**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 December Minutes.**

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

* 1. **Two binders will be kept by the Treasurer.**
  2. **Virtual/In Person fee structure to be offered.**
  3. **Online link to be created for monetary donations. Raffles to be reconsidered for Q2 meetings.**

1. **Action Items / Delegated Tasks** 
   1. **Allison will continue to work on policy manual.**
   2. **Cajun Navy donation of $90.00 to be paid online via their site. Lori Bridges will be contacted to confirm the payment method: 225-955-2346.**
   3. **Jessica M. to follow up with Jess Henry on Sponsorship payment.**
   4. **LeAnna to contact National regarding Wilma’s at large status.**
   5. **Zondra to email new logo for website to be posted by her sponsorship listing.**
   6. **Treasurer to send 1099 for taxes to National.**
   7. **Kelly Johnson not able to help with elections. LeAnna will assist with elections this term since she is not running for re-election.**
   8. **Social post announcing elections to be posted on all our social media sites.**
   9. **Zondra to submit a list of perishable/non-perishable items to share with members for collection.**
2. **Reports / Announcements / Discussion**
   1. **JLM is going to be Virtual in 2021.**
   2. **January Webinar coming up. All are encouraged to attend.**
   3. **Nominations for National are Active/Open.**
   4. **1st VP – No Report, 2nd VP – No Report, Secretary – No Report.**
   5. **Michael, in Baton Rouge, wants to volunteer for a Board position.**
   6. **Zondra is currently considering placing her name as a person of interest for a Director position on the National Board.**
   7. **Old pictures of past meetings needed for website. Send to LeAnna via email.**
      * 1. **Treasurer:**
3. **Beginning balance on December 1st - $4,780.37.**
4. **Ending balance on December 31st - $5,473.70.**
5. **$139.64 used for December Awards.**
6. **Total Income: $1,595 for December.**
7. **Total Expenses: $952.30 for December.**
8. **Postage is owed to Susan Shaffette for Christmas Cards.**

**H. Programs:**

**a. February to be a hybrid meeting. Will continue to monitor registration for attendance.**

**b. The host hotel will be Courtyard Lafayette South in Lafayette, LA.**

**I. Hospitality:**

**a. Christmas Cards mailed along with future Birthday Cards.**

**- Landon, Melissa, Sharon and Shawn all have January Birthdays.**

**b. Positive feedback provided from December Convention.**

**J. Communication:**

**a. Invite to be added to the newsletter inviting non-board members to attend monthly board meetings. Link to be sent privately at time of request.**

**K. Sponsorship:**

**a. Jess Henry confirmed via email the LCVC will Sponsor as a Collaborator.**

**L. Website:**

**a. Website update to occur in February.**

**M. Membership:**

**a. 18 planners and 15 suppliers. Will be 17 suppliers with additions. Membership: 54.5%**

**b. Belinda is not renewing her membership.**

**N. Fundraising:**

**a. Year to Date Total Funds Raised: $1,250.**

**b. LCVC in Lafayette will be added as a new sponsor pending 6 mos. or 12 mos. confirmation.**

**b. Current funds have exceeded our budgeted line for the year.**

**c. Spread the Love 2021 will focus on the Baton Rouge Center which serves 7 Parishes and will include non-perishable items this year.**

1. The meeting was adjourned at 11:00 am by LeAnna Toups-Bennett

Edit: My name is not listed so I used yours.

*Minutes prepared by* LeAnna Toups-Bennett