**Member Attendance** A quorum was present

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| President | LeAnna Toups-Bennett, CGMP | Present |
| 1st Vice President | Allison Landry, CGMP | Present |
| 2nd Vice President | Zondra Jones | Present |
| Secretary | Shawn Braud | Present |
| 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 |
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1. The meeting was called to order at 8:53 AM by LeAnna Toups-Bennett
2. **Decisions Made**
	1. On April 2nd the chapter would host a breakfast event to recruit government planners. It would be held at the Capitol Park Event Center.
	2. Raffles would be held two times per year, the times being decided each year.
	3. We will do a silent auction in March with spring, gardening, and graduation being the theme.
	4. Over 50% of the year’s meetings will be in and around Baton Rouge.
	5. Members-at-Large will be allowed to attend chapter meetings at a member rate but will not be recognized as Chapter members until they match with a planner.
	6. A motion was passed that the chapter would not fund a chapter scholarship for the NEC in 2020.
	7. A motion was passed that the chapter will not give a chapter sponsorship at NEC**.**
3. **Action Items / Delegated Tasks**
	1. Shawn will be edit the December minutes and recirculate to the board for email approval.
	2. Jessica McChesney, LeAnna Toups-Bennett, and Shawn Braud will do a planner recruitment day at the capitol.
	3. Susan Shaffette to take a survey at the day’s meeting by show of hands as to the preferred month of the annual conference.
	4. Allison and Melissa will draft a policy and procedure manual with day-to-day operation guidelines for the chapter. This will be done via a taskforce.
	5. Allison will reach out to Liz for an editable version of the Sponsorship Opportunities document.
4. **Reports / Announcements / Discussion**
5. President Report
	1. Monthly/annual reports were current.
	2. Monthly financial statements review was complete.
	3. Reviewed JLM agenda. Created a list of questions the chapter board would like answered.
		1. Updating collateral on Chapter Board
		2. 501(C)(3) umbrella – does National’s cover the chapter?
	4. Communications and Programming of the Year award deadlines were discussed. We will be applying for each award.
6. Vice President Report: None Given
7. Secretary Report
	1. After email circulation of Draft 1 of the December minutes, LeAnna suggested a few tweaks. Draft 2 was presented to the board.
	2. An additional change was discovered and Shawn will send out a Draft 3.
8. Treasurer Report
	1. The beginning balance for December, 2019 was $3737.83 and the ending balance was $3530.95. The total income was $1212.40 and expenses were $419.28.
	2. The budget was reviewed, and at the fiscal mid-year, the chapter had brought in $4200. We would need to bring in $7700 to meet the budget at the end of the fiscal year. Due to the chapter suffering $1000 loss with the speaker fee that was not refunded, the need to not fund an NEC scholarship was discussed to help meet the budget. Not doing a chapter scholarship at NEC was also discussed.
9. Membership Report
	1. Faye Nedd would be reached out to about renewing her membership.
	2. Valerie Waeltz would not be renewing.
	3. Jenny Rozas would be reached out to by Jessica.
	4. LeAnna’s student workers sent out Membership Cards for all current members.
	5. Hosting a booth at National Tourism Day was discussed.
10. Programs Report
	1. Keeping the majority of the meetings in and around Baton Rouge was discussed.
	2. The place and month of the annual conference was discussed. An RFP will be issued through Visit Baton Rouge for the location.
	3. The April Government Meeting Planner breakfast outreach was discussed.
11. Hospitality Report
	1. The Board signed a card for Sharon Delvisco’s birthday to put in the mail and Shawn had scheduled Facebook a post for Sharon’s birthday.
	2. A chapter membership anniversary post had been made.
	3. Whether or not post about or recognize members at large was discussed.
12. Communications Report
	1. Jennifer would be getting the newsletter out. It would include information about the NEC basket, t-shirts, planner, and supplier of the year.
13. Fundraising Report
	1. Having a silent auction or one item auction as opposed to a raffle was discussed. This could be done without the chapter getting into any legal trouble and did not have to be reported to the Department of Revenue.
	2. Number of times per year to do a raffle was discussed.
	3. The Spread of Love Peanut Butter Drive would continue through February.
	4. The Sponsorship Spreadsheet that Liz Hidalgo created was discussed along with the need to reach out to her for an editable version.
14. Community Involvement
	1. Zondra had flyers for the Food Drive as other items could be brought in addition to peanut butter.
	2. The items would be brought to the Northshore Food Bank because they feed three parishes.
15. Other Reports:
	1. Ad Hoc Committee – Policy Manual:
		1. Several chapter policies were reviewed to ensure the board understood. No changes were made.
		2. Creating a simple policy and procedure manual with operating guidelines for day to day operations was discussed. Once it is adopted, it is a fluid document. Changes could be made with a chapter vote.
	2. Website:
		1. Melissa had updated t-shirt information on the website.
		2. Susan S. corrected the sponsorship page on the website.
16. **Old Business**
17. LeAnna reported that she and Susan S. have submitted the application to the Secretary of State for non-profit status. This would enable the chapter to obtain chapter debit cards with the bank.
18. National would be reached out to to find out if the chapter would be under their 501(c)(3) umbrella.
19. **New Business:**
	* + 1. Jessica McChesney had been gathering donations for a basket from the chapter to former member Karen Primeaux. Members of the Board made personal donations and planning a day to present to Karen had been discussed.
20. The meeting was adjourned at 10:49 am by LeAnna Toups-Bennett

*Minutes prepared by* Shawn Braud