**Member Attendance** A quorum was present

|  |  |  |
| --- | --- | --- |
| President | LeAnna Toups-Bennett, CGMP | Present |
| 1st Vice President | Allison Landry, CGMP | Absent, Excused |
| 2nd Vice President | Zondra Jones | Absent, Excused |
| Secretary | Shawn Braud | Present |
| Treasurer | Susan Mack | Present |
| Director | Jennifer Graffeo | Present |
| Director | Melissa Lee | Absent, Excused |
| 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 10:19 AM by Susan Shaffette
2. **Decisions Made**

**a.**  A motion was passed to excuse Zondra Jones, Melissa Lee, and Allison Landry from the board meeting.

b. A motion was passed to change the checking account to the Hancock Whitney Essentials account.

c. A motion was passed to approve the December minutes.

d. A motion was passed to approve the January minutes.

e. The Board decided to nominate Allison Landry for National’s Planner of Year and Chanel Cotton for National’s Supplier of the Year awards.”

1. **Action Items / Delegated Tasks**

**a.** Jessica McChesney would be taking over NEC basket.

b. LeAnna would be approaching Melissa about reaching out to members with outstanding balances.

c. LeAnna and Jennifer would be sending spreadsheets to Jessica for NEC basket.

1. **Reports / Announcements / Discussion**
2. President Report
	1. Monthly/annual reports were current.
	2. Monthly financial statements review was complete.
	3. JLM update: If the chapter pays a speaker over $600 a 1099 needs to be filed.
	4. Two members from our chapter received NEC scholarships, Susan Shaffette and Sharon Delvisco.
	5. GIL Education Board is reviewing core education for CGMP, cleaning up and updating.
	6. Four webinars are coming up in the coming weeks.
	7. Susan Shaffette would be turning in her name to run for the GIL Board of Directors.
	8. Zondra and LeAnna had attended the January JLS.
	9. Communications and Programming of the Year deadlines were coming up. Jennifer was offered help in completing the communications application.
3. Vice President Report: None Given
4. Secretary Report:

a. January minutes distributed.

b. Contacts had been made throughout the State Capitol with government meeting planners.

c. Shawn requested membership packets and meeting planner breakfast to distribute. LeAnna would be providing them.

1. Treasurer Report
2. The beginning balance for January was $3530.95. The total income was $627.28 and expenses were $447.40. The ending balance was $3810.83.
3. The National Board had been assisting in receiving the $1000 speaker fee back from Becky McCreary to no avail.
4. Membership Report

1. The only immediately pending expiration on the member list was Jennifer Freeman. Geri Hobdy would expire the end of February.

2. We are averaging 43 members, but currently at 40.

3. We have 19 planners and 20 suppliers.

4. The retention standing for the membership contest has us as “not ranked.”

1. Programs Report:

1. No changes in current programming.

 G. Hospitality Report

1. There were no birthdays or member anniversaries to recognize in February.

 H. Communications Report

Jennifer would be getting the newsletter out and would be completing the Programming of the Year application.

I. Fundraising Report

1. A Spring and Gardening raffle will be held at the March meeting.

2. The day’s meeting would be the last day for collecting peanut butter and delivering the peanut butter would be planned at the meeting.

J. Community Involvement

None Given.

K. Other Reports:

1. Ad Hoc Committee:

None Given.

1. Website:

None Given.

1. Old Business

1. Changing to the Hancock Whitney Essentials Account was discussed. The chapter would be able to write 100 checks a month with no fee. Writing a check from the Capitol One Account to start the new account was discussed. There would need to be enough left to cover anything last things that come through.

1. The meeting was adjourned at 11:03 am by LeAnna Toups-Bennett

*Minutes prepared by* Shawn Braud