

TENNESSEE EMERGENCY NUMBER ASSOCIATION
Executive Board Meeting
Monday, March 21, 2011

Pursuant to appropriate notice, and in accordance with organizational by-laws, the Executive Board of the Tennessee Emergency Number Association (TENA) met at the Rutherford County ECD Office, Murfreesboro, Tennessee on Monday, March 21, 2011 at 1:30 pm.

0311-1 Call to Order

President Randall Lewis called the meeting to order. Jennifer Estes and Sherri Hanna¹ were absent.

0311-2 Minutes

Jimmy Turnbow made the motion to accept the minutes from the January, 2011 board meeting previously sent to the Board, and Chris Masiongale made the second. There was unanimous approval by the Board present to accept.

0311-3 Financial Report

Ike Lowry presented the Financial Report (see Exhibit 1). It showed a checking account balance, as of 03-18-2011, of \$ 38,899.04 and a CD balance of \$ 99,925.79, for a cash-on-hand balance of \$ 138,824.83. Mr. Lowry noted there was a payment made to NENA for the past 2 years of pre-conference courses in the amount of \$ 11,000.00. Steve Jones made the motion to accept the financial report and a second was made by Chris Masiongale. With Ike Lowry abstaining, the remainder of the Board voted unanimously to approve.

0311-4 Regional Reports

1. East Region – Kim White reported they had a meeting at the Meadowview Marriott with 11 Districts represented. They discussed the pending legislation.
2. Middle Region – no meeting
3. West Region – no meeting

0311-5 Report from Senator Haynes

Senator advised he was looking forward to “911 Day on the Hill” He stated that Finance Comm. would meet at 8:30 am and State & Local Government Comm. would meet at 10:30 am. He then advised the Board he would have to leave early from this meeting to attend to business on the Hill.

0311-6 Report from TECB

Lynn Questell and Andy Spears were present. Ms. Questell addressed the Board first.

1. The TECB staff has met with the NG team and she is very optimistic about the future of this program.
2. She advised the Policy Committee just approved increased funding from VoIP starting the next fiscal year.
3. Ms. Questell also addressed the 2010 Census numbers. She advised the TENA Board they cannot start using the new population numbers until they get permission from the State.
4. She stated there would be an Operational Comm. meeting scheduled for April.

Andy Spears then reported on current legislation.

1. The Purchasing Bill has passed the Senate. TECB is investigating ways of facilitating the bid information
2. The 911 Caller Protection Bill. Mr. Spears stated he has received questions and comments regarding this bill and will address some of those now.
 - a. There is no burden on any PSAP to locate the caller and/or victim. This is not the responsibility of the PSAP.
 - b. This bill addresses audio calls, not CAD notes.
 - c. TECB will work with Open Records Counsel to develop a standardized form for use by the media.
3. The Increase Fines For Non-Emergency 911 Calls
 - a. By the actual text, this bill would decrease the fines for aggravated harassing 911 calls.

¹ Sherri Hanna arrived after Financial Report was presented

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- b. He is scheduled to meet with the Senator Townes about this bill.
4. Mr. Spears also advised that he would like to attend the Regional Meetings, so please advise him of the schedule..
5. He also asked that everyone respond to the TECB Survey that is currently out there.
6. TECB is still waiting on the final census numbers to recalculate the funding.
7. He also stated that he will be attending "911 Goes To Washington" and to contact him if you will be attending.

0311-7 Old Business

1. 2010 Conference Budget – *C. Masiongale*
Mr. Masiongale advised he hasn't received all the income statements so the budget is still incomplete. He asked for these figures to be forwarded to him as soon as possible and for the budget to be tabled until the May meeting.
2. TENA Merchandise Vendor– *M. Culberson*
Maureen Culberson advised there has been one company, All-Star Promotions out of Harriman TN to respond and she passed out the information for the Board to review. After review, Carolann Mason made the motion to accept All-Star Promotions as the 2011 Official Conference merchandiser. Susan Mitchell made the second and on Roll Call vote, the Board unanimously approved.
3. TENA Cares Guidelines - – *M. Culberson*
Ms. Culberson presented the TENA Cares guidelines as previously submitted to the committee. (see Exhibit 2). The motion to accept the guidelines as presented was made by Steve Jones and a second was received by Carolann Mason. Roll Call vote was taken with unanimous approval by the Board.
4. 911 On The Hill – *R. Lewis*
President Lewis asked everyone who would be attending to meet in front of Room 12 at Legislative Plaza by 10:00 am. TENA members would then enter the room as a group.

0311-8 New Business

1. Approval To Purchase TENA Shirts for New Board Members – *R. Lewis*
President Lewis, as authorized under the By-laws, approved TENA shirts for Jimmy Turnbow, Sherri Hanna and Susan Mitchell. Marvin Kelly motioned to accept this purchase and Kim White made the second. Roll Call vote showed all Board members approving.
2. Increase Fees for the NENA Pre-Conference Course – *M. Culberson; J. Estes*
This year's NENA Pre-Conference Course is scheduled to be a 2 day program with NENA charging \$ 7,000.00. An email vote went out to all Board members to increase the registration from \$ 100.00 to \$ 150.00 per attendee. The email vote approved this increase. Carolann Mason made the motion to ratify and Susan Mitchell made the second. The Roll Call vote was unanimous. Carolann Mason did ask Ms. Culberson to check with NENA regarding the cancellation deadline in the event we don't have sufficient attendees.
3. Establish Sponsorship Levels for Vendors at Conference – *T. Bramlett; K. White; J. Wilson*
Kim White asked that the same levels and benefits be used as last year
Platinum Sponsor - \$10,000.00; 2 free booths
Gold Sponsor - \$ 5,000.00; 1 free booth
Silver Sponsor - \$ 2,500.00; 1 free booth
Kim White also presented a request to allow a special registration rate to Premier Jewelry in lieu of donation from the proceeds from conference sales to the TENA Cares Fund. Marvin Kelly made the motion as stipulated and Joe Wilson made the second. The Board voted to unanimously accept the motion.
4. Hamilton County Presentation for Conference Host
President Lewis advised that Mr. John Stuermer was unavailable for the meeting and respectfully asked this item be deferred until the May Meeting. The Board agreed to Mr. Stuermer's request.
5. TERT Committee Appointment – *J. Estes*
In the absence of Ms. Estes, Mr. Lewis advised that Jeff Carney, Hamilton County, has requested and met all the requirements for appointment to the TERT Committee. The motion

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to accept this appointment was made by Jimmy Turnbow and received a second from Kim White. The Roll Call vote of the Board showed unanimous approval.

6. ENP Scholarship Program – *R. Lewis; J. Estes; I. Lowry ; J. Wilson*
President Lewis reported the committee has received one application for scholarship and that has been sent to CRS for confirmation.

0311-9 Committee Reports

Legislative Committee – *J. Turnbow*

There were lengthy discussions regarding the current legislation prior to the Board voting on each individual bill.

SB1665 / HB1539 911 Caller Protection

The motion to support this bill was made by Susan Mitchell and seconded by Jimmy Turnbow. The Board voted unanimously to support.

SB1013 / HB1094 911 Purchasing Bill

The motion to support this bill was made by Jimmy Turnbow and seconded by Susan Mitchell. The Board voted unanimously to support.

SB0293 / HB0527 Protecting 911 Interest

The motion to support this bill was made by Susan Mitchell and seconded by Jimmy Turnbow, The Board voted unanimously to support.

SB0870 / HB1093 Dispatcher Employment Waiver

The motion to remain neutral on this bill was made by Kim White and seconded by Carolann Mason. The Board voted unanimously to remain neutral.

SB1632 / HB1943 Increase fines for non-emergency 911 calls

The motion to remain neutral on this bill was made by Kim White and seconded by Jimmy Turnbow. The Board voted unanimously to remain neutral.

0311-10 Comments and Reports

1. District Representatives
No comments
2. Telco Representatives
Joe Wilson reported that the donation from Premier Jewelry from the 2010 Conference has been received in the amount of \$ 150.00.
3. Other Delegates
No comments
4. Conference Reports
 - a. Hotel Committee – *S. Hanna; K. Augustine*
No report
 - b. Vendor & Sponsorship Committee – *T. Bramlett; K. White; J. Wilson*
No additional report
 - c. Program Committee – *M. Culberson, J. Estes*
Maureen Culberson presented the preliminary Program budget in the amount of \$16,020.00. Jimmy Turnbow made the motion to accept this amount and Marvin Kelly made the second. The Board voted unanimously to approve.
 - d. Food & Entertainment – *S. Jones, S. Mitchell, K. White*
Ms. White stated she has been working on the Food budget with the hotel and should have preliminary figures available at the next meeting.
 - e. 2013 Site Selection Committee – *C. Masiogale, J. Estes, Carolann Mason, Susan Mitchell, Marvin Kelly*
Mr. Masiogale stated that he had been looking at potential sites in West Tennessee, which would be the next rotation. He hopes to have firm numbers available for the May meeting and asked that this item be deferred until then.
Mr. Masiogale also suggested to poll the entire membership as to their opinion regarding location and rotation before this discussion continues in May. Maureen Culberson was asked to use the survey program to handle this request.

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0311-11 Adjournment

The next meeting is scheduled on Wednesday, May 25, 2011 at the Rutherford County ECD Office, Murfreesboro, TN at 9:30 am CST

With no further business, and without objection, a motion was made to adjourn by Kim White with a second from Carolann Mason.

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

Approved, this _____ day of _____, 2011.

Secretary

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Exhibit 1

**TENNESSEE EMERGENCY NUMBER ASSOCIATION
FINANCIAL REPORT**

Ike D. Lowry
March 18, 2011

IN CHECKING (as of 01/19/2011)		\$ 57,512.47
DEPOSITS (01/18/2011 – 03/18/2011)		475.00
INTEREST		2.09
SUB-TOTAL		57,989.56
DEBITS		19,090.52
CURRENT BALANCE		38,899.04
CERTIFICATES OF DEPOSIT		99,925.79
TOTAL CASH ON HAND (as of 03/18/2011)		\$ 138,824.83

EXPENSE LEDGER

CHECK #	\$ AMOUNT	WRITTEN TO	FOR
1404	1,576.45	Maureen Culberson	Contract and Reimbursement
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1406	1,140.00	TN Tech Center	CEU's 2010 Conference
1407	7,000.00	NENA	2009 TENA Conference
1408	4,000.00	NENA	2010 TENA Conference
1409	300.00	Sullivan County 9-1-1	Refund 2010 Conference
1410	VOID		
1411	3,333.32	Haynes & Freeman	Legal Retainer
1412	140.31	Fed Ex	Express Mail
BANK CARD	23.99	POS Purchase	Survey Monkey
Total Expenses:		19,090.52	

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Exhibit 2

TENA CARES Fund
Guidelines

The TENA CARES Fund is a fund that has been established to assist the needs of a Tennessee Emergency Number Association (TENA) member, who is defined as an ECD Board member, ECD/PSAP Management or Administrative staff, or PSAP Dispatcher, during times of devastating personal tragedy.

These tragedies include but not limited to;

1. Death of the TENA member or immediate family member (spouse, child, parent) with related financial hardships;
2. Catastrophic illness of TENA member or immediate family member
3. Loss of personal property due to fire or natural disaster

This fund has been established to assist the TENA member with the immediate needs that are associated with these tragedies.

The request should be made in writing, either from the ECD Chairman or Director or the PSAP Director and should provide this committee with details necessary to make the decision. The committee will convene, either by email or conference call and the request discussed and the distribution will be decided. When the committee makes the final decision as to the appropriate amount, a pre-paid VISA card will be purchased and sent to the member.

The management of the Fund will be handled by a committee, which will be made up of

1. one TENA Officer,
2. one Regional Representative from each of the 3 regions of the state and
3. the TENA Administrative Coordinator.

This Fund has been established with the support of the Tennessee Emergency Number Association and a Financial Report will be presented at each TENA Board meeting.

TENA's Treasurer and Administrative Coordinator will be signatories on the bank account that has been established in the name of "TENA Cares Fund". This bank account will be at a different bank from the primary TENA account. Audit of this account will follow the standards already set for the primary TENA account.