



## ACF MIDDLE TENNESSEE CHAPTER

### Minutes of the Board of Directors Meeting

The Board of Directors meeting for the American Culinary Federation

Middle Tennessee Chapter Monday, March 10, 2014, 5:30 PM Second Harvest, Nashville.

#### Attendees:

Mark Rubin CEC, Lisa Ramsey CEC, CEPC; Vince Tyler CEC; Charles Gillespie, Robert Siegel, Cathy Hoorman, Nancy Campbell, Cle Jones CC, Kim Davis, Brandon Styll, Tony Ramsey.

#### Agenda Items:

- **Last Month Meeting Report - Gala**
- **GALA**
  - Cd's were given to Lisa and Mark with all of the information and pictures from the Gala.
  - Cathy Hoorman and Mark Ruben will do thank you notes and pictures to each of the sponsors on March 11<sup>th</sup>.
  - Lisa mentioned the problem with running out of wine. Wines were placed on table prior to dinner. We will work on this in the future, several options were mentioned.
  - Doors opened prior to time of opening. This will be prevented in the future.
  - A conversation will take place with Mark and Christian from the Fontanelle about his status of his membership.

- **Officers Election Nominations Process**
  - Mark will mention what positions are open and read the descriptions of each position during the next meeting.
  - Add in from chapter information
  - The Nomination Process will begin during the March meeting.
    - Please see the attached Script for the Nomination process.
      - The information is taken from our Chapter Bylaws. Any comments, changes or modifications are in red type.
  - Vince Tyler and Kim Davis will record all Nominations and Nominees.
  - Vince Tyler will validate membership status of all Nominations and Nominees.
  
- **Membership Survey**
  - Kim to get survey to Lisa who will send it out via email
  
- **Music City Challenge**
  - Nashville Originals
  - One spot open in Mystery basket
  - Need contestants for the Wild Card K category Duck Only 12 spots, 2 Spaces Filled
    - Cash Prizes Awarded \$300, \$150, \$75 for Main Contest, there is also cash prizes for the Student awards
    - Lisa to send out an Email Blast looking for additional contestants with emphasis on the Wild Card K Category, Duck
    - Looking for Mystery Basket Donations
    - March 31<sup>st</sup> – April 1<sup>st</sup>
    - 3 Judges are in place at this time
  
- **Fundraising Events**
  - Farmers Market – Dessert benefit “ Just Desserts”
  - Mark will look into the Farmers Market availability on a Sunday
  
- **Meeting locations for the future**
  - April – Possible Food Trucks, Porter Road Butcher Shoppe
  - May at Nashville State – Chef From Zimbabwe to do demo
  - June meeting – Election Meeting
  - Consider alternative to June Golf Tournament
  
- **Need for New Board and Committee Members**
  
- **March meeting outline:**

- Open meeting in front of facility for Raffle
- Followed by Introduction of the Chef and Tour
- At the end of Tour, Mark will open the floor to nominations, by reading each positions responsibility from the bylaws. He will then open the Nomination process for each position
- Lisa R will make Announcements of Music City Challenge
- Parking will be a challenge

**Round Table Items:**

- Nancy Campbell – Mary not doing well, going to Washington to sing with her church group
- Tony – Looking for images from 2011-2012
- Lisa – Chef Mandriotta's mother not doing well, Her Uncle Passed this morning
- Cle – Now Chef of the Homewood Suites –
- Cathy Hoorman – mentioned a possible opportunity with Belle Gardens – Chef Renee Kasman possibly hosting a meeting
- Mike Osborne - Clarified that both President and Vice President will be attending the Regional meeting. Also that there is no age limit on Contestants. However anyone under the age of 21 will need a Parental Consent form.

**Next Board Meeting 4/14/14**

- At Second Harvest Nashville @ 5:30pm

# **MTC-ACF Officer Election Information**

To be covered during the May and June Meetings

## **QUALIFICATION FOR OFFICE**

A member shall be an active or active retired member in good standing of the American Culinary Federation for two or more years and a member of the ACF-MTC when nominated.

A member shall have attended 80% ACF-MTC functions or meetings.

A member shall have served on one standing committee as chairperson

## **NOMINATIONS FOR EACH POSITION**

Nominations will be open during the March and May Membership Meetings

Each nominee will be allowed five minutes to speak at the May meeting.

Nominees will be allowed to write a 200 word or fewer article about themselves or a position on chapter issues **for publication on the ACF-MTC website.**

There shall be no other campaigning other than asking individual members for their vote.

The Nominations and Elections Committee will verify the eligibility of each nominee and insure that the campaign rules are followed.

Nominations can be from Active, Senior, or Junior Members.

**(Note: it does not state that the Nominator must be in good standing.  
Something to consider for the future.)**

## **ARTICLE IV - ELECTION OF OFFICERS**

### **Section 1**

The election of officers shall take place at the regular membership meeting in June Balloting will open at 6pm and close by 7pm.

### **Absentee voting**

Any member that is going to be absent or is scheduled to work on the night of the election may get an absentee ballot from the Chair of the Nominations and Election Committee, by contacting the Chair no more than four weeks and no less than one week before the election. The ballot must reach the Chair before the night of the election and be in a sealed envelope.

## **ARTICLE V - OFFICERS DUTIES**

### **President**

Shall be elected to a two year term and not serve more than two consecutive terms. The installation shall begin at the membership meeting in September in even numbered years. Duties are: Shall be the chief executive officer of the chapter. Shall preside at all Board of Directors and Membership Meetings. Shall appoint all standing committee chairs with the approval of the Executive Committee. Shall approve ad hoc committees as needed. Shall sign with the Treasurer all forms of payment for the chapter. Shall sign with the Secretary all contracts for the chapter. Shall appoint any eligible member to fill any elected position that becomes vacant with the approval of the Executive Committee. Shall perform other duties as directed by the Board of Directors.

**At this time the Nomination Process for the Position of President is open for nominations:**

**At this time we will close the Nomination Process for the Office of President. The Nomination Process will be open again during the April and May Meetings**

### **Vice President**

Shall be elected to a two year term and not serve more than two consecutive terms. The term shall begin at the installation meeting in September in even numbered years. Duties are: Shall replace the remainder of the term, the president in case the office becomes vacant and will be able to run for president for two consecutive terms. Shall oversee all fund raising committees of the chapter. Shall perform other duties as assigned by the President. Shall organize and orchestrate monthly meeting with cooperation educational chair.

**At this time the Nomination Process for the Position of Vice President is open for nominations:**

**At this time we will close the Nomination Process for the Office of Vice President. The Nomination Process will be open again during the April and May Meetings**

### **Secretary**

Shall be elected to a two year term and not serve more than two consecutive terms. The term shall begin at the installation meeting in September in even numbered years. Duties are: Shall keep the records of the chapter, Shall take the minutes of all Board, Executive Committee and Membership meetings. Shall sign with the President all contracts for the chapter. Shall perform other duties as assigned by the President.

**At this time the Nomination Process for the Position of Secretary is open for nominations:**

**At this time we will close the Nomination Process for the Office of Secretary. The Nomination Process will be open again during the April and May Meetings**

## **Treasurer**

Shall be elected to a two year term and not serve more than two consecutive terms. The term shall begin at the installation shall began meeting in September in even numbered years. Duties are: Shall keep all the financial records of the chapter. Shall sign all checks for the chapter with the President's approval. Shall perform other duties as assigned by the President.

**At this time the Nomination Process for the Position of Treasurer is open for nominations:**

**At this time we will close the Nomination Process for the Office of Treasurer. The Nomination Process will be open again during the April and May Meetings**

## **Sergeant at Arms**

Shall be elected to a two year term and not serve more than two consecutive terms. The term shall begin at the installation meeting in September in even numbered years. Duties are: Shall keep the personal property of the chapter. Shall assist the President to keep order in meetings and shall ensure that all members and guest sign the attendance sheets for all meetings. Shall perform other duties as assigned by the President.

**At this time the Nomination Process for the Position of Sergeant at Arms is open for nominations:**

**At this time we will close the Nomination Process for the Office of Sergeant at Arms. The Nomination Process will be open again during the April and May Meetings**

*Once again, the election of officers will take place at the start of our June meeting.*

*Balloting will open at 6pm and close by 7pm.*

*Any member that is going to be absent on the night of the election may get an absentee ballot from the Chair of the Nominations and Election Committee, by contacting the Chair no more than four weeks and no less than one week before the election. Absentee ballots must reach the Chair before the night of the election and be sealed.*