Assets</b>   | <b>\$14,300.00</b>  |
| <b>Total Current Assets</b>         | <b>\$335,332.96</b> |
| <b>TOTAL ASSETS</b>                 | <b>\$335,332.96</b> |
| <b>LIABILITIES AND EQUITY</b>       |                     |
| Liabilities                         |                     |
| <b>Total Liabilities</b>            |                     |
| Equity                              |                     |
| Retained Earnings                   | 176,282.71          |
| Net Income                          | 159,050.25          |
| <b>Total Equity</b>                 | <b>\$335,332.96</b> |
| <b>TOTAL LIABILITIES AND EQUITY</b> | <b>\$335,332.96</b> |

*For complete Finance Report, see attached file*

# TENNESSEE EMERGENCY NUMBER ASSOCIATION

## Executive Board Meeting Minutes

Saturday, September 28, 2024

Wednesday, October 2, 2024

### EXHIBIT 2 page 1

#### Tennessee Emergency Number Association Financial Report

9/18/2024

| REVENUE                                                           |                   |             |                   |                      |                    |
|-------------------------------------------------------------------|-------------------|-------------|-------------------|----------------------|--------------------|
|                                                                   | 2024 Budget       | Adjustment  | Amended           | Actual               | Remaining          |
| Operating Revenue: Associate Membership Dues                      | \$ 200            |             | \$ 200            | \$ 225.00            | \$ 25              |
| Operating Revenue:Credit Card Processing Fees                     | \$ 2,500          |             | \$ 2,500          | \$ 1,983.33          | \$ (517)           |
| Operating Revenue:ENP Scholarships                                | \$ -              |             | \$ -              |                      | \$ -               |
| Operating Revenue:Interest - Community Bank                       | \$ 1,300          |             | \$ 1,300          | \$ 905.31            | \$ (395)           |
| Operating Revenue:Membership Dues                                 | \$ 28,500         |             | \$ 28,500         | \$ 29,624.00         | \$ 1,124           |
| Operating Revenue:NENA Dues                                       | \$ 4,300          |             | \$ 4,300          |                      | \$ (4,300)         |
| Operating Revenue:Rebates (Spring)                                | \$ 200            |             | \$ 200            | \$ 97.21             | \$ (103)           |
| <b>TOTAL OPERATING REVENUE</b>                                    | <b>\$ 37,000</b>  | <b>\$ -</b> | <b>\$ 37,000</b>  | <b>\$ 32,834.85</b>  | <b>\$ (4,165)</b>  |
| Conference Revenue: Additional Exhibit Booth                      | \$ 1,800          |             | \$ 1,800          |                      | \$ (1,800)         |
| Conference Revenue:Attendee Conference Registration               | \$ 99,500         |             | \$ 99,500         | \$ 79,339.79         | \$ (20,160)        |
| Conference Revenue:Banquet Tickets                                | \$ 600            |             | \$ 600            | \$ 225.00            | \$ (375)           |
| Conference Revenue:Day Pass                                       | \$ 5,500          |             | \$ 5,500          | \$ 2,250.00          | \$ (3,250)         |
| Conference Revenue:Golf Tournament Registration                   | \$ 2,700          |             | \$ 2,700          |                      | \$ (2,700)         |
| Conference Revenue:Guest Passes                                   | \$ 2,500          |             | \$ 2,500          | \$ 750.00            | \$ (1,750)         |
| Conference Revenue:Industry Partner Registration                  | \$ 36,100         |             | \$ 36,100         | \$ 24,500.00         | \$ (11,600)        |
| Conference Revenue:Pre-Conference Course Registration             | \$ 5,000          |             | \$ 5,000          | \$ 4,760.21          | \$ (240)           |
| Conference Revenue:Sponsorships - Conference                      | \$ 46,000         |             | \$ 46,000         | \$ 42,300.00         | \$ (3,700)         |
| Conference Revenue:Super Session Registration                     | \$ -              |             | \$ -              |                      | \$ -               |
| Conference Revenue:TN-APCO                                        | \$ 2,500          |             | \$ 2,500          |                      | \$ (2,500)         |
| <b>CONFERENCE REVENUE</b>                                         | <b>\$ 202,200</b> | <b>\$ -</b> | <b>\$ 202,200</b> | <b>\$ 154,125.00</b> | <b>\$ (48,075)</b> |
| <b>TOTAL REVENUE</b>                                              | <b>\$ 239,200</b> | <b>\$ -</b> | <b>\$ 239,200</b> | <b>\$ 186,959.85</b> | <b>\$ (52,240)</b> |
| EXPENSES                                                          |                   |             |                   |                      |                    |
| Operating Expense:Audit Expenses                                  | \$ 4,000          |             | \$ 4,000          | \$ 4,500.00          | \$ (500)           |
| Operating Expense:Certificates & Ballots                          | \$ 400            |             | \$ 400            | \$ 203.94            | \$ 196             |
| Operating Expense:ENP Scholarship's                               | \$ 4,350          |             | \$ 4,350          | \$ 3,525.00          | \$ 825             |
| Operating Expense:Executive Director Contract                     | \$ 21,735         |             | \$ 21,735         | \$ 16,299.18         | \$ 5,436           |
| Operating Expense:Insurance                                       | \$ 4,000          |             | \$ 4,000          |                      | \$ 4,000           |
| Operating Expense:Legal Counsel Fees                              | \$ 21,000         |             | \$ 21,000         | \$ 15,750.00         | \$ 5,250           |
| Operating Expense:Operating Expenses                              | \$ 1,650          |             | \$ 1,650          | \$ 2,940.23          | \$ (1,290)         |
| Operating Expense:Service Charge                                  | \$ 2,900          |             | \$ 2,900          | \$ 5.75              | \$ 2,894           |
| Operating Expense:Surety Bond Expense                             | \$ 400            |             | \$ 400            |                      | \$ 400             |
| Operating Expense:Website / Domain Expenses                       | \$ 415            |             | \$ 415            | \$ 433.13            | \$ (18)            |
| <b>TOTAL OPERATING EXPENSES</b>                                   | <b>\$ 60,850</b>  |             | <b>\$ 60,850</b>  | <b>\$ 43,657.23</b>  | <b>\$ 17,193</b>   |
| Program Agenda:Pre-Conference Course Session                      | \$ 5,000          |             | \$ 5,000          |                      | \$ 5,000           |
| Program Agenda:Keynote Speaker Session                            | \$ 5,000          | \$ (5,000)  | \$ -              |                      | \$ -               |
| Program Agenda:Conference Instructors                             | \$ 3,000          | \$ (1,200)  | \$ 1,800          |                      | \$ 1,800           |
| Program Agenda:Speaker Expenses                                   | \$ -              |             | \$ -              |                      | \$ -               |
| Program Agenda:CEU's                                              | \$ 2,000          |             | \$ 2,000          |                      | \$ 2,000           |
| Conference Food/Beverage:Sunday food and beverage                 | \$ 1,860          |             | \$ 1,860          |                      | \$ 1,860           |
| Conference Food/Beverage:Monday food and beverage                 | \$ 7,300          |             | \$ 7,300          |                      | \$ 7,300           |
| Conference Food/Beverage:Tuesday food and beverage                | \$ 45,200         |             | \$ 45,200         |                      | \$ 45,200          |
| Conference Food/Beverage:Wednesday food and beverage              | \$ 3,550          |             | \$ 3,550          |                      | \$ 3,550           |
| Off-Site IP Event:Venue Rental                                    | \$ 20,000         | \$ 11,659   | \$ 31,659         | \$ 15,829.29         | \$ 15,830          |
| Off-Site IP Event:Sunday IP Event Food and Beverage               | \$ 5,000          | \$ (5,000)  | \$ -              |                      | \$ -               |
| Off-Site IP Event:Entertainment                                   | \$ -              |             | \$ -              |                      | \$ -               |
| Off-Site IP Event:Transportation                                  | \$ 2,000          |             | \$ 2,000          | \$ 1,730.00          | \$ 270             |
| Conference Site Fees:Hotel Rooms                                  | \$ 8,170          |             | \$ 8,170          |                      | \$ 8,170           |
| Conference Site Fees:Meeting Rooms                                | \$ 775            |             | \$ 775            |                      | \$ 775             |
| Conference Site Fees:Decorator Fees / Booth Setup Fees / Electric | \$ 30,400         |             | \$ 30,400         |                      | \$ 30,400          |

# TENNESSEE EMERGENCY NUMBER ASSOCIATION

## Executive Board Meeting Minutes

Saturday, September 28, 2024

Wednesday, October 2, 2024

### EXHIBIT 2 page 2

#### Tennessee Emergency Number Association Financial Report

9/18/2024

|                                           | 2024 Budget       | Adjustment        | Amended           | Actual               | Remaining           |
|-------------------------------------------|-------------------|-------------------|-------------------|----------------------|---------------------|
| Conference Site Fees:AV Fees              | \$ 17,900         |                   | \$ 17,900         |                      | \$ 17,900           |
| Publicity & Printing:Conference Guide     | \$ -              |                   | \$ -              |                      | \$ -                |
| Publicity & Printing:Signs                | \$ 700            |                   | \$ 700            |                      | \$ 700              |
| Registration:Registration Software        | \$ 8,300          | \$ 4,500          | \$ 12,800         | \$ 12,751.47         | \$ 49               |
| Registration:Registration Supplies        | \$ 500            |                   | \$ 500            | \$ 218.17            | \$ 282              |
| Technical:Technology Supplies             | \$ 1,000          |                   | \$ 1,000          |                      | \$ 1,000            |
| Prizes:Awards                             | \$ 1,000          |                   | \$ 1,000          | \$ 351.12            | \$ 649              |
| Prizes:Door Prizes                        | \$ 1,000          |                   | \$ 1,000          | \$ 997.09            | \$ 3                |
| Golf Tournament:Golf Outing Expenses      | \$ 3,000          |                   | \$ 3,000          | \$ 203.10            | \$ 2,797            |
| Golf Tournament:Miscellaneous expense     | \$ 100            |                   | \$ 100            |                      | \$ 100              |
| Miscellaneous:Conference Bags             | \$ 3,300          |                   | \$ 3,300          | \$ 2,694.12          | \$ 606              |
| Miscellaneous:Lanyards/Name Badge Holders | \$ 1,550          |                   | \$ 1,550          | \$ 1,565.56          | \$ (16)             |
| Miscellaneous:Conference Shirts           | \$ 300            |                   | \$ 300            | \$ 265.56            | \$ 34               |
| Miscellaneous:Miscellaneous expense       | \$ 400            |                   | \$ 400            | \$ 351.09            | \$ 49               |
| <b>TOTAL CONFERENCE EXPENSES</b>          | <b>\$ 178,305</b> | <b>\$ 4,959</b>   | <b>\$ 183,264</b> | <b>\$ 36,956.57</b>  | <b>\$ 146,307</b>   |
| <b>TOTAL EXPENSES</b>                     | <b>\$ 239,155</b> | <b>\$ 4,959</b>   | <b>\$ 244,114</b> | <b>\$ 80,613.80</b>  | <b>\$ 163,500</b>   |
| <b>TOTAL REVENUE</b>                      | <b>\$ 239,200</b> | <b>\$ -</b>       | <b>\$ 239,200</b> | <b>\$ 186,959.85</b> | <b>\$ (52,240)</b>  |
| <b>TOTAL PROFIT/(LOSS)</b>                | <b>\$ 45</b>      | <b>\$ (4,959)</b> | <b>\$ (4,914)</b> | <b>\$ 106,346.05</b> | <b>\$ (215,740)</b> |

TENNESSEE EMERGENCY NUMBER ASSOCIATION

Executive Board Meeting Minutes

Saturday, September 28, 2024

Wednesday, October 2, 2024

EXHIBIT 3

Wednesday, Oct. 1

|                                          |    |
|------------------------------------------|----|
| Sherri Hanna Obion Co 911                | 1  |
| BOSTEL Brown Rutherford ECD              | 2  |
| Brilee Prescott > Obion Co. 911          | 3  |
| Alison Watson                            | 4  |
| TERRY WILLIAMS (TS) - Cumberland Co. ECD | 5  |
| B.J. McCurry - Lincoln Co ECD            | 6  |
| Cassie Lowery - Rutherford Co ECD        | 7  |
| Jesse McCord - Memphis PD                | 8  |
| Vanetta Brabson - Blount 911             | 9  |
| Richie Kidd - Blount 911                 | 10 |
| Susan Porter - Blount Co. 911            | 11 |



# Tennessee Emergency Number Association

## Balance Sheet

As of September 18, 2024

|                                     | TOTAL               |
|-------------------------------------|---------------------|
| <b>ASSETS</b>                       |                     |
| Current Assets                      |                     |
| Bank Accounts                       |                     |
| Community Bank                      | 121,903.22          |
| First Horizon Bank - Checking       | 146,425.54          |
| PayPal                              | 0.00                |
| <b>Total Bank Accounts</b>          | <b>\$268,328.76</b> |
| Accounts Receivable                 |                     |
| Accounts Receivable                 | 52,704.20           |
| <b>Total Accounts Receivable</b>    | <b>\$52,704.20</b>  |
| Other Current Assets                |                     |
| Undeposited Funds                   | 14,300.00           |
| <b>Total Other Current Assets</b>   | <b>\$14,300.00</b>  |
| <b>Total Current Assets</b>         | <b>\$335,332.96</b> |
| <b>TOTAL ASSETS</b>                 | <b>\$335,332.96</b> |
| <b>LIABILITIES AND EQUITY</b>       |                     |
| Liabilities                         |                     |
| <b>Total Liabilities</b>            |                     |
| Equity                              |                     |
| Retained Earnings                   | 176,282.71          |
| Net Income                          | 159,050.25          |
| <b>Total Equity</b>                 | <b>\$335,332.96</b> |
| <b>TOTAL LIABILITIES AND EQUITY</b> | <b>\$335,332.96</b> |

Tennessee Emergency Number Association

Transaction List by Date  
July 11-September 18, 2024

| DATE       | TRANSACTION TYPE | NUM | NAME | ACCOUNT FULL NAME | AMOUNT      |
|------------|------------------|-----|------|-------------------|-------------|
| 07/12/2024 | Deposit          |     |      |                   | \$12,685.00 |
| 07/18/2024 | Deposit          |     |      |                   | \$2,678.00  |
| 07/22/2024 | Deposit          |     |      |                   | \$8,067.00  |
| 07/25/2024 | Deposit          |     |      |                   | \$206.00    |
| 07/26/2024 | Deposit          |     |      |                   | \$4,137.00  |
| 08/02/2024 | Deposit          |     |      |                   | \$927.00    |
| 08/06/2024 | Deposit          |     |      |                   | \$1,648.00  |
| 08/08/2024 | Deposit          |     |      |                   | \$8,296.00  |
| 08/08/2024 | Deposit          |     |      |                   | \$1,030.00  |
| 08/09/2024 | Deposit          |     |      |                   | \$1,200.00  |
| 08/12/2024 | Deposit          |     |      |                   | \$4,429.00  |
| 08/13/2024 | Deposit          |     |      |                   | \$6,695.00  |
| 08/15/2024 | Deposit          |     |      |                   | \$887.86    |
| 08/16/2024 | Deposit          |     |      |                   | \$4,264.00  |
| 08/16/2024 | Deposit          |     |      |                   | \$600.00    |
| 08/19/2024 | Deposit          |     |      |                   | \$412.00    |
| 08/21/2024 | Deposit          |     |      |                   | \$282.22    |
| 08/22/2024 | Deposit          |     |      |                   | \$1,545.00  |
| 08/23/2024 | Deposit          |     |      |                   | \$927.00    |
| 08/26/2024 | Deposit          |     |      |                   | \$10,830.00 |
| 08/26/2024 | Deposit          |     |      |                   | \$1,363.50  |
| 08/27/2024 | Deposit          |     |      |                   | \$4,017.00  |
| 08/29/2024 | Deposit          |     |      |                   | \$618.00    |
| 08/30/2024 | Deposit          |     |      |                   | \$12,548.00 |
| 08/30/2024 | Deposit          |     |      |                   | \$1,650.00  |
| 09/03/2024 | Deposit          |     |      |                   | \$5,150.00  |
| 09/06/2024 | Deposit          |     |      |                   | \$1,030.00  |
| 09/06/2024 | Deposit          |     |      |                   | \$4,016.50  |
| 09/06/2024 | Deposit          |     |      |                   | \$2,008.50  |
| 09/09/2024 | Deposit          |     |      |                   | \$3,862.50  |
| 09/11/2024 | Deposit          |     |      |                   | \$4,350.00  |
| 09/11/2024 | Deposit          |     |      |                   | \$1,339.00  |
| 09/16/2024 | Deposit          |     |      |                   | \$334.75    |
| 09/17/2024 | Deposit          |     |      |                   | \$1,030.00  |
| 07/18/2024 | Expense          |     |      |                   | -\$1,750.00 |

Operating Expenses:Legal Counsel contract

| DATE       | TRANSACTION TYPE | NUM | NAME                  | ACCOUNT FULL NAME                                          | AMOUNT      |
|------------|------------------|-----|-----------------------|------------------------------------------------------------|-------------|
| 07/18/2024 | Expense          |     | Anchor Transportation | Conference Expenses:Off-Site IP Event:IP Transportation    | -\$250.00   |
| 07/18/2024 | Expense          |     | QuickBooks Payments   | Operating Expenses:Operating Expenses{106}                 | -\$80.08    |
| 07/19/2024 | Expense          |     | Maureen Culberson     | Operating Expenses:Executive Director contract             | -\$1,811.02 |
| 07/22/2024 | Expense          |     | Quickbooks            | Operating Expenses:Operating Expenses{106}                 | -\$32.93    |
| 07/25/2024 | Expense          |     | QuickBooks Payments   | Operating Expenses:Operating Expenses{106}                 | -\$6.16     |
| 07/29/2024 | Expense          |     | NENA                  | Operating Expenses:ENP Scholarship                         | -\$450.00   |
| 07/29/2024 | Expense          |     | NENA                  | Operating Expenses:ENP Scholarship                         | -\$450.00   |
| 08/02/2024 | Expense          |     | QuickBooks Payments   | Operating Expenses:Operating Expenses{106}                 | -\$27.72    |
| 08/06/2024 | Expense          |     | QuickBooks Payments   | Operating Expenses:Operating Expenses{106}                 | -\$49.28    |
| 08/08/2024 | Expense          |     | Godwin & Associates   | Operating Expenses:Operating Expenses{106}                 | -\$350.00   |
| 08/08/2024 | Expense          |     | QuickBooks Payments   | Operating Expenses:Operating Expenses{106}                 | -\$30.80    |
| 08/12/2024 | Expense          |     | Classic Monogramming  | Conference Expenses:Miscellaneous:Conference shirts        | -\$265.56   |
| 08/12/2024 | Expense          |     | Freeman & Bracey, PLC | Operating Expenses:Legal Counsel contract                  | -\$1,750.00 |
| 07/31/2024 | Expense          |     | Four Star Marketing   | Conference Expenses:Miscellaneous:Conference Bags          | -\$2,694.12 |
| 08/12/2024 | Expense          |     | QuickBooks Payments   | Operating Expenses:Operating Expenses{106}                 | -\$132.43   |
| 08/13/2024 | Expense          |     | Amazon                | Conference Expenses:Awards & Other:Door Prizes             | -\$997.09   |
| 08/13/2024 | Expense          |     | QuickBooks Payments   | Operating Expenses:Operating Expenses{106}                 | -\$200.19   |
| 08/15/2024 | Expense          |     | QuickBooks Payments   | Operating Expenses:Operating Expenses{106}                 | -\$26.55    |
| 08/15/2024 | Expense          |     | 4 Imprint USA         | Conference Expenses:Golf Outing:Golf Outing Expenses       | -\$203.10   |
| 08/15/2024 | Expense          |     | Amazon                | Conference Expenses:Registration:Registration Supplies     | -\$124.03   |
| 08/16/2024 | Expense          |     | QuickBooks Payments   | Operating Expenses:Operating Expenses{106}                 | -\$17.94    |
| 08/19/2024 | Expense          |     | PC Nametag            | Conference Expenses:Miscellaneous:Lanyards / Badge Holders | -\$1,565.56 |
| 08/19/2024 | Expense          |     | Maureen Culberson     | Operating Expenses:Executive Director contract             | -\$1,811.02 |
| 08/19/2024 | Expense          |     | QuickBooks Payments   | Operating Expenses:Operating Expenses{106}                 | -\$12.32    |
| 08/21/2024 | Expense          |     | QuickBooks Payments   | Operating Expenses:Operating Expenses{106}                 | -\$8.44     |
| 08/22/2024 | Expense          |     | QuickBooks Payments   | Operating Expenses:Operating Expenses{106}                 | -\$46.20    |
| 08/23/2024 | Expense          |     | QuickBooks Payments   | Operating Expenses:Operating Expenses{106}                 | -\$27.72    |
| 08/26/2024 | Expense          |     | Amazon                | Conference Expenses:Awards & Other:Awards                  | -\$351.12   |
| 08/19/2024 | Expense          |     | Election Buddy Inc    | Operating Expenses:Certificates & Ballots                  | -\$101.97   |
| 08/19/2024 | Expense          |     | Election Buddy Inc    | Operating Expenses:Certificates & Ballots                  | -\$101.97   |
| 08/20/2024 | Expense          |     | Quickbooks            | Operating Expenses:Operating Expenses{106}                 | -\$32.93    |
| 08/22/2024 | Expense          |     | PC Nametag            | Conference Expenses:Miscellaneous:Miscellaneous expense    | -\$351.09   |
| 08/26/2024 | Expense          |     | NENA                  | Operating Expenses:ENP Scholarship                         | -\$450.00   |
| 08/26/2024 | Expense          |     | QuickBooks Payments   | Operating Expenses:Operating Expenses{106}                 | -\$13.64    |
| 08/27/2024 | Expense          |     | QuickBooks Payments   | Operating Expenses:Operating Expenses{106}                 | -\$120.11   |

| DATE       | TRANSACTION TYPE | NUM | NAME                  | ACCOUNT FULL NAME                                       | AMOUNT             |
|------------|------------------|-----|-----------------------|---------------------------------------------------------|--------------------|
| 08/29/2024 | Expense          |     | QuickBooks Payments   | Operating Expenses:Operating Expenses{106}              | -\$18.48           |
| 08/30/2024 | Expense          |     | QuickBooks Payments   | Operating Expenses:Operating Expenses{106}              | -\$153.99          |
| 09/03/2024 | Expense          |     | QuickBooks Payments   | Operating Expenses:Operating Expenses{106}              | -\$30.80           |
| 09/06/2024 | Expense          |     | QuickBooks Payments   | Operating Expenses:Operating Expenses{106}              | -\$60.06           |
| 09/06/2024 | Expense          |     | Anchor Transportation | Conference Expenses:Off-Site IP Event:IP Transportation | -\$1,480.00        |
| 09/09/2024 | Expense          |     | QuickBooks Payments   | Operating Expenses:Operating Expenses{106}              | -\$115.49          |
| 09/11/2024 | Expense          |     | QuickBooks Payments   | Operating Expenses:Operating Expenses{106}              | -\$40.04           |
| 09/16/2024 | Expense          |     | QuickBooks Payments   | Operating Expenses:Operating Expenses{106}              | -\$10.01           |
| 09/17/2024 | Expense          |     | Maureen Culberson     | Operating Expenses:Operating Expenses{106}              | -\$1,905.16        |
| 09/17/2024 | Expense          |     | Freeman & Bracey, PLC | Operating Expenses:Legal Counsel contract               | -\$1,750.00        |
| 09/17/2024 | Expense          |     | QuickBooks Payments   | Operating Expenses:Operating Expenses{106}              | -\$30.80           |
|            |                  |     |                       |                                                         | <b>\$92,775.91</b> |



**Tennessee Emergency Number Association  
Financial Report**

9/18/2024

| REVENUE                                                           |                   |             |                   |                      |                    |
|-------------------------------------------------------------------|-------------------|-------------|-------------------|----------------------|--------------------|
|                                                                   | 2024 Budget       | Adjustment  | Amended           | Actual               | Remaining          |
| Operating Revenue: Associate Membership Dues                      | \$ 200            |             | \$ 200            | \$ 225.00            | \$ 25              |
| Operating Revenue:Credit Card Processing Fees                     | \$ 2,500          |             | \$ 2,500          | \$ 1,983.33          | \$ (517)           |
| Operating Revenue:ENP Scholarships                                | \$ -              |             | \$ -              |                      | \$ -               |
| Operating Revenue:Interest - Community Bank                       | \$ 1,300          |             | \$ 1,300          | \$ 905.31            | \$ (395)           |
| Operating Revenue:Membership Dues                                 | \$ 28,500         |             | \$ 28,500         | \$ 29,624.00         | \$ 1,124           |
| Operating Revenue:NENA Dues                                       | \$ 4,300          |             | \$ 4,300          |                      | \$ (4,300)         |
| Operating Revenue:Rebates (Spring)                                | \$ 200            |             | \$ 200            | \$ 97.21             | \$ (103)           |
| <b>TOTAL OPERATING REVENUE</b>                                    | <b>\$ 37,000</b>  | <b>\$ -</b> | <b>\$ 37,000</b>  | <b>\$ 32,834.85</b>  | <b>\$ (4,165)</b>  |
| Conference Revenue: Additional Exhibit Booth                      | \$ 1,800          |             | \$ 1,800          |                      | \$ (1,800)         |
| Conference Revenue:Attendee Conference Registration               | \$ 99,500         |             | \$ 99,500         | \$ 79,339.79         | \$ (20,160)        |
| Conference Revenue:Banquet Tickets                                | \$ 600            |             | \$ 600            | \$ 225.00            | \$ (375)           |
| Conference Revenue:Day Pass                                       | \$ 5,500          |             | \$ 5,500          | \$ 2,250.00          | \$ (3,250)         |
| Conference Revenue:Golf Tournament Registration                   | \$ 2,700          |             | \$ 2,700          |                      | \$ (2,700)         |
| Conference Revenue:Guest Passes                                   | \$ 2,500          |             | \$ 2,500          | \$ 750.00            | \$ (1,750)         |
| Conference Revenue:Industry Partner Registration                  | \$ 36,100         |             | \$ 36,100         | \$ 24,500.00         | \$ (11,600)        |
| Conference Revenue:Pre-Conference Course Registration             | \$ 5,000          |             | \$ 5,000          | \$ 4,760.21          | \$ (240)           |
| Conference Revenue:Sponsorships - Conference                      | \$ 46,000         |             | \$ 46,000         | \$ 42,300.00         | \$ (3,700)         |
| Conference Revenue:Super Session Registration                     | \$ -              |             | \$ -              |                      | \$ -               |
| Conference Revenue:TN-APCO                                        | \$ 2,500          |             | \$ 2,500          |                      | \$ (2,500)         |
| <b>CONFERENCE REVENUE</b>                                         | <b>\$ 202,200</b> | <b>\$ -</b> | <b>\$ 202,200</b> | <b>\$ 154,125.00</b> | <b>\$ (48,075)</b> |
| <b>TOTAL REVENUE</b>                                              | <b>\$ 239,200</b> | <b>\$ -</b> | <b>\$ 239,200</b> | <b>\$ 186,959.85</b> | <b>\$ (52,240)</b> |
| EXPENSES                                                          |                   |             |                   |                      |                    |
| Operating Expense:Audit Expenses                                  | \$ 4,000          |             | \$ 4,000          | \$ 4,500.00          | \$ (500)           |
| Operating Expense:Certificates & Ballots                          | \$ 400            |             | \$ 400            | \$ 203.94            | \$ 196             |
| Operating Expense:ENP Scholarship's                               | \$ 4,350          |             | \$ 4,350          | \$ 3,525.00          | \$ 825             |
| Operating Expense:Executive Director Contract                     | \$ 21,735         |             | \$ 21,735         | \$ 16,299.18         | \$ 5,436           |
| Operating Expense:Insurance                                       | \$ 4,000          |             | \$ 4,000          |                      | \$ 4,000           |
| Operating Expense:Legal Counsel Fees                              | \$ 21,000         |             | \$ 21,000         | \$ 15,750.00         | \$ 5,250           |
| Operating Expense:Operating Expenses                              | \$ 1,650          |             | \$ 1,650          | \$ 2,940.23          | \$ (1,290)         |
| Operating Expense:Service Charge                                  | \$ 2,900          |             | \$ 2,900          | \$ 5.75              | \$ 2,894           |
| Operating Expense:Surety Bond Expense                             | \$ 400            |             | \$ 400            |                      | \$ 400             |
| Operating Expense:Website / Domain Expenses                       | \$ 415            |             | \$ 415            | \$ 433.13            | \$ (18)            |
| <b>TOTAL OPERATING EXPENSES</b>                                   | <b>\$ 60,850</b>  |             | <b>\$ 60,850</b>  | <b>\$ 43,657.23</b>  | <b>\$ 17,193</b>   |
| Program Agenda:Pre-Conference Course Session                      | \$ 5,000          |             | \$ 5,000          |                      | \$ 5,000           |
| Program Agenda:Keynote Speaker Session                            | \$ 5,000          | \$ (5,000)  | \$ -              |                      | \$ -               |
| Program Agenda:Conference Instructors                             | \$ 3,000          | \$ (1,200)  | \$ 1,800          |                      | \$ 1,800           |
| Program Agenda:Speaker Expenses                                   | \$ -              |             | \$ -              |                      | \$ -               |
| Program Agenda:CEU's                                              | \$ 2,000          |             | \$ 2,000          |                      | \$ 2,000           |
| Conference Food/Beverage:Sunday food and beverage                 | \$ 1,860          |             | \$ 1,860          |                      | \$ 1,860           |
| Conference Food/Beverage:Monday food and beverage                 | \$ 7,300          |             | \$ 7,300          |                      | \$ 7,300           |
| Conference Food/Beverage:Tuesday food and beverage                | \$ 45,200         |             | \$ 45,200         |                      | \$ 45,200          |
| Conference Food/Beverage:Wednesday food and beverage              | \$ 3,550          |             | \$ 3,550          |                      | \$ 3,550           |
| Off-Site IP Event:Venue Rental                                    | \$ 20,000         | \$ 11,659   | \$ 31,659         | \$ 15,829.29         | \$ 15,830          |
| Off-Site IP Event:Sunday IP Event Food and Beverage               | \$ 5,000          | \$ (5,000)  | \$ -              |                      | \$ -               |
| Off-Site IP Event:Entertainment                                   | \$ -              |             | \$ -              |                      | \$ -               |
| Off-Site IP Event:Transportation                                  | \$ 2,000          |             | \$ 2,000          | \$ 1,730.00          | \$ 270             |
| Conference Site Fees:Hotel Rooms                                  | \$ 8,170          |             | \$ 8,170          |                      | \$ 8,170           |
| Conference Site Fees:Meeting Rooms                                | \$ 775            |             | \$ 775            |                      | \$ 775             |
| Conference Site Fees:Decorator Fees / Booth Setup Fees / Electric | \$ 30,400         |             | \$ 30,400         |                      | \$ 30,400          |

**Tennessee Emergency Number Association  
Financial Report**

9/18/2024

|                                           | 2024 Budget              | Adjustment               | Amended                  | Actual                      | Remaining                  |
|-------------------------------------------|--------------------------|--------------------------|--------------------------|-----------------------------|----------------------------|
| Conference Site Fees:AV Fees              | \$ 17,900                |                          | \$ 17,900                |                             | \$ 17,900                  |
| Publicity & Printing:Conference Guide     | \$ -                     |                          | \$ -                     |                             | \$ -                       |
| Publicity & Printing:Signs                | \$ 700                   |                          | \$ 700                   |                             | \$ 700                     |
| Registration:Registration Software        | \$ 8,300                 | \$ 4,500                 | \$ 12,800                | \$ 12,751.47                | \$ 49                      |
| Registration:Registration Supplies        | \$ 500                   |                          | \$ 500                   | \$ 218.17                   | \$ 282                     |
| Technical:Technology Supplies             | \$ 1,000                 |                          | \$ 1,000                 |                             | \$ 1,000                   |
| Prizes:Awards                             | \$ 1,000                 |                          | \$ 1,000                 | \$ 351.12                   | \$ 649                     |
| Prizes:Door Prizes                        | \$ 1,000                 |                          | \$ 1,000                 | \$ 997.09                   | \$ 3                       |
| Golf Tournament:Golf Outing Expenses      | \$ 3,000                 |                          | \$ 3,000                 | \$ 203.10                   | \$ 2,797                   |
| Golf Tornment:Miscellaneous expense       | \$ 100                   |                          | \$ 100                   |                             | \$ 100                     |
| Miscellaneous:Conference Bags             | \$ 3,300                 |                          | \$ 3,300                 | \$ 2,694.12                 | \$ 606                     |
| Miscellaneous:Lanyards/Name Badge Holders | \$ 1,550                 |                          | \$ 1,550                 | \$ 1,565.56                 | \$ (16)                    |
| Miscellaneous:Conference Shirts           | \$ 300                   |                          | \$ 300                   | \$ 265.56                   | \$ 34                      |
| Miscellaneous:Miscellaneous expense       | \$ 400                   |                          | \$ 400                   | \$ 351.09                   | \$ 49                      |
|                                           |                          |                          |                          |                             |                            |
| <b><u>TOTAL CONFERENCE EXPENSES</u></b>   | <b><u>\$ 178,305</u></b> | <b><u>\$ 4,959</u></b>   | <b><u>\$ 183,264</u></b> | <b><u>\$ 36,956.57</u></b>  | <b><u>\$ 146,307</u></b>   |
|                                           |                          |                          |                          |                             |                            |
| <b><u>TOTAL EXPENSES</u></b>              | <b><u>\$ 239,155</u></b> | <b><u>\$ 4,959</u></b>   | <b><u>\$ 244,114</u></b> | <b><u>\$ 80,613.80</u></b>  | <b><u>\$ 163,500</u></b>   |
| <b><u>TOTAL REVENUE</u></b>               | <b><u>\$ 239,200</u></b> | <b><u>\$ -</u></b>       | <b><u>\$ 239,200</u></b> | <b><u>\$ 186,959.85</u></b> | <b><u>\$ (52,240)</u></b>  |
| <b><u>TOTAL PROFIT/(LOSS)</u></b>         | <b><u>\$ 45</u></b>      | <b><u>\$ (4,959)</u></b> | <b><u>\$ (4,914)</u></b> | <b><u>\$ 106,346.05</u></b> | <b><u>\$ (215,740)</u></b> |

# TENNESSEE EMERGENCY NUMBER ASSOCIATION

## Executive Board Meeting Minutes

Tuesday, November 5, 2024

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, November 05, 2024, at 1:00 pm (CT).

### 1124.I Call to Order

President Key called the meeting to order.

See Appendix 1 for Board of Directors & staff attendance. Kim White, Sean Lovejoy; Michael Spencer, and Rose White attended virtually. Jeff Carney and Matthew Johnston were absent. Staff in attendance included Russell Freeman, Legal Counsel, and Maureen Culberson, Executive Director-Administrative Coordinator. In-person guests who attended and members attending virtually can be found in Attachment 2.

### 1124.II Presentation of Minutes from Previous Meeting

Justin Crowther motioned to approve the September Board meeting minutes, and Kim White made the second. The Board voted unanimous approval.

### 1124.III Ratify Email Votes Since Previous Meeting

No email votes to ratify.

### 1124. IV Administer Oath of Office to West TN Region Rep – R. Freeman

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

### 1124.V Presentation of Financial Report – J. Crowther

Justin Crowther, Treasurer, presented the financial report as of 10/24/2024 (see Exhibit 1).

The balances are as follows:

First Horizon (First Tennessee) checking account \$ 51,119.47.

Community Bank investment account \$ 122,011.93

PayPal account \$ 0.00.

Treasurer Crowther stated that some budget amendments needed approval, and these were shown in red in the report. They were made by moving unused amounts from line items to make up the deficit.

He also presented the 2025 Budget for approval as recommended by the Budget Committee.

Lynn Thompson motioned to approve the Financial Report as presented, with Jimmy Long making the second. With Justin Crowther abstaining, the remainder of the Board unanimously approved this motion.

Eric Carpenter motioned to approve the 2024 budget amendments as presented, with Jimmy Long making the second. With Justin Crowther abstaining, the remainder of the Board unanimously approved this motion.

Jimmy Long motioned to approve the 2025 Budget as presented, with Joey King making the second. With Justin Crowther abstaining, the remainder of the Board unanimously approved this motion.

### 1124.VI Regional Reports

#### A. NENA At-Large – S. Eric Carpenter

Mr. Carpenter stated he has asked to present the NENA report in lieu of Cassie Lowery.

- The NENA Standards & Best Practices forum's registration and housing is now open.
- 911 GTW housing and registration is also now open.
- NENA2025Conference in Long Beach CA is in June and the Call for Papers has just closed
- There is a new NENA position – Committee Resource Manager and information can be found on the NENA website.
- BetterHelp is still offering free online counseling for anybody affected by Hurricane Helene.
- The nomination for NENA elections have just closed
- There is a Center Supervisor Program in Knoxville next week.
- Williamson Co is hosting the CMCP course in Franklin in April at their center.
- Volunteers are needed for some committees. There is a complete listing on the NENA website

# TENNESSEE EMERGENCY NUMBER ASSOCIATION

## Executive Board Meeting Minutes

Tuesday, November 5, 2024

- B. West Region –*Sean Lovejoy, Michael Spencer*  
Mr. Lovejoy reported they had a Zoom meeting with 7 people attending; They discussed the available NENA scholarship etc; He also advised there was a West TERT mtg and the NENA rep regarding EPRC was also in attendance.
- C. Middle Region –*Joey King, Lynn Thompson*  
Joey King stated they had a meeting with approximately 12 people attending. Steve Martini discussed the possible financial changes being studied by the TECB.
- D. East Region –*Kim White; Mathew Johnston*  
Ms. White reported the recent meeting had 20 people attending. They discussed the Financial Committee meeting. Hawkins Co. advised they now have a communications van available if any center needs a backup. They also talked about the Healing Hero's conference.

### 1124.VII Report from Legal Counsel

Mr. Freeman reported that he will start working with John Kelly, NENA's Legal Counsel on transitioning over to a 501(c)3 entity.

### 1124.VIII 911 Partner Reports

- A. Tennessee Emergency Communications Board  
Curtis Sutton made the following report.
  - At the Board meeting, a new Board chair and Vice Chair will be elected.
  - They will also review the recommendations from the Policy Committee.
  - There has been discussion about a rate increase going from \$1.50 to \$1.86
- B. NENA  
Cassie Lowery, NENA Southeastern Director, was not available. See NENA At-Large Report for items.
- C. TN-APCO  
Patrice Coleman, President, made the report.
  - She thanked TENA for their partnership with TN-APCO
  - TN-APCO will be sponsoring a Wellness Day in Franklin. More information and registration should be available very soon.

### 1124.IX Committee Reports

- A. ENP Scholarship Committee – *Randall Lewis*  
Mr. Lewis stated there was nothing new to report. He added, though, how grateful he was for the support and generosity, thoughts, and prayers from his TENA family in light of his devastating loss.
- B. Personnel Committee – *Crystal Key*  
President Key stated the Personnel Committee met yesterday and discussed the Legal Counsel's contract and the Executive Director-Administrative Coordinator's contract and is recommending that the Board approve both contracts as written for 2025. Lynn Thompson motioned to accept the committee's recommendation and approve the contracts with Kim White and Joey King, making the second simultaneously. The Board voted unanimous approval.
- C. Conference Committees – *Jeff Carney*  
A question was raised about adding a complimentary Conference registration fee for Lifetime Members. President Carney asked the Bylaws Committee to review this for inclusion in this year's amendments.

### 1124.X Old Business

There is no Old Business to discuss.

### 1124.XI New Business

- A. 2025 Meeting & Events Dates – *Crystal Key*  
As called for in Policy, President Key is presenting the dates for the 2025 TENA Board meetings as previously sent to the Board for review. These dates can be found on Attachment 4 below and on the TENA website.



# TENNESSEE EMERGENCY NUMBER ASSOCIATION

## Executive Board Meeting Minutes

Tuesday, November 5, 2024

- B. 2025 Standing and Conference Committee Appointments – *Crystal Key*  
President Key presented her recommendations for committees. One change needs to be made: Joey King needs to be removed from the Election Committee and be replaced by a Middle Region member. Eric Carpenter made the motion to accept the 2025 committees with the change in the Election Committee, and Jimmy Long made the second. The board unanimously approved the Motion.
- C. Consideration of Legal Counsel contract – *Personnel Committee*  
See above under Personnel Committee Report
- D. Consideration of Executive Director contract – *Personnel Committee*  
See above under Personnel Committee Report
- E. Any Additional New Business  
Sean Lovejoy advised that he would like an IT Personnel award added. Mr. Freeman suggested that the Awards Committee review the current awards and criteria and then make recommendations to the Policy Committee. Jimmy Long made this motion, and Justin Crowther made the second. The Board voiced unanimous approval.

### 1124.XII Comments/Reports

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

### 1124.XIII Adjournment

The next meeting is scheduled for Monday, February 03, 2025, at 1:00 pm (CT) at the Rutherford Co. ECD Offices, Murfreesboro, TN

With no further business and without objection, Justin Crowther made a motion to adjourn, and Joey King made the second. 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, November 5, 2024

### APPENDIX 1 – TENA Board & Staff Attendance

|                                      |                            | Present | Absent | Virtual |
|--------------------------------------|----------------------------|---------|--------|---------|
| <i>President</i>                     | Crystal Key, ENP           | X       |        |         |
| <i>1<sup>st</sup> Vice President</i> | James Long                 | X       |        |         |
| <i>2<sup>nd</sup> Vice President</i> | Rose White, ENP            |         |        | X       |
| <i>Secretary</i>                     | Shauna Atchison, ENP       | X       |        |         |
| <i>Treasurer</i>                     | Justin Crowther, ENP       | X       |        |         |
| <i>East Region Rep</i>               | Matthew Johnston           |         | X      |         |
| <i>East Region Rep</i>               | Kim White                  |         |        | X       |
| <i>Middle Region Rep</i>             | Joey King, ENP             | X       |        |         |
| <i>Middle Region Rep</i>             | James (Lynn) Thompson, ENP | X       |        |         |
| <i>West Region Rep</i>               | Sean Lovejoy, ENP          |         |        | X       |
| <i>West Region Rep</i>               | Michael Spencer, ENP       |         |        | X       |
| <i>At-Large NENA Rep</i>             | Eric Carpenter, ENP        | X       |        |         |
| <i>Past President</i>                | Jeff Carney, 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, November 5, 2024

ATTACHMENT 2 – In-Person Attendance

TENNESSEE EMERGENCY NUMBER ASSOCIATION

EXECUTIVE BOARD MEETING: \_Tuesday, November 5, 2024\_

Members & Guests Attendance

| NAME              | REPRESENTING      | EMAIL ADDRESS          |
|-------------------|-------------------|------------------------|
| Ashley Strickland | Tipton ECD        | astrickland@tce911.org |
| Eric Ritenour     | Cumberland Co ECD |                        |
| Brianne Brant     | RCECD             | bbrant@RCECD911.org    |
|                   |                   |                        |
|                   |                   |                        |
|                   |                   |                        |
|                   |                   |                        |
|                   |                   |                        |
|                   |                   |                        |
|                   |                   |                        |

# TENNESSEE EMERGENCY NUMBER ASSOCIATION

## Executive Board Meeting Minutes

Tuesday, November 5, 2024

### ATTACHMENT 2 – Virtual Attendance

|                             | Start time      | End time        | Participants |
|-----------------------------|-----------------|-----------------|--------------|
| November TENA Board Meeting | 11/5/2024 12:38 | 11/5/2024 13:49 | 26           |

|      | Name        |                    | Join time       | Leave time      | Duration |
|------|-------------|--------------------|-----------------|-----------------|----------|
|      | Cassie's    | Al Notetaker       | 11/5/2024 13:00 | 11/5/2024 13:43 | 44       |
|      | Brad        | Anders             | 11/5/2024 13:04 | 11/5/2024 13:49 | 45       |
|      | Ken         | Boroughs           | 11/5/2024 12:57 | 11/5/2024 13:48 | 52       |
|      | Patrice     | Coleman            | 11/5/2024 13:07 | 11/5/2024 13:48 | 41       |
|      | NJTI        | Committee          | 11/5/2024 13:19 | 11/5/2024 13:48 | 30       |
|      | Benjamin    | Glover             | 11/5/2024 12:59 | 11/5/2024 13:26 | 27       |
|      | Michael     | Guthrie            | 11/5/2024 13:00 | 11/5/2024 13:48 | 48       |
|      | Robert      | Howell             | 11/5/2024 12:56 | 11/5/2024 13:48 | 53       |
|      | Lynn's      | iPhone             | 11/5/2024 12:57 | 11/5/2024 13:15 | 19       |
|      | Lynn's      | iPhone             | 11/5/2024 13:16 | 11/5/2024 13:48 | 33       |
|      | S           | Johnson            | 11/5/2024 13:00 | 11/5/2024 13:48 | 49       |
|      | Paul        | McCallister        | 11/5/2024 13:07 | 11/5/2024 13:48 | 41       |
|      | Hope        | Petersen           | 11/5/2024 12:58 | 11/5/2024 13:48 | 50       |
|      | Alycia      | Rosson             | 11/5/2024 13:07 | 11/5/2024 13:49 | 42       |
|      | Dana        | S                  | 11/5/2024 12:58 | 11/5/2024 13:48 | 51       |
|      | Jennifer    | Schwendimann, TECB | 11/5/2024 12:58 | 11/5/2024 13:48 | 50       |
|      | Randall-    | Washington Co 911  | 11/5/2024 13:00 | 11/5/2024 13:48 | 48       |
|      | Curtis      |                    | 11/5/2024 13:00 | 11/5/2024 13:48 | 48       |
|      | 16156185552 |                    | 11/5/2024 13:01 | 11/5/2024 13:48 | 48       |
| TENA | Justin      | Crowther           | 11/5/2024 12:46 | 11/5/2024 13:48 | 63       |
| TENA | Maureen     | Culberson          | 11/5/2024 12:38 | 11/5/2024 13:49 | 71       |
| TENA | Sean        | Lovejoy            | 11/5/2024 12:58 | 11/5/2024 13:48 | 51       |
| TENA | Michael     | Spencer            | 11/5/2024 12:59 | 11/5/2024 13:48 | 50       |
| TENA | kim         | White              | 11/5/2024 12:57 | 11/5/2024 13:49 | 52       |
| TENA | Rose        | White              | 11/5/2024 13:00 | 11/5/2024 13:49 | 50       |



# TENNESSEE EMERGENCY NUMBER ASSOCIATION

## Executive Board Meeting Minutes

Tuesday, November 5, 2024

### EXHIBIT 1

## Tennessee Emergency Number Association

### Balance Sheet

As of October 24, 2024

|                                     | TOTAL               |
|-------------------------------------|---------------------|
| <b>ASSETS</b>                       |                     |
| Current Assets                      |                     |
| Bank Accounts                       |                     |
| Community Bank                      | 122,011.93          |
| First Horizon Bank - Checking       | 51,119.47           |
| PayPal                              | 0.00                |
| <b>Total Bank Accounts</b>          | <b>\$173,131.40</b> |
| Accounts Receivable                 |                     |
| Accounts Receivable                 | 8,137.95            |
| <b>Total Accounts Receivable</b>    | <b>\$8,137.95</b>   |
| Other Current Assets                |                     |
| Undeposited Funds                   | 0.00                |
| <b>Total Other Current Assets</b>   | <b>\$0.00</b>       |
| <b>Total Current Assets</b>         | <b>\$181,269.35</b> |
| <b>TOTAL ASSETS</b>                 | <b>\$181,269.35</b> |
| <b>LIABILITIES AND EQUITY</b>       |                     |
| Liabilities                         |                     |
| <b>Total Liabilities</b>            |                     |
| Equity                              |                     |
| Retained Earnings                   | 176,249.78          |
| Net Income                          | 5,019.57            |
| <b>Total Equity</b>                 | <b>\$181,269.35</b> |
| <b>TOTAL LIABILITIES AND EQUITY</b> | <b>\$181,269.35</b> |

*For complete Finance Report, see attached file*

# TENNESSEE EMERGENCY NUMBER ASSOCIATION

## Executive Board Meeting Minutes

Tuesday, November 5, 2024

### EXHIBIT 2 Budget

page 1

#### Tennessee Emergency Number Association 2025 Budget

| REVENUE                                                |                       |                       |                    |
|--------------------------------------------------------|-----------------------|-----------------------|--------------------|
|                                                        | 2024 Budget           | 2025 Budget           | Comments           |
| Operating Revenue: Associate Membership Dues           | 600                   | 600                   |                    |
| Operating Revenue: Credit Card Processing Fees         | 2,900                 | 2,900                 |                    |
| Operating Revenue: ENP Scholarships                    | 2,800                 | 2,800                 |                    |
| Operating Revenue: Interest - Community Bank           | 1,300                 | 1,300                 |                    |
| Operating Revenue: Membership Dues                     | 29,000                | 29,000                |                    |
| Operating Revenue: NENA Dues                           | 4,300                 | 5,800                 |                    |
| Operating Revenue: Rebates (Spring)                    | 200                   | 200                   |                    |
| Operating Revenue: Donations                           | 762                   | 0                     |                    |
| <b><u>TOTAL OPERATING REVENUE</u></b>                  | <b><u>41,862</u></b>  | <b><u>42,600</u></b>  |                    |
| Conference Revenue: Additional Exhibit Booth           | 1,800                 | 1,000                 |                    |
| Conference Revenue: Attendee Conference Registration   | 88,500                | 95,000                |                    |
| Conference Revenue: Banquet Tickets                    | 1,600                 | 1,600                 |                    |
| Conference Revenue: Day Pass                           | 9,000                 | 9,000                 |                    |
| Conference Revenue: Golf Tournament Registration       | 2,700                 | 2,700                 |                    |
| Conference Revenue: Guest Passes                       | 1,200                 | 1,200                 |                    |
| Conference Revenue: Industry Partner Registration      | 33,500                | 33,500                |                    |
| Conference Revenue: Pre-Conference Course Registration | 4,500                 | 4,500                 |                    |
| Conference Revenue: Sponsorships - Conference          | 51,400                | 61,400                |                    |
| Conference Revenue: Super Session Registration         | 0                     | 0                     |                    |
| Conference Revenue: TN-APCO                            | 2,500                 | 2,500                 |                    |
| Conference Revenue: EMAT Reimbursement                 | 0                     | 11,900                | CVENT Contract/MOU |
| <b><u>CONFERENCE REVENUE</u></b>                       | <b><u>196,700</u></b> | <b><u>224,300</u></b> |                    |
| <b><u>TOTAL REVENUE</u></b>                            | <b><u>238,562</u></b> | <b><u>266,900</u></b> |                    |
| EXPENSES                                               |                       |                       |                    |
| Operating Expense: Audit Expenses                      | 4,500                 | 4,500                 |                    |
| Operating Expense: Certificates & Ballots              | 400                   | 400                   |                    |
| Operating Expense: Donations                           | 762                   | 0                     |                    |
| Operating Expense: ENP Scholarship's                   | 4,350                 | 5,400                 | 10 ENPs            |
| Operating Expense: Executive Director Contract         | 21,735                | 21,735                |                    |
| Operating Expense: Insurance                           | 4,000                 | 4,000                 |                    |
| Operating Expense: Legal Counsel Fees                  | 21,000                | 21,000                |                    |
| Operating Expense: Operating Expenses                  | 3,950                 | 4,000                 |                    |
| Operating Expense: Service Charge                      | 500                   | 500                   |                    |
| Operating Expense: Surety Bond Expense                 | 400                   | 0                     |                    |
| Operating Expense: Website / Domain Expenses           | 433                   | 450                   |                    |
| <b><u>TOTAL OPERATING EXPENSES</u></b>                 | <b><u>62,030</u></b>  | <b><u>61,985</u></b>  |                    |
| Program Agenda: Pre-Conference Course Session          | 4,250                 | 4,500                 |                    |
| Program Agenda: Keynote Speaker Session                | 0                     | 5,000                 |                    |
| Program Agenda: Conference Instructors                 | 1,800                 | 2,500                 |                    |
| Program Agenda: Speaker Expenses                       | 0                     | 0                     |                    |
| Program Agenda: EU's                                   | 2,000                 | 2,000                 |                    |
| Conference Food/Beverage: Sunday food and beverage     | 1,041                 | 1,100                 |                    |
| Conference Food/Beverage: Monday food and beverage     | 5,242                 | 5,300                 |                    |
| Conference Food/Beverage: Tuesday food and beverage    | 43,352                | 43,500                |                    |
| Conference Food/Beverage: Wednesday food and beverage  | 2,825                 | 2,900                 |                    |

# TENNESSEE EMERGENCY NUMBER ASSOCIATION

## Executive Board Meeting Minutes

Tuesday, November 5, 2024

### EXHIBIT 2 cont.

page 2

#### Tennessee Emergency Number Association 2024 Budget

|                                                                    | 2024 Budget           | 2025 Budget           | Comments |
|--------------------------------------------------------------------|-----------------------|-----------------------|----------|
| Off-Site IP Event: Venue Rental                                    | 31,659                | 20,000                |          |
| Off-Site IP Event: Sunday IP Event Food and Beverage               | 0                     | 10,000                |          |
| Off-Site IP Event: Entertainment                                   | 0                     | 0                     |          |
| Off-Site IP Event: Transportation                                  | 1,730                 | 1,750                 |          |
| Conference Site Fees: Hotel Rooms                                  | 8,555                 | 8,600                 |          |
| Conference Site Fees: Meeting Rooms                                | 1,264                 | 1,300                 |          |
| Conference Site Fees: Decorator Fees / Booth Setup Fees / Electric | 32,606                | 33,000                |          |
| Conference Site Fees: AV Fees                                      | 23,353                | 23,500                |          |
| Publicity & Printing: Conference Guide                             | 0                     | 0                     |          |
| Publicity & Printing: Signs                                        | 901                   | 1,000                 |          |
| Registration: Registration Software                                | 12,752                | 23,900                |          |
| Registration: Registration Supplies                                | 347                   | 1,000                 |          |
| Technical: Technology Supplies                                     | 180                   | 1,000                 |          |
| Prizes: Awards                                                     | 456                   | 700                   |          |
| Prizes: Door Prizes                                                | 998                   | 1,000                 |          |
| Golf Tournament: Golf Outing Expenses                              | 4,157                 | 4,500                 |          |
| Golf Tournament: Miscellaneous expense                             | 0                     | 0                     |          |
| Miscellaneous: Conference Bags                                     | 3,147                 | 3,200                 |          |
| Miscellaneous: Lanyards/Name Badge Holders                         | 1,607                 | 1,650                 |          |
| Miscellaneous: Conference Shirts                                   | 266                   | 1,000                 |          |
| Miscellaneous: Miscellaneous expense                               | 750                   | 1,000                 |          |
|                                                                    |                       |                       |          |
| <b><u>TOTAL CONFERENCE EXPENSES</u></b>                            | <b><u>185,238</u></b> | <b><u>204,900</u></b> |          |
|                                                                    |                       |                       |          |
| <b><u>TOTAL EXPENSES</u></b>                                       | <b><u>247,268</u></b> | <b><u>266,885</u></b> |          |
| <b><u>TOTAL REVENUE</u></b>                                        | <b><u>238,562</u></b> | <b><u>266,900</u></b> |          |
| <b><u>TOTAL PROFIT/(LOSS)</u></b>                                  | <b><u>(8,706)</u></b> | <b><u>15</u></b>      |          |

**Tuesday, November 5, 2024**

|                                                                                                                                                                            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CONFERENCE COMMITTEES</b>                                                                                                                                               |
| <b>CONFERENCE CHAIRPERSON</b>                                                                                                                                              |
| <ul style="list-style-type: none"><li>• Jimmy Long</li></ul>                                                                                                               |
|                                                                                                                                                                            |
| <b>HOTEL COMMITTEE</b>                                                                                                                                                     |
| <ul style="list-style-type: none"><li>• Shauna Atchison</li></ul>                                                                                                          |
|                                                                                                                                                                            |
| <b>REGISTRATION COMMITTEE</b>                                                                                                                                              |
| <ul style="list-style-type: none"><li>• Justin Crowther</li></ul>                                                                                                          |
|                                                                                                                                                                            |
| <b>SPONSORS &amp; INDUSTRY PARTNERS COMM.</b>                                                                                                                              |
| <ul style="list-style-type: none"><li>• Kim White</li><li>• </li></ul>                                                                                                     |
|                                                                                                                                                                            |
| <b>PROGRAM &amp; AGENDA COMMITTEE</b>                                                                                                                                      |
| <ul style="list-style-type: none"><li>• Crystal Key</li><li>• Rose White</li><li>• Eric Carpenter</li></ul>                                                                |
|                                                                                                                                                                            |
| <b>FOOD &amp; ENTERTAINMENT COMMITTEE</b>                                                                                                                                  |
| <ul style="list-style-type: none"><li>• Eric Carpenter</li><li>• Joey King</li><li>• Sean Lovejoy</li></ul>                                                                |
|                                                                                                                                                                            |
| <b>SEN. JOE HAYNES AWARD COMMITTEE</b>                                                                                                                                     |
| <ul style="list-style-type: none"><li>• Rose White</li><li>• Crystal Key</li><li>• Jennifer White</li><li>• Jamison Peevyhouse</li><li>• Steve Martini</li></ul>           |
|                                                                                                                                                                            |
| <b>911 PROFESSIONAL AWARDS COMMITTEE</b>                                                                                                                                   |
| <ul style="list-style-type: none"><li>• Lynn Thompson</li><li>• Jimmy Long</li><li>• Rose White</li></ul>                                                                  |
|                                                                                                                                                                            |
| <b>TECHNICAL COMMITTEE</b>                                                                                                                                                 |
| <ul style="list-style-type: none"><li>• Eric Ritzman</li><li>• Shane Clark</li></ul>                                                                                       |
|                                                                                                                                                                            |
| <b>MEMORIALS COMMITTEE</b>                                                                                                                                                 |
| <ul style="list-style-type: none"><li>• Executive Director</li></ul>                                                                                                       |
|                                                                                                                                                                            |
| <b>SIGNS &amp; PUBLICITY COMMITTEE</b>                                                                                                                                     |
| <ul style="list-style-type: none"><li>• Executive Director</li></ul>                                                                                                       |
|                                                                                                                                                                            |
| <b>GOLF TOURNAMENT</b>                                                                                                                                                     |
| <ul style="list-style-type: none"><li>• Eric Carpenter</li></ul>                                                                                                           |
|                                                                                                                                                                            |
| <b>BUDGET COMMITTEE</b>                                                                                                                                                    |
| <ul style="list-style-type: none"><li>• Justin Crowther</li><li>• Rose White</li><li>• Crystal Key</li><li>• Jimmy Long</li><li>• Shauna Atchison</li><li>• </li></ul>     |
|                                                                                                                                                                            |
| <b>SITE SELECTION COMMITTEE</b>                                                                                                                                            |
| <ul style="list-style-type: none"><li>• Jimmy Long</li><li>• Rose White</li><li>• Kim White</li><li>• Joey King</li><li>• Sean Lovejoy</li><li>• Shauna Atchison</li></ul> |

# TENNESSEE EMERGENCY NUMBER ASSOCIATION

## Executive Board Meeting Minutes

Tuesday, November 5, 2024

### ATTACHMENT 4 – 2025 Meeting Dates

#### **TENA BOARD MEETINGS**

*all meetings to be held at Rutherford Co. ECD Office, 591 Fortress Blvd Murfreesboro unless otherwise noted. All times are Central time zone*

Mon. Feb. 3 or Mon. Feb. 10 TENA Board Meeting 1:00 pm

Tue. Feb. 4 or Tue. Feb. 11 911 Day on the Hill 8:00 am Cordell Hull Bldg, Nashville

Wed. Mar. 19 TENA Board Meeting 1:00 pm

Wed. May 21 TENA Board Meeting 1:00 pm

Wed. Jul. 16 TENA Board Meeting 1:00 pm

Sat. Sep. 27 TENA Board Meeting 2:00 pm Embassy Suites, Murfreesboro

Wed. Oct. 1 TENA Board Meeting 12:00 pm Embassy Suites, Murfreesboro

Tue. Nov. 12 TENA Board Meeting 1:00 pm

#### **TECB Meetings**

*They are supposed to be the first Wednesdays in February, May, August, and November, but the board recently said they wanted meetings every other month. I'm not sure exactly when the meetings will be. Sorry.*

*Thanks,*

*Curtis*

#### **2025 Special Events**

Jan. 12 - 15 NG9-1-1 Standards & Best Practices Conference, Clearwater, FL

Jan. 16 – 17 Artificial Intelligence Critical Issues Forum, Clearwater, FL

Jan. 27-30, Winter Workshop, Gatlinburg,

Feb. 23-26 911 Goes to Washington, Arlington VA

Jun. 21 – June 26 NENA2025 Conference, Long Beach, CA

Jul. 27 – July 30 APCO2025 Conference, Baltimore, MD

Sep. 28 – Oct. 01 TENA2025 Conference, Murfreesboro

# Tennessee Emergency Number Association

## Balance Sheet

As of October 24, 2024

|                                     | TOTAL               |
|-------------------------------------|---------------------|
| <b>ASSETS</b>                       |                     |
| Current Assets                      |                     |
| Bank Accounts                       |                     |
| Community Bank                      | 122,011.93          |
| First Horizon Bank - Checking       | 51,119.47           |
| PayPal                              | 0.00                |
| <b>Total Bank Accounts</b>          | <b>\$173,131.40</b> |
| Accounts Receivable                 |                     |
| Accounts Receivable                 | 8,137.95            |
| <b>Total Accounts Receivable</b>    | <b>\$8,137.95</b>   |
| Other Current Assets                |                     |
| Undeposited Funds                   | 0.00                |
| <b>Total Other Current Assets</b>   | <b>\$0.00</b>       |
| <b>Total Current Assets</b>         | <b>\$181,269.35</b> |
| <b>TOTAL ASSETS</b>                 | <b>\$181,269.35</b> |
| <b>LIABILITIES AND EQUITY</b>       |                     |
| Liabilities                         |                     |
| <b>Total Liabilities</b>            |                     |
| Equity                              |                     |
| Retained Earnings                   | 176,249.78          |
| Net Income                          | 5,019.57            |
| <b>Total Equity</b>                 | <b>\$181,269.35</b> |
| <b>TOTAL LIABILITIES AND EQUITY</b> | <b>\$181,269.35</b> |

# Tennessee Emergency Number Association

## Transaction List by Date

September 19-October 24, 2024

| DATE       | TRANSACTION TYPE | NUM  | NAME                   | ACCOUNT FULL NAME             | ACCOUNT FULL NAME                                      | AMOUNT        |
|------------|------------------|------|------------------------|-------------------------------|--------------------------------------------------------|---------------|
| 09/26/2024 | Check            | 0586 | Main Event             | First Horizon Bank - Checking | Conference Expenses:Off-Site IP Event:Venue Rental     | -\$15,829.28  |
| 10/11/2024 | Check            | 0587 | Embassy Suites         | First Horizon Bank - Checking |                                                        | -\$118,234.32 |
| 10/11/2024 | Check            | 0588 | Randall Lewis          | First Horizon Bank - Checking | Operating Expenses:Donations                           | -\$762.00     |
| 09/19/2024 | Deposit          |      |                        | First Horizon Bank - Checking |                                                        | \$2,652.25    |
| 09/19/2024 | Deposit          |      |                        | First Horizon Bank - Checking |                                                        | \$14,625.00   |
| 09/19/2024 | Deposit          |      |                        | First Horizon Bank - Checking |                                                        | \$2,188.75    |
| 09/20/2024 | Deposit          |      | Henderson County 911   | First Horizon Bank - Checking | Undeposited Funds                                      | \$309.00      |
| 09/23/2024 | Deposit          |      | Davidson County 911    | First Horizon Bank - Checking |                                                        | \$7,158.50    |
| 09/25/2024 | Deposit          |      |                        | First Horizon Bank - Checking |                                                        | \$1,452.30    |
| 09/26/2024 | Deposit          |      |                        | First Horizon Bank - Checking |                                                        | \$10,178.00   |
| 09/27/2024 | Deposit          |      | Gibson County 911      | First Horizon Bank - Checking | Undeposited Funds                                      | \$334.75      |
| 09/29/2024 | Deposit          |      |                        | First Horizon Bank - Checking |                                                        | \$4,933.70    |
| 09/30/2024 | Deposit          |      |                        | First Horizon Bank - Checking |                                                        | \$8,707.59    |
| 10/02/2024 | Deposit          |      | Davidson County 911    | First Horizon Bank - Checking | Undeposited Funds                                      | \$154.50      |
| 10/04/2024 | Deposit          |      | Life Force Air Medical | First Horizon Bank - Checking | Undeposited Funds                                      | \$927.00      |
| 10/07/2024 | Deposit          |      |                        | First Horizon Bank - Checking |                                                        | \$6,800.00    |
| 10/07/2024 | Deposit          |      |                        | First Horizon Bank - Checking | Operating Revenue:Donations                            | \$762.00      |
| 10/11/2024 | Deposit          |      |                        | First Horizon Bank - Checking |                                                        | \$2,800.00    |
| 10/21/2024 | Deposit          |      |                        | First Horizon Bank - Checking |                                                        | \$7,577.00    |
| 10/07/2024 | Expense          |      | Jefferson County 911   | First Horizon Bank - Checking | Operating Expenses:ENP Scholarship                     | -\$450.00     |
| 09/19/2024 | Expense          |      | Amazon                 | First Horizon Bank - Checking | Conference Expenses:Registration:Registration Supplies | -\$69.54      |
| 09/19/2024 | Expense          |      | QuickBooks Payments    | First Horizon Bank - Checking | Operating Expenses:Operating Expenses{106}             | -\$79.31      |
| 09/19/2024 | Expense          |      | QuickBooks Payments    | First Horizon Bank - Checking | Operating Expenses:Operating Expenses{106}             | -\$65.44      |
| 09/20/2024 | Expense          |      | QuickBooks Payments    | First Horizon Bank - Checking | Operating Expenses:Operating Expenses{106}             | -\$9.24       |
| 09/23/2024 | Expense          |      | Dickson County 911     | First Horizon Bank - Checking |                                                        | -\$600.00     |
| 09/23/2024 | Expense          |      | The Steve Frost Agency | First Horizon Bank - Checking | Operating Expenses:Insurance                           | -\$3,365.00   |
| 09/23/2024 | Expense          |      | QuickBooks Payments    | First Horizon Bank - Checking | Operating Expenses:Operating Expenses{106}             | -\$214.05     |
| 09/24/2024 | Expense          |      | Henry County 911       | First Horizon Bank - Checking |                                                        | -\$600.00     |
| 09/24/2024 | Expense          |      | Cocke County 911       | First Horizon Bank - Checking | Conference Revenue:Attendee Conf Registration          | -\$300.00     |
| 09/24/2024 | Expense          |      | Washington County 911  | First Horizon Bank - Checking | Conference Revenue:Attendee Conf Registration          | -\$300.00     |



| DATE       | TRANSACTION<br>TYPE | NUM | NAME                  | ACCOUNT FULL NAME                | ACCOUNT FULL NAME                                       | AMOUNT      |
|------------|---------------------|-----|-----------------------|----------------------------------|---------------------------------------------------------|-------------|
| 09/24/2024 | Expense             |     | Crockett County 911   | First Horizon Bank -<br>Checking | Conference Revenue:Attendee Conf Registration           | -\$300.00   |
| 09/25/2024 | Expense             |     | QuickBooks Payments   | First Horizon Bank -<br>Checking | Operating Expenses:Operating Expenses{106}              | -\$43.43    |
| 09/27/2024 | Expense             |     | QuickBooks Payments   | First Horizon Bank -<br>Checking | Operating Expenses:Operating Expenses{106}              | -\$10.01    |
| 09/29/2024 | Expense             |     | QuickBooks Payments   | First Horizon Bank -<br>Checking | Operating Expenses:Operating Expenses{106}              | -\$172.68   |
| 09/30/2024 | Expense             |     | QuickBooks Payments   | First Horizon Bank -<br>Checking | Operating Expenses:Operating Expenses{106}              | -\$263.26   |
| 10/02/2024 | Expense             |     | QuickBooks Payments   | First Horizon Bank -<br>Checking | Operating Expenses:Operating Expenses{106}              | -\$4.62     |
| 10/04/2024 | Expense             |     | QuickBooks Payments   | First Horizon Bank -<br>Checking | Operating Expenses:Operating Expenses{106}              | -\$27.72    |
| 10/05/2024 | Expense             |     | Graphic Creations     | First Horizon Bank -<br>Checking | Conference Expenses:Publicity and Printing:Signs        | -\$900.32   |
| 09/29/2024 | Expense             |     | OfficeDepot           | First Horizon Bank -<br>Checking | Conference Expenses:Registration:Registration Supplies  | -\$58.73    |
| 10/05/2024 | Expense             |     | VIP Awards            | First Horizon Bank -<br>Checking | Conference Expenses:Awards & Other:Awards               | -\$104.26   |
| 10/05/2024 | Expense             |     | Gentrys Grill         | First Horizon Bank -<br>Checking | Conference Expenses:Golf Outing:Golf Outing Expenses    | -\$763.74   |
| 10/05/2024 | Expense             |     | Crystal Key           | First Horizon Bank -<br>Checking | Conference Expenses:Miscellaneous:Miscellaneous expense | -\$398.53   |
| 10/05/2024 | Expense             |     | Carter County 911     | First Horizon Bank -<br>Checking |                                                         | -\$1,500.00 |
| 10/05/2024 | Expense             |     | Cocke County 911      | First Horizon Bank -<br>Checking | Conference Revenue:Attendee Conf Registration           | -\$300.00   |
| 10/05/2024 | Expense             |     | Dyer County 911       | First Horizon Bank -<br>Checking | Conference Revenue:Attendee Conf Registration           | -\$300.00   |
| 10/05/2024 | Expense             |     | Greene County 911     | First Horizon Bank -<br>Checking |                                                         | -\$1,200.00 |
| 10/05/2024 | Expense             |     | Johnson County 911    | First Horizon Bank -<br>Checking |                                                         | -\$750.00   |
| 10/05/2024 | Expense             |     | Rhea County 911       | First Horizon Bank -<br>Checking | Conference Revenue:Attendee Conf Registration           | -\$300.00   |
| 10/05/2024 | Expense             |     | Sullivan County 911   | First Horizon Bank -<br>Checking |                                                         | -\$2,100.00 |
| 10/05/2024 | Expense             |     | Unicoi County 911     | First Horizon Bank -<br>Checking |                                                         | -\$900.00   |
| 10/05/2024 | Expense             |     | Washington County 911 | First Horizon Bank -<br>Checking |                                                         | -\$2,100.00 |
| 10/05/2024 | Expense             |     | White County 911      | First Horizon Bank -<br>Checking | Conference Revenue:Attendee Conf Registration           | -\$300.00   |
| 09/28/2024 | Expense             |     | Walmart               | First Horizon Bank -<br>Checking | Conference Expenses:Golf Outing:Golf Outing Expenses    | -\$1,049.40 |
| 10/07/2024 | Expense             |     | Eric Ritzman          | First Horizon Bank -             |                                                         | -\$179.02   |



| DATE       | TRANSACTION<br>TYPE | NUM | NAME                      | ACCOUNT FULL NAME                            | ACCOUNT FULL NAME                                                  | AMOUNT             |
|------------|---------------------|-----|---------------------------|----------------------------------------------|--------------------------------------------------------------------|--------------------|
| 09/29/2024 | Expense             |     | Champions Run Golf Course | Checking<br>First Horizon Bank -<br>Checking | Conference Expenses:Golf Outing:Golf Outing Expenses               | -\$2,140.13        |
| 09/23/2024 | Expense             |     | Four Star Marketing       | First Horizon Bank -<br>Checking             | Conference Expenses:Miscellaneous:Conference Bags                  | -\$452.37          |
| 10/10/2024 | Expense             |     | NENA                      | First Horizon Bank -<br>Checking             | Conference Expenses:Program / Agenda:Pre-Conference Course Session | -\$4,250.00        |
| 10/10/2024 | Expense             |     | Freeman & Bracey, PLC     | First Horizon Bank -<br>Checking             | Operating Expenses:Legal Counsel contract                          | -\$1,750.00        |
| 10/16/2024 | Expense             |     | Moetivations, Inc.        | First Horizon Bank -<br>Checking             | Conference Expenses:Program / Agenda:Conference Instructors        | -\$1,800.00        |
| 10/21/2024 | Expense             |     | Quickbooks                | First Horizon Bank -<br>Checking             | Operating Expenses:Operating Expenses{106}                         | -\$32.93           |
| 10/21/2024 | Expense             |     | Maureen Culberson         | First Horizon Bank -<br>Checking             | Operating Expenses:Executive Director contract                     | -\$1,811.02        |
| 10/21/2024 | Expense             |     | Election Buddy Inc        | First Horizon Bank -<br>Checking             | Operating Expenses:Certificates & Ballots                          | -\$101.97          |
|            |                     |     |                           |                                              |                                                                    | -                  |
|            |                     |     |                           |                                              |                                                                    | <b>\$95,681.98</b> |

Tennessee Emergency Number Association

Transaction List by Date  
September 19-October 24, 2024

| DATE       | TRANSACTION TYPE | NUM      | NAME | ACCOUNT FULL NAME | ACCOUNT FULL NAME                           | AMOUNT   |
|------------|------------------|----------|------|-------------------|---------------------------------------------|----------|
| 09/30/2024 | Deposit          | INTEREST |      | Community Bank    | Operating Revenue:Community Bank - Interest | \$108.71 |
|            |                  |          |      |                   |                                             | \$108.71 |

# Tennessee Emergency Number Association

## Profit and Loss

January 1 - October 24, 2024

|                                   | TOTAL               |
|-----------------------------------|---------------------|
| Income                            |                     |
| Conference Revenue                |                     |
| Attendee Conf Registration        | 88,400.02           |
| Banquet Tickets                   | 1,650.00            |
| Day Pass                          | 9,000.00            |
| Golf Registration                 | 1,700.00            |
| Guest Pass                        | 1,200.00            |
| Industry Partner Registration     | 33,800.00           |
| Pre-Conference Registration       | 4,800.00            |
| Sponsorships                      | 51,400.00           |
| TN APCO                           | 2,500.00            |
| <b>Total Conference Revenue</b>   | <b>194,450.02</b>   |
| Operating Revenue                 |                     |
| Associate Membership Dues         | 608.34              |
| Community Bank - Interest         | 1,014.02            |
| Credit Card Processing Fee        | 2,920.31            |
| Donations                         | 762.00              |
| ENP Scholarships                  | 2,850.00            |
| Membership Dues                   | 29,777.00           |
| Rebate Spring                     | 97.21               |
| <b>Total Operating Revenue</b>    | <b>38,028.88</b>    |
| <b>Total Income</b>               | <b>\$232,478.90</b> |
| <b>GROSS PROFIT</b>               | <b>\$232,478.90</b> |
| Expenses                          |                     |
| Conference Expenses               |                     |
| Awards & Other                    |                     |
| Awards                            | 455.38              |
| Door Prizes                       | 997.09              |
| <b>Total Awards &amp; Other</b>   | <b>1,452.47</b>     |
| Conference Site Fees              |                     |
| AV Fees                           | 23,352.18           |
| Booth Setup Fees, Electric        | 32,605.74           |
| Hotel Rooms                       | 8,554.94            |
| Meeting Rooms                     | 1,263.96            |
| <b>Total Conference Site Fees</b> | <b>65,776.82</b>    |
| Food                              |                     |
| Monday Food & Beverage            | 5,241.10            |
| Sunday Food & Beverage            | 1,040.27            |
| Tuesday Food & Beverage           | 43,351.77           |
| Wednesday Food & Beverage         | 2,824.36            |
| <b>Total Food</b>                 | <b>52,457.50</b>    |

# Tennessee Emergency Number Association

## Profit and Loss

January 1 - October 24, 2024

|                                     | TOTAL             |
|-------------------------------------|-------------------|
| Golf Outing                         |                   |
| Golf Outing Expenses                | 4,156.37          |
| <b>Total Golf Outing</b>            | <b>4,156.37</b>   |
| Miscellaneous                       |                   |
| Conference Bags                     | 3,146.49          |
| Conference shirts                   | 265.56            |
| Lanyards / Badge Holders            | 1,606.72          |
| Miscellaneous expense               | 749.62            |
| <b>Total Miscellaneous</b>          | <b>5,768.39</b>   |
| Off-Site IP Event                   |                   |
| IP Transportation                   | 1,730.00          |
| Venue Rental                        | 31,658.57         |
| <b>Total Off-Site IP Event</b>      | <b>33,388.57</b>  |
| Program / Agenda                    |                   |
| Conference Instructors              | 1,800.00          |
| Pre-Conference Course Session       | 4,250.00          |
| <b>Total Program / Agenda</b>       | <b>6,050.00</b>   |
| Publicity and Printing              |                   |
| Signs                               | 900.32            |
| <b>Total Publicity and Printing</b> | <b>900.32</b>     |
| Registration                        |                   |
| Registration Software               | 12,751.47         |
| Registration Supplies               | 346.44            |
| <b>Total Registration</b>           | <b>13,097.91</b>  |
| Technical                           |                   |
| Technology Supplies                 | 179.02            |
| <b>Total Technical</b>              | <b>179.02</b>     |
| <b>Total Conference Expenses</b>    | <b>183,227.37</b> |
| Operating Expenses                  |                   |
| Audit Expenses                      | 4,500.00          |
| Certificates & Ballots              | 305.91            |
| Donations                           | 762.00            |
| ENP Scholarship                     | 3,525.00          |
| Executive Director contract         | 18,110.20         |
| Insurance                           | 3,365.00          |
| Legal Counsel contract              | 17,500.00         |
| Operating Expenses{106}             | 3,862.92          |
| Service Charge                      | 5.75              |

# Tennessee Emergency Number Association

## Profit and Loss

January 1 - October 24, 2024

|                                 | TOTAL               |
|---------------------------------|---------------------|
| Website / Domain Expenses       | 433.13              |
| <b>Total Operating Expenses</b> | <b>52,369.91</b>    |
| <b>Total Expenses</b>           | <b>\$235,597.28</b> |
| NET OPERATING INCOME            | <b>\$-3,118.38</b>  |
| NET INCOME                      | <b>\$-3,118.38</b>  |



**Tennessee Emergency Number Association  
Financial Report**

10/24/2024

| REVENUE                                               |                   |                 |                   |                      |                    |
|-------------------------------------------------------|-------------------|-----------------|-------------------|----------------------|--------------------|
|                                                       | 2024 Budget       | Adjustment      | Amended           | Actual               | Remaining          |
| Operating Revenue: Associate Membership Dues          | \$ 200            |                 | \$ 200            | \$ 608.34            | \$ 408             |
| Operating Revenue:Credit Card Processing Fees         | \$ 2,500          |                 | \$ 2,500          | \$ 2,920.31          | \$ 420             |
| Operating Revenue:ENP Scholarships                    | \$ -              | \$ 2,850        | \$ 2,850          | \$ 2,850.00          | \$ -               |
| Operating Revenue:Interest - Community Bank           | \$ 1,300          |                 | \$ 1,300          | \$ 1,014.02          | \$ (286)           |
| Operating Revenue:Membership Dues                     | \$ 28,500         | \$ 1,200        | \$ 29,700         | \$ 29,777.00         | \$ 77              |
| Operating Revenue:NENA Dues                           | \$ 4,300          | \$ 1,500        | \$ 5,800          |                      | \$ (5,800)         |
| Operating Revenue:Rebates (Spring)                    | \$ 200            |                 | \$ 200            | \$ 97.21             | \$ (103)           |
| Operating Revenue:Dontations                          |                   | \$ 762          | \$ 762            | \$ 762.00            | \$ -               |
| <b>TOTAL OPERATING REVENUE</b>                        | <b>\$ 37,000</b>  | <b>\$ 5,550</b> | <b>\$ 42,550</b>  | <b>\$ 38,028.88</b>  | <b>\$ (5,283)</b>  |
| Conference Revenue: Additional Exhibit Booth          | \$ 1,800          | \$ (1,800)      | \$ -              |                      | \$ -               |
| Conference Revenue:Attendee Conference Registration   | \$ 99,500         | \$ (6,825)      | \$ 92,675         | \$ 88,400.02         | \$ (4,275)         |
| Conference Revenue:Banquet Tickets                    | \$ 600            | \$ 1,050        | \$ 1,650          | \$ 1,650.00          | \$ -               |
| Conference Revenue:Day Pass                           | \$ 5,500          | \$ 3,500        | \$ 9,000          | \$ 9,000.00          | \$ -               |
| Conference Revenue:Golf Tournament Registration       | \$ 2,700          | \$ (1,000)      | \$ 1,700          | \$ 1,700.00          | \$ -               |
| Conference Revenue:Guest Passes                       | \$ 2,500          | \$ (1,300)      | \$ 1,200          | \$ 1,200.00          | \$ -               |
| Conference Revenue:Industry Partner Registration      | \$ 36,100         | \$ (2,300)      | \$ 33,800         | \$ 33,800.00         | \$ -               |
| Conference Revenue:Pre-Conference Course Registration | \$ 5,000          | \$ (200)        | \$ 4,800          | \$ 4,800.00          | \$ -               |
| Conference Revenue:Sponsorships - Conference          | \$ 46,000         | \$ 7,900        | \$ 53,900         | \$ 51,400.00         | \$ (2,500)         |
| Conference Revenue:Super Session Registration         | \$ -              |                 | \$ -              |                      | \$ -               |
| Conference Revenue:TN-APCO                            | \$ 2,500          |                 | \$ 2,500          | \$ 2,500.00          | \$ -               |
| <b>CONFERENCE REVENUE</b>                             | <b>\$ 202,200</b> | <b>\$ (975)</b> | <b>\$ 201,225</b> | <b>\$ 194,450.02</b> | <b>\$ (6,775)</b>  |
| <b>TOTAL REVENUE</b>                                  | <b>\$ 239,200</b> | <b>\$ 4,575</b> | <b>\$ 243,775</b> | <b>\$ 232,478.90</b> | <b>\$ (12,058)</b> |
| EXPENSES                                              |                   |                 |                   |                      |                    |
| Operating Expense:Audit Expenses                      | \$ 4,000          | \$ 500          | \$ 4,500          | \$ 4,500.00          | \$ -               |
| Operating Expense:Certificates & Ballots              | \$ 400            |                 | \$ 400            | \$ 305.91            | \$ 94              |
| Operating Expense:Dontations                          | \$ -              | \$ 762          | \$ 762            | \$ 762.00            | \$ -               |
| Operating Expense:ENP Scholarship's                   | \$ 4,350          |                 | \$ 4,350          | \$ 3,525.00          | \$ 825             |
| Operating Expense:Executive Director Contract         | \$ 21,735         |                 | \$ 21,735         | \$ 18,110.20         | \$ 3,625           |
| Operating Expense:Insurance                           | \$ 4,000          |                 | \$ 4,000          | \$ 3,365.00          | \$ 635             |
| Operating Expense:Legal Counsel Fees                  | \$ 21,000         |                 | \$ 21,000         | \$ 17,500.00         | \$ 3,500           |
| Operating Expense:Operating Expenses                  | \$ 1,650          | \$ 2,300        | \$ 3,950          | \$ 3,862.92          | \$ 87              |
| Operating Expense:Service Charge                      | \$ 2,900          |                 | \$ 2,900          | \$ 5.75              | \$ 2,894           |
| Operating Expense:Surety Bond Expense                 | \$ 400            |                 | \$ 400            |                      | \$ 400             |
| Operating Expense:Website / Domain Expenses           | \$ 415            | \$ 20           | \$ 435            | \$ 433.13            | \$ 2               |
| <b>TOTAL OPERATING EXPENSES</b>                       | <b>\$ 60,850</b>  |                 | <b>\$ 64,432</b>  | <b>\$ 52,369.91</b>  | <b>\$ 12,062</b>   |
| Program Agenda:Pre-Conference Course Session          | \$ 5,000          | \$ (750)        | \$ 4,250          | \$ 4,250.00          | \$ -               |
| Program Agenda:Keynote Speaker Session                | \$ 5,000          | \$ (5,000)      | \$ -              |                      | \$ -               |
| Program Agenda:Conference Instructors                 | \$ 3,000          | \$ (1,200)      | \$ 1,800          | \$ 1,800.00          | \$ -               |
| Program Agenda:Speaker Expenses                       | \$ -              |                 | \$ -              |                      | \$ -               |
| Program Agenda:CEU's                                  | \$ 2,000          |                 | \$ 2,000          |                      | \$ 2,000           |
| Conference Food/Beverage:Sunday food and beverage     | \$ 1,860          | \$ (820)        | \$ 1,040          | \$ 1,040.27          | \$ (0)             |
| Conference Food/Beverage:Monday food and beverage     | \$ 7,300          | \$ (2,059)      | \$ 5,241          | \$ 5,241.10          | \$ (0)             |
| Conference Food/Beverage:Tuesday food and beverage    | \$ 45,200         | \$ (1,848)      | \$ 43,352         | \$ 43,351.77         | \$ 0               |
| Conference Food/Beverage:Wednesday food and beverage  | \$ 3,550          | \$ (726)        | \$ 2,824          | \$ 2,824.36          | \$ (0)             |
| Off-Site IP Event:Venue Rental                        | \$ 20,000         | \$ 11,659       | \$ 31,659         | \$ 31,658.57         | \$ 0               |
| Off-Site IP Event:Sunday IP Event Food and Beverage   | \$ 5,000          | \$ (5,000)      | \$ -              |                      | \$ -               |
| Off-Site IP Event:Entertainment                       | \$ -              |                 | \$ -              |                      | \$ -               |
| Off-Site IP Event:Transportation                      | \$ 2,000          | \$ (270)        | \$ 1,730          | \$ 1,730.00          | \$ -               |
| Conference Site Fees:Hotel Rooms                      | \$ 8,170          | \$ 385          | \$ 8,555          | \$ 8,554.94          | \$ 0               |

**Tennessee Emergency Number Association  
Financial Report**

10/24/2024

|                                                                   | 2024 Budget              | Adjustment               | Amended                  | Actual                      | Remaining                 |
|-------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|-----------------------------|---------------------------|
| Conference Site Fees:Meeting Rooms                                | \$ 775                   | \$ 489                   | \$ 1,264                 | \$ 1,263.96                 | \$ 0                      |
| Conference Site Fees:Decorator Fees / Booth Setup Fees / Electric | \$ 30,400                | \$ 2,206                 | \$ 32,606                | \$ 32,605.74                | \$ 0                      |
| Conference Site Fees:AV Fees                                      | \$ 17,900                | \$ 5,452                 | \$ 23,352                | \$ 23,352.18                | \$ (0)                    |
| Publicity & Printing:Conference Guide                             | \$ -                     |                          | \$ -                     | \$ -                        | \$ -                      |
| Publicity & Printing:Signs                                        | \$ 700                   | \$ 200                   | \$ 900                   | \$ 900.32                   | \$ (0)                    |
| Registration:Registration Software                                | \$ 8,300                 | \$ 4,500                 | \$ 12,800                | \$ 12,751.47                | \$ 49                     |
| Registration:Registration Supplies                                | \$ 500                   | \$ (154)                 | \$ 346                   | \$ 346.44                   | \$ (0)                    |
| Technical:Technology Supplies                                     | \$ 1,000                 | \$ (821)                 | \$ 179                   | \$ 179.02                   | \$ (0)                    |
| Prizes:Awards                                                     | \$ 1,000                 | \$ (545)                 | \$ 455                   | \$ 455.38                   | \$ (0)                    |
| Prizes:Door Prizes                                                | \$ 1,000                 |                          | \$ 1,000                 | \$ 997.09                   | \$ 3                      |
| Golf Tournament:Golf Outing Expenses                              | \$ 3,000                 | \$ 1,156                 | \$ 4,156                 | \$ 4,156.37                 | \$ (0)                    |
| Golf Tornment:Miscellaneous expense                               | \$ 100                   | \$ (100)                 | \$ -                     |                             | \$ -                      |
| Miscellaneous:Conference Bags                                     | \$ 3,300                 | \$ (154)                 | \$ 3,146                 | \$ 3,146.49                 | \$ (0)                    |
| Miscellaneous:Lanyards/Name Badge Holders                         | \$ 1,550                 | \$ 57                    | \$ 1,607                 | \$ 1,606.72                 | \$ 0                      |
| Miscellaneous:Conference Shirts                                   | \$ 300                   |                          | \$ 300                   | \$ 265.56                   | \$ 34                     |
| Miscellaneous:Miscellaneous expense                               | \$ 400                   | \$ 350                   | \$ 750                   | \$ 749.62                   | \$ 0                      |
|                                                                   |                          |                          |                          |                             |                           |
| <b><u>TOTAL CONFERENCE EXPENSES</u></b>                           | <b><u>\$ 178,305</u></b> | <b><u>\$ 7,007</u></b>   | <b><u>\$ 185,312</u></b> | <b><u>\$ 183,227.37</u></b> | <b><u>\$ 2,085</u></b>    |
|                                                                   |                          |                          |                          |                             |                           |
| <b><u>TOTAL EXPENSES</u></b>                                      | <b><u>\$ 239,155</u></b> | <b><u>\$ 7,007</u></b>   | <b><u>\$ 249,744</u></b> | <b><u>\$ 235,597.28</u></b> | <b><u>\$ 14,147</u></b>   |
| <b><u>TOTAL REVENUE</u></b>                                       | <b><u>\$ 239,200</u></b> | <b><u>\$ 4,575</u></b>   | <b><u>\$ 243,775</u></b> | <b><u>\$ 232,478.90</u></b> | <b><u>\$ (12,058)</u></b> |
| <b><u>TOTAL PROFIT/(LOSS)</u></b>                                 | <b><u>\$ 45</u></b>      | <b><u>\$ (2,432)</u></b> | <b><u>\$ (5,969)</u></b> | <b><u>\$ (3,118.38)</u></b> | <b><u>\$ (26,205)</u></b> |



**Tennessee Emergency Number Association  
2025 Budget**

| REVENUE                                                |                       |                       |                    |
|--------------------------------------------------------|-----------------------|-----------------------|--------------------|
|                                                        | 2024 Budget           | 2025 Budget           | Comments           |
| Operating Revenue: Associate Membership Dues           | 600                   | 600                   |                    |
| Operating Revenue: Credit Card Processing Fees         | 2,900                 | 2,900                 |                    |
| Operating Revenue: ENP Scholarships                    | 2,800                 | 2,800                 |                    |
| Operating Revenue: Interest - Community Bank           | 1,300                 | 1,300                 |                    |
| Operating Revenue: Membership Dues                     | 29,000                | 29,000                |                    |
| Operating Revenue: NENA Dues                           | 4,300                 | 5,800                 |                    |
| Operating Revenue: Rebates (Spring)                    | 200                   | 200                   |                    |
| Operating Revenue: Dontations                          | 762                   | 0                     |                    |
| <b><u>TOTAL OPERATING REVENUE</u></b>                  | <b><u>41,862</u></b>  | <b><u>42,600</u></b>  |                    |
| Conference Revenue: Additional Exhibit Booth           | 1,800                 | 1,000                 |                    |
| Conference Revenue: Attendee Conference Registration   | 88,500                | 95,000                |                    |
| Conference Revenue: Banquet Tickets                    | 1,600                 | 1,600                 |                    |
| Conference Revenue: Day Pass                           | 9,000                 | 9,000                 |                    |
| Conference Revenue: Golf Tournament Registration       | 2,700                 | 2,700                 |                    |
| Conference Revenue: Guest Passes                       | 1,200                 | 1,200                 |                    |
| Conference Revenue: Industry Partner Registration      | 33,500                | 33,500                |                    |
| Conference Revenue: Pre-Conference Course Registration | 4,500                 | 4,500                 |                    |
| Conference Revenue: Sponsorships - Conference          | 51,400                | 61,400                |                    |
| Conference Revenue: Super Session Registration         | 0                     | 0                     |                    |
| Conference Revenue: TN-APCO                            | 2,500                 | 2,500                 |                    |
| Conference Revenue: EMAT Reimbursement                 | 0                     | 11,900                | CVENT Contract/MOU |
| <b><u>CONFERENCE REVENUE</u></b>                       | <b><u>196,700</u></b> | <b><u>224,300</u></b> |                    |
| <b><u>TOTAL REVENUE</u></b>                            | <b><u>238,562</u></b> | <b><u>266,900</u></b> |                    |
| EXPENSES                                               |                       |                       |                    |
| Operating Expense: Audit Expenses                      | 4,500                 | 4,500                 |                    |
| Operating Expense: Certificates & Ballots              | 400                   | 400                   |                    |
| Operating Expense: Donations                           | 762                   | 0                     |                    |
| Operating Expense: ENP Scholarship's                   | 4,350                 | 5,400                 | 10 ENPs            |
| Operating Expense: Executive Director Contract         | 21,735                | 21,735                |                    |
| Operating Expense: Insurance                           | 4,000                 | 4,000                 |                    |
| Operating Expense: Legal Counsel Fees                  | 21,000                | 21,000                |                    |
| Operating Expense: Operating Expenses                  | 3,950                 | 4,000                 |                    |
| Operating Expense: Service Charge                      | 500                   | 500                   |                    |
| Operating Expense: Surety Bond Expense                 | 400                   | 0                     |                    |
| Operating Expense: Website / Domain Expenses           | 433                   | 450                   |                    |
| <b><u>TOTAL OPERATING EXPENSES</u></b>                 | <b><u>62,030</u></b>  | <b><u>61,985</u></b>  |                    |
| Program Agenda: Pre-Conference Course Session          | 4,250                 | 4,500                 |                    |
| Program Agenda: Keynote Speaker Session                | 0                     | 5,000                 |                    |
| Program Agenda: Conference Instructors                 | 1,800                 | 2,500                 |                    |
| Program Agenda: Speaker Expenses                       | 0                     | 0                     |                    |
| Program Agenda: EU's                                   | 2,000                 | 2,000                 |                    |
| Conference Food/Beverage: Sunday food and beverage     | 1,041                 | 1,100                 |                    |
| Conference Food/Beverage: Monday food and beverage     | 5,242                 | 5,300                 |                    |
| Conference Food/Beverage: Tuesday food and beverage    | 43,352                | 43,500                |                    |
| Conference Food/Beverage: Wednesday food and beverage  | 2,825                 | 2,900                 |                    |



**Tennessee Emergency Number Association**  
**2024 Budget**

|                                                                    | 2024 Budget           | 2025 Budget           | Comments |
|--------------------------------------------------------------------|-----------------------|-----------------------|----------|
| Off-Site IP Event: Venue Rental                                    | 31,659                | 20,000                |          |
| Off-Site IP Event: Sunday IP Event Food and Beverage               | 0                     | 10,000                |          |
| Off-Site IP Event: Entertainment                                   | 0                     | 0                     |          |
| Off-Site IP Event: Transportation                                  | 1,730                 | 1,750                 |          |
| Conference Site Fees: Hotel Rooms                                  | 8,555                 | 8,600                 |          |
| Conference Site Fees: Meeting Rooms                                | 1,264                 | 1,300                 |          |
| Conference Site Fees: Decorator Fees / Booth Setup Fees / Electric | 32,606                | 33,000                |          |
| Conference Site Fees: AV Fees                                      | 23,353                | 23,500                |          |
| Publicity & Printing: Conference Guide                             | 0                     | 0                     |          |
| Publicity & Printing: Signs                                        | 901                   | 1,000                 |          |
| Registration: Registration Software                                | 12,752                | 23,900                |          |
| Registration: Registration Supplies                                | 347                   | 1,000                 |          |
| Technical: Technology Supplies                                     | 180                   | 1,000                 |          |
| Prizes: Awards                                                     | 456                   | 700                   |          |
| Prizes: Door Prizes                                                | 998                   | 1,000                 |          |
| Golf Tournament: Golf Outing Expenses                              | 4,157                 | 4,500                 |          |
| Golf Tornment: Miscellaneous expense                               | 0                     | 0                     |          |
| Miscellaneous: Conference Bags                                     | 3,147                 | 3,200                 |          |
| Miscellaneous: Lanyards/Name Badge Holders                         | 1,607                 | 1,650                 |          |
| Miscellaneous: Conference Shirts                                   | 266                   | 1,000                 |          |
| Miscellaneous: Miscellaneous expense                               | 750                   | 1,000                 |          |
|                                                                    |                       |                       |          |
| <b><u>TOTAL CONFERENCE EXPENSES</u></b>                            | <b><u>185,238</u></b> | <b><u>204,900</u></b> |          |
|                                                                    |                       |                       |          |
| <b><u>TOTAL EXPENSES</u></b>                                       | <b><u>247,268</u></b> | <b><u>266,885</u></b> |          |
| <b><u>TOTAL REVENUE</u></b>                                        | <b><u>238,562</u></b> | <b><u>266,900</u></b> |          |
| <b><u>TOTAL PROFIT/(LOSS)</u></b>                                  | <b><u>(8,706)</u></b> | <b><u>15</u></b>      |          |