**Member Attendance** A quorum was present

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| President | LeAnna Toups-Bennett, CGMP | Present |
| 1st Vice President | Melissa Lee, CGMP | Present |
| 2nd Vice President | Zondra Jones | Present |
| Secretary | Jessica McChesney | Present |
| Treasurer | Allison Landry, CGMP | Present |

**Special Guest(s) Present:**

None

1. The meeting was called to order at 10:04 a.m. by LeAnna Toups-Bennett
2. **Decisions Made**
   1. Allison will move forward with Treasurer duties moving forward. LeAnna will be turning over the financial binder and checkbook to Allison in the next week.
   2. Approval of LeAnna writing the check for the PO Box and Allison initialing the deskpad portion of the checkbook after due to timing.
   3. The board felt, without a vote, that we should be in-person for the December Annual Education Conference with social distancing parameters in place.
   4. The board decided, without a vote, to leave the opportunity for hurricane donations on the website until we get through the next round of hurricanes. When we are ready to disburse the funds it was agreed upon to write a check to the Cajun Navy.
3. **Action Items / Delegated Tasks** 
   1. September 2020 Board Meeting minutes are not yet reviewed and final. LeAnna and Jessica we work to finalize the minutes and the board will review them during the November 2020 Board Meeting.
   2. Melissa will be reaching out to all recently dropped members to see how we can get them back active.
   3. Board email addressed that are at the @sgmpla.net locations need to be updated to the new board. They are currently still sent to the old board. LeAnna is working with Susan to determine how to make the switches.
   4. LeAnna and Allison are working to finalize the bank account changes. Once finalized, it will only be LeAnna, Allison, and Pam on the account. LeAnna and Allison will be the debit cards holders.
4. **Reports / Announcements / Discussion**
   1. The chapter has 38 total members per the most recent MMR. We lost 7 total members in the last month, all of them suppliers. National has sent out information on membership programs with reduce fees and interim memberships. We have included the information in the chapter newsletter and have scheduled Facebook posts.
   2. It is Government Meeting Professionals Month.
   3. Jennifer Graffeo resigned from her position as Director of Communications. LeAnna is keeping up with the newsletter publication and social media posts.
   4. **Treasurer’s Report:** The chapter began the September billing cycle with a balance of $3,541.97. We had $75 in revenue sharing for July 2020. We had $255 in monthly event registrations. We also raised $95 in hurricane relief donations. The only expense for the month was bank card fees $5.94. The chapter ended the September billing cycle with an increased balance of $3,961.03. Upcoming expenses are for the PO Box, website domain hosting, reimbursement to LeAnna for the July 2020 retreat lunch and for the new chapter checks.
   5. **Membership:** We reviewed recently dropped members and those at risk. We are seeing drops due to COVID and furloughs.
   6. **Programming:** Today and November’s trainings are scheduled to be delivered via Zoom. The Annual Education Conference is scheduled for December and the committee is planning for an in-person event. More information on the Annual Education Conference will be shared next week.
   7. **Hospitality:** Several birthdays for the month have scheduled social media posts. Membership anniversaries were in our most recent newsletter.
   8. **Communications:** Update on Jennifer resigning. Facebook posts are schedule for the next two weeks. The website has been updated to reflect both the new board structure and new sponsorship information.
   9. **Community Involvement:** We are exploring adopting a family or two for Christmas. Once we have the information we will ask for donations to be brought to the December meeting.
   10. **Fundraising/Sponsorship:** We will be sending out sponsorship information since prices have been reduced.
   11. We discussed if chapter board members are required to attend monthly education meetings. There is no policy or requirement around this.
5. The meeting was adjourned at 10:36 a.m. by LeAnna Toups-Bennett

*Minutes prepared by* LeAnna Toups-Bennett