**Member Attendance** A quorum was present

|  |  |  |
| --- | --- | --- |
| 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**

|  |  |  |
| --- | --- | --- |
| Guest Name | Guest Title | Guest Organization/Company |
|  |  |  |
|  |  |  |

1. The meeting was called to order at 10:03 AM by LeAnna Toups-Bennett
2. **Decisions Made**
	1. **Motion to approve January Minutes approved.**

**Motion: Zondra, 2nd: Jessica, All: Aye.**

1. **Action Items / Delegated Tasks**
	1. **Allison will continue to work on policy manual. Policy manual to be updated with the 5 Board of Directors option. Will list both 5 and 9 descriptions of Board of Directors options in the policy manual.**
		* + - **Adding virtual deadline, credit timeline policy and reimbursement form policy to the policy manual. Check is to remain the form of reimbursement.**
				- **Photo form to be added to registration verbiage.**
	2. **Jessica to post October, November, December, and January minutes on the backend of the website.**
	3. **LeAnna will assist with elections this term since she is not running for re-election. Multiple members have expressed interest in nominations for Board positions. In June we will swear in the new board.**
	4. **Meeting to be hosted virtually until June 2021. Lafayette, La Place and Covington will be the first three cities that meetings are hosted in when meetings return to an in-person format. Lafayette is currently slotted for the June meeting. Raffles to be reconsidered for Q3 Meetings.**
	5. **Current active/paid sponsorships will be extended due to Q1 and Q2 meetings that were set for in person format being converted to virtual format. Handwritten notes to be mailed to sponsors explaining the extension.**
	6. **No NEC donations budgeted for this year. Members will have an option to donate if they want to via a note posted in the newsletter. Contact the Board of Directors if interested.**
2. **Reports / Announcements / Discussion:**
	1. **All monthly reports are filed and uploaded.**
	2. **Mixed reviews of JLM among those who attended.**
	3. **NEC will be in Huntsville, AL and is still and in person event as of now.**
	4. **Many other Chapters also are choosing to have a 5-person Board of Directors setup.**
	5. **Susan Shaffette emailed the February 2020 meeting notes to the board to be added to the website.**
	6. **Self-Care will be added to our Program List.**
3. **Treasurer:**
4. **Beginning balance on January 1, 2021 - $5,473.07**
5. **Ending balance on January 31, 2021- $6,004.12**
6. **Total Income: $573.00 for January 2021**
* **$473.00 registration fees for December 2020, January and February 2021**
* **$100.00 revenue share for December 2020**
1. **Total Expenses: $41.95 for January 2021**
* **$26.95 bankcard-merchant services**
* **$15.00 Reimbursement to Susan Shaffette – Check No. 2032 – Postage for Christmas Card Mail Out to Chapter Members**
1. **The fees in question are based on the amount of balance (infinity fees/merchant service report).**

**VI. Community/Fundraising:**

**a. Allison/Melissa will host the home base for donations at the office. Please call 225-767-9134 or 225-767-9155 before dropping off donations.**

**b. Raffles to be reconsidered for Q3 meetings.**

**VII. Hospitality:**

**a. Recent post on FB celebrating Shawn’s new Grandbaby.**

**b. Please share/submit any ideas for new social media posts.**

 **VIII. Communication:**

**a. Website has been updated with all documents per National guidelines.**

**b. Election information will be updated over the next few days.**

**c. Currently working on adding the Feed the Pig Link for online donations.**

**IX. Sponsorship:**

* 1. **LCVC is still pending to becoming a sponsor for our Chapter. Jessica will follow up with her to confirm their interest.**

**XI. Membership:**

**a. Jess Henry to replace Irene Hodge for membership, but it is not reflecting on the member list yet.**

 **b. Reviewed 60 day out renewals.**

 **c. Jenny Rosa is at a Hilton in Baton Rouge now.**

 **d. No reply yet from National about Tunney and Wilma.**

1. The meeting was adjourned at 11:16 am by LeAnna Toups-Bennett

*Minutes prepared by* LeAnna Toups-Bennett/Jessica McChesney