**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 10:06 AM by LeAnna Toups-Bennett
2. **Decisions Made**
	1. **Motion to approve February Minutes with discussed changes.**

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

1. **Action Items / Delegated Tasks**
	1. **Allison will continue to work on policy manual. Policy manual will be completed prior to new board installment in June.**
	2. **Jessica to post October, November, December, and January minutes on the backend of the website.**
	3. **Nominations for all positions have been submitted except for President. Deadline for nominations is tomorrow, Friday, 3/12/2021.**
	4. **Register early for the June meeting so pre-work materials may be reviewed and completed in preparation.**
	5. **Prepare for the transition of your role regarding information and any data that applies.**
2. **Reports / Announcements / Discussion:**
	1. **NEC will be in Huntsville, AL and is still and in person event as of now. Pending any travel changes by the State of Alabama. Due to travel restrictions, most board members are attending virtually.**
	2. **JLM recordings recently emailed. If you did not receive the email LeAnna can resend.**
	3. **JLM will include awards. The member ship award is not applicable this year due to membership struggles related to Covid-19.**
	4. **Future program topics discussed.**
	5. **Jessica offered to help LeAnna with the Communications/Newsletter aspect.**
	6. **Motion approved to submit the Chapter Supplier/Planner candidates to National for nomination.**

**- Motion: Allison, Melissa – 2nd, All - Aye**

1. **Treasurer:**
2. **Beginning balance on February 1, 2021 - $6,004.12**
3. **Ending balance on February 28, 2021 - $6,138.16**
4. **Total Income: $248.00 for February 2021**

**$153.00 registration fees for February and March 2021**

**$95.00 monetary donations received for Spread the Love Community Service Project for the Greater BR Food Bank**

1. **Total Expenses: $113.96**

**$18.96 bankcard-merchant services**

**$95.00 donation to the Cajun Navy – 2016 – Hurricane Laura Relief**

**VI. Community/Fundraising:**

**a. $285.00 collected for Spread the Love along with canned goods.**

**VII. Hospitality:**

**a. Upcoming social media posts for birthday and member anniversaries.**

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

 **VIII. Communication:**

**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: Membership ratio mix is 56.6% (12 supplier, 15 Planner).**

**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. 6 members have been dropped.**

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

1. The meeting was adjourned at 10:53 am by LeAnna Toups-Bennett

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