**Member Attendance** A quorum was present

|  |  |  |
| --- | --- | --- |
| President | LeAnna Toups-Bennett, CGMP | Present |
| 1st Vice President | Allison Landry, CGMP | Present |
| 2nd Vice President | Zondra Jones | Present |
| Secretary | Shawn Braud | Absent, Excused |
| Treasurer | Susan Mack | Present |
| Director | Jennifer Graffeo | Present |
| Director | Melissa Lee | Present |
| Director | Jessica McChesney | Present |
| Immediate Past President | Susan Shaffette, CGMP | Present |

**Special Guest(s) Present**

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

1. The meeting was called to order at 10:15 AM by LeAnna Toups-Bennett
2. **Decisions Made**

**a.** A motion was passed to excuse Shawn Braud from the board meeting.

b. A motion was passed to approve March meeting minutes.

c. A motion was passed for the Board to draft a letter to Chase to close the old bank account after all items are cleared.

d. There would be no meeting in May.

e. There would be no fee charged for June’s virtual meeting.

f. NEC basket items would be raffled at the chapter’s monthly silent auction.

1. **Action Items / Delegated Tasks**

**a.**  Susan Mack would send a copy of the bank statement to National.

b. LeAnna Toups-Bennet would draft a letter to Chase to close the old account.

1. **Reports / Announcements / Discussion**
2. President Report
   1. Monthly/annual reports were current.
   2. Monthly financial statements review was complete.

c. NEC had been cancelled.

d. National announced that furloughed members need not worry about their membership.

1. Vice President Report:
2. Secretary Report:

a. March minutes had been emailed to the board.

1. Treasurer Report
2. The beginning balance for February was $2796.69. The total income was $529.14, $429.14 from registration and $100 in revenue share and expenses were $80.15 for back charges, $39.50 for checks, and $298.79 for the March luncheon. The ending balance was $2907.39.
3. Blain from National had emailed requesting the bank statement.
4. There is still a check out to Wild Apricot to the old bank account. Once that has cleared the old account will be closed.
5. Susan Mack suggested to the board that a letter be drawn up to Chase Bank requesting the old account be closed.
6. Another check would be written to Susan Shaffette to reimburse her for the money to open the new account. The temporary check written to her in March had the wrong account number embossed on it by the bank and had been returned.
7. Membership Report: None given.

F. Programs Report:

1. June would be another virtual meeting. If Kelly Johnson is not able to do the meeting as planned, LeAnna would conduct it.

G. Hospitality Report

1. April birthdays had been and would be posted on Facebook.

H. Communications Report

1. Jennifer had sent out the newsletter for April.

2. She will put something together for May to promote June’s virtual meeting.

I. Fundraising Report: None given

J. Community Involvement

1. Zondra Jones encouraged the board to give to area food banks during the Covid-19 crisis.

K. Other Reports:

1. Ad Hoc Committee:

1. Allison would be working on the policy manual.

1. Website:

None Given.

1. Old Business

1. The basket for Karen Primeaux would be dropped off at her door.

H. New Business: None given.

1. The meeting was adjourned at 10:50 am by LeAnna Toups-Bennett

*Minutes prepared by* Shawn Braud