

U.E.T.B.O.A
Meeting Agenda



Date: December 18th, 2025
Location: The Harvest Family Restaurant-Greenville

Meeting called to order by: Jeremy Coakley

Invocation by: Evan Earles

Motion to approve minutes from last meeting: Lori Ratliff

Seconded By: J.W Greene

Treasurer Report:

Last Balance:	\$ 5,764.25
Less:	\$ 0
Deposits:	\$300.49
Balance:	\$ 6,064.74

2026 Memebership dues & .49 in dividend

Motion to approve: Joel Spencer

Seconded by: Daniel Webb

Items discussed: Nominate for: Board, Scholarship, Building Official of
year

Old Business:None None

New Business: Board Memembers Daniel Webb, Scott Chapman
Nominate for Officers President- Noone Jeremy said he would stay if needed
We need to vote in new Vice President- Secretary- Brittany Hall would like to
keep this. We need to vote on Associate member of the year, plaque needs to be
purchased for both Associate and building official of year.
Gatlingburg is planning on going to 2024 codes

Speaker for meeting: N/A

Next meeting location: Johnson City

Door prize winner: Joel Spencer and J.W Greene (\$100), Brittany Hall, Kevin Fair
Evan Earles, Jeremy Coakley (\$50)

Attendees: Brittany Hall, Rebecca Arnold, Alex Headrick, David Weems
Lori Ratliff, Crystal Lewis, Kelly Janis, Page Norton
Evan Earles, Daniel Webb, Jeremy Coakley, Robert Montgomery
Kevin Fair, JW Greene, Bert Seay, Matt Roberson
Joel Spencer, Austin Cairy, Burton Ellis

Motion to adjourn: Daniel Webb

Seconded by: Jeremy Coakley

Meeting adjourned at: 12:30pm

Respectfully submitted by: Brittany Hall

U.E.T.B.O.A
Meeting Agenda



Date: 10/23/2025
Location: Logan's Roadhouse- Johnson City
3112 Browns Mill Rd

Meeting called to order by: Brittany Hall

Invocation by: Jason Guinn

Motion to approve minutes from last meeting: Lorie Ratliff

Seconded By: Jason Guinn

Treasurer Report:

Last Balance:	\$7607.47
Less:	\$ 1843.22
Deposits:	\$.50
Balance:	\$ 5764.25

1802.15 Conference cost
Dividends

Motion to approve: Jason Guinn

Seconded by: Clay Taylor

Items discussed: Christmas Party, December Training

Old Business: Training in December in Gatlingburg December 8th an
9th we will send classes once we have them

New Business: Christmas Party will be at The Harvest in Greeneville
from 11-1:30

Speaker for meeting: N/A

Next meeting location: No meeting in Novemeber

Door prize winner: Brittany Hall

Attendees: Brittany Hall, Jason Guinn, Kevin Fair, Austin Cairy
Clay Taylor, Matthew Rasnick, Evan Earles, Lori Ratliff
Crystal Lewis

Motion to adjourn: Jason Guinn

Seconded by: Kevin Fair

Meeting adjourned at: 11:40 am

Respectfully Submitted by: Brittany Hall

U.E.T.B.O.A
Meeting Agenda



DATE: September 25, 2025
LOCATION: 125 East Jackson Blvd.
The Black Olive- Jonesborough

Meeting called to order by: **Jeremy Coakley**

Invocation by: **Jeremy Coakley**

Motion to approve minutes from last meeting: **N/A**

Treasurer Report:

Last Balance:	\$4456.91	
Less:	\$ 1268.31	\$750-Scholarships \$25- Door prize \$400- Gift Cards \$143.31- Food City
Deposits:	\$4117.64	Dividend & Conference
Balance:	\$7607.47	

Motion to approve: **Alex Headrick**

Seconded by: **Keith Bruner**

Items discussed: **Christmas Party, Membership Dues, Classes**

Old Business: **N/A**

New Business: Christmas party will be in Greeneville, Membership applications will be sent out by end of next week.
Classes-Electric code Larry spoke about offering.

Speaker for meeting: NONE

Next Meeting Location: Johnson City

Door Prize: Tony Gouge

Attendees: Brittany Hall, Chason Freeman, Kevin Fair, Dwight Harrell, Jeremey Coakley, Evan Earles, Alex Headrick, Tony Gouge, Jackson Coleman, Jason Guinn, Larry Craddock, Scott Chapman

Motion to Adjourn: Alex Headrick

Seconded by: Dwight Harrell

Adjourned at: 12:55pm

Respectfully Submitted by: Brittany Hall

U.E.T.B.O.A
Meeting Agenda



Date: 7/24/2025
Location: Tony Macaroni- 2808 N John B Dennis HWY
Kingsport

Meeting called to order by: Daniel Webb

Invocation by: Jason Guinn

Motion to approve minutes from last meeting: Keith Bruner

Seconded By: Jermey Coakley

Treasurer Report:

Last Balance:	\$ 4456.91
Less:	\$492.83
Deposits:	\$ 802.49
Balance:	\$4766.57

\$492.82- notebooks
.01-verify account for online payments
Deposits and dividends

Motion to approve: _____

Seconded by: _____

Items discussed: _____

Old Business: Evan Earles is owed a check from June meeting

New Business: _____

Speaker for meeting: N/A

Next meeting location: Jonesborough

Door prize winner: Domink

Attendees: Daniel Webb, Dom Kamauskas, Austin Cairry, Jackson Coleman
Jason Guinn, Evan Earles, Hannah Cincebox, Keith Bruner
Kim Lester, David Weems, Alex Headrick, Jeremy Coakley
Joel Spencer

Motion to adjourn: Daniel Webb

Seconded by: Jeremy Coakley

Meeting adjourned at: ??

Respectfully submitted by: Brittany Hall

U.E.T.B.O.A
Meeting Agenda



Date: 6/26/2025
Location: O'Charley's- 3412 W Andrew Johnson HWY
Morristown

Meeting called to order by: Jeremy Coakley

Invocation by: Shawn Jackson

Motion to approve minutes from last meeting: Joel Spencer

Seconded By: Jackson Coleman

Treasurer Report:

Last Balance:	\$ 7231.40
Less:	\$ 2774.49
Deposits:	\$.51
Balance:	\$ 4456.91

4 Jeff Woods Scholarships cashed- 1 UETBOA Scholarship
1 Door Prize

Motion to approve: Jackson Coleman

Seconded by: Jason Guinn

Items discussed: Jeff Woods Sch. Online Payments 2025 Conf. Christmas Party

Old Business: N/A

New Business: Door Prizes or Lowes gift cards for our conference?

Use ballroom for round table discussion after classes? _____

Discussed modular home permits

Christmas party setting a spending limit Brittany will get a average to get a vote on limit

Speaker for meeting: N/A

Next meeting location: Kingsport

Door prize winner: Evan Earles

Attendees: Brittany Hall, Evan Earles, Hannah Cincebox, Jason Guinn
Jackson Coleman, Daniel Webb, Jeremy Coakley, Joel Spencer
Dennis Dotson, Cody Trent, Mark Johns, Alex Headrick
Shawn Jackson,

Motion to adjourn: Daniel Webb

Seconded by: Joel Spencer

Meeting adjourned at: 12:15

Respectfully Submitted by: Brittany Hall

New Business: _____

Speaker for meeting: **N/A** _____

Next meeting location: **Morristown** _____

Door prize winner: **Shawn Jackson** _____

Attendees: **Brittany Hall, Joel Spencer, Alex Headrick** _____
Lori Ratliff, Jeremy Coakley, Jackson Coleman _____
Jason Guinn, Kevin Fair, Shawn Jackson _____
J.W Greene _____

Motion to adjourn: **Alex Headrick** _____

Seconded by: **Jeremy Coakley** _____

Meeting adjourned at: **11:58** _____

Respectfully Submitted by: Brittany Hall

New Business: Two new employees from Greeneville were introduced
Be thinking on what classes you would like to see at the training in Aug
Daniel Webb and Jeremy Coakley are now members of the TPMIA and
informed the group to look into joining. We discussed code adoptions
Johnson City is looking into 24 code

Speaker for meeting: N/A

Next meeting location: Jonesborough

Door prize winner: Dennis Dotson

Attendees: Brittany Hall, Jackson Coleman, Jason Guinn
Daniel Webb, Alex Headrick, Austin Cairry, Bert Seay
Matt Roberson, Jim Salyer, Dillin Heck, Dennis Dotson
Mark Johns, Cody Trent, Hannah Cincebox
Jeremy Coakley, Lori Ratliff, David Weems

Motion to adjourn: Alex Headrick

Seconded by: Jackson Coleman

Meeting adjourned at: 11:40

Respectfully Submitted By: Brittany Hall

U.E.T.B.O.A

Meeting Agenda



Date: February 27, 2025
Location: Mad Greek- 2419 Volunteer Parkway
Bristol, TN

Meeting called to order by: Jeremy Coakley

Invocation by: Joel Spencer

Motion to approve minutes from last meeting: Keith Bruner seconded by: Joel Spencer

Treasurer Report:

Last Balance: 1/14/25	\$ 7270.13	
Less:	\$ 51.14	\$26.14- new checkbook \$25- Door Prize
Deposits:	\$ 240.65	Deposits and dividends
Balance: 2/24/25	\$ 7459.04	

Motion to approve: Joel Spencer

Seconded by: Jason Guinn

Items discussed: Facebook , new email, fire suppression,

Old Business: NONE

New Business: Dom showed a new fire suppression tool

We discussed Alex being a officer since she is no longer with a government entity we decided
to look into the bi-laws and get back to everyone

Speaker for meeting: N/A

Next meeting location: Johnson City

Door prize winner: Tony Dillman

Attendees: Brittany Hall, Jeremy Coakley, Alex Headrick, Dom Kasmauskas
Lori Ratliff, Joel Spencer, Kevin Fair, JW Greene, Jackson Coleman
Jason Guinn, Morgan Turner, David Slagle, Anthony Dillman, Jim Snyder
Keith Bruner, Crystal Lewis, Nicole Lawrence, Terrilyn Blevins
Kim Lester

Motion to adjourn: Jackson Coleman

Seconded by: Lori Ratliff

Meeting adjourned at: 12:13pm

Respectfully submitted by: Brittany Hall

U.E.T.B.O.A
Meeting Agenda



Date: 1/23/25
Location: 2406 Memorial Blvd-Nick's

Meeting called to order by: Brittany Hall

Invocation by: Jason Guinn

Motion to approve minutes from last meeting: Joel -Seconded by Keith

Treasurer Report:

Last Balance:	\$ 8963.53
Less:	\$ 1693.40
Deposits:	\$ 1751.48
Balance:	\$ 7270.13

\$750 to Bristol for refund for for check in 2023 for 2024 for overpayment. \$995.16 for shirts. \$1942.59 Christmas

Motion to approve: Keith

Seconded by: Joel

Items discussed: Scholarship -Officers- TBOA conf- Fire training

Old Business: 2025 officers will stay the same from 2024 Jeremy Coakley- President Alex Headrick- V.P Brittany Hall- Secretary/Treasurer Scholarship committee is Brittany Hall Hannah Cincebox Tony Dillman

New Business: TBOA Conf in April at Park Vista

There will be fire training possible date April 22 in Knoxville

We had a new member Kevin Fair with Jonesborough

Speaker for meeting: N/A

Next meeting location: Bristol

Door prize winner: Kevin Fair

Attendees: Hannah Cincebox, Amanda Sakellar, Daniel Webb
Brittany Hall, Lori Ratliff, Joel Spencer, Steve Donnolly
Kevin Haynes, Jason Guinn, Kevin Fair, Dom Kasmauskas
JW Greene, Jackson Coleman, Keith Bruner

Motion to adjourn: Daniel Webb

Seconded by: Brittany Hall

Meeting adjourned at: 11:40am