**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 | Present |
| Treasurer | Vacant | Absent, Excused |
| 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 10:02 AM by LeAnna Toups-Bennett
2. **Decisions Made**

**a.** A motion was passed to accept June minutes with one correction.

b. A vote was taken to charge one flat fee for virtual meetings for all members. All were in favor.

c. It was decided that $15 would be charged for virtual meetings.

III. **Action Items / Delegated Tasks**

**a.**  Shawn to make a change to June minutes taking out a line in delegated tasks.

b. Shawn would be sending cards to Nicolette Pitre to congratulate her on her new baby and to Russell Jones for presenting the July presentation.

c. Melissa would reach out to Donna Dusang about renewing.

d. Jessica would reach out to Irene Hodge.

e. LeAnna, Jessica, and Susan would meet by ZOOM to plan the Annual Education Conference.

f. LeAnna and Shawn to collaborate on an email to members checking in, asking how they are doing and for updated information such as birthdays and achievements.

**Reports / Announcements / Discussion**

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

c. The President’s call consisted of each SGMP Chapter Board giving their status. There were no updates on the 90 day out grace period status from National.

d. The Louisiana Chapter had won a $500 reward for Programming which had been included in June’s financials and a $250 reward for Membership Initiative which would be included in July’s financials.

1. Vice President Report: None given.
2. Secretary Report:

a. June minutes had been emailed to the board.

1. Treasurer Report
2. The beginning balance for June was $2517.94. The credits in the account for the month was $75 for revenue share, $53 for registration, and $500 for the Programming of the Year Award. The chapter had $351.43 in total expenses (the $200 for Tax prep had not yet cleared). The ending balance was $2942.51.

2. LeAnna had tried to renew the Chapter’s Post Office Box for the fiscal year, but was told we would have to wait until October 2nd.

3. Capitol One Account update:

a. The payment processor for Star Chapter, EVO, had not been canceled unbeknownst to the Chapter when Star Chapter was canceled. The Chapter had been charged processing fees from December of 2018 to June 2020. When contacting EVO they said it would take up to 30 days to cancel and the chapter would continue being charged.

b. LeAnna and Susan submitted a request to Capitol One to block EVO from charging the account. They also filed a claim to have the $1536 that had been charged returned as no payments had been made to Star Chapter since November of 2018.

c. National had been made aware of every step of the process.

4. Susan Mack had officially resigned as Treasurer. LeAnna had the checks and year end binder which she would be mailing to National.

1. Membership Report:

a. A new member had joined, Wilma Harvey from River Parish Tourist Commission.

b. Nicole Wilson and Kathleen Hodges would be reached out to about renewing.

c. Caitlyn Bell had been furloughed. Her supervisor, Leslie Thompson, would be reached out to.

d. Donna Dusang had expired in June.

e. Irene Hodge would be reached out to.

f. Zondra had reached out to Roxanne Juneau and she is renewing.

F. Programs Report:

1. National had come out with a new list of core competencies:

a. Education and Programming

b. Ethics and Protocol

c. Facilities and Services

d. Financial and Contract Management

e. Logistics

f. Personal and Professional Development

g. Technology

h. Travel

2. The form that Chapters use to submit programs had been changed.

3. SGMPLA has speakers all the way through February.

4. September will have a CVB panel made up of Chapter Members, Michael Aguirre from Baton Rouge, Carolyn Barrret (by ZOOM) from Kenner, Faye Nedd from New Orleans, and Zondra Jones (from St. Tammany). The Lafayette CVB would be reached out to about participating.

5. August’s meeting would be on “Navigating to Online Meetings” and would be virtual.

6. The Annual Education Conference was proposed as a single day event on December 10th at the Capitol Park Event Center. A couple of ideas discussed were everyone being responsible for their own hotel and meeting up the night before or asking hotels to sponsor a meal or happy hour the night before. The possibility of offering a sponsoring hotel a 90 day ad on the website was discussed.

7. The January date had been confirmed for LTRC.

8. Lisa Thompson at the Hotel Monteleone is interested in sponsoring a monthly meeting.

G. Hospitality Report

1. Chapter birthdays in June had been and would be posted on Facebook.

2. Shawn was concerned that people were not signing the birthday sheet.

3. LeAnna proposed sending out an email to each individual member asking for updated information and to check in with how they are doing.

H. Communications Report

1. Jennifer will be sending out July’s newsletter.

2. All previous newsletters had been sent.

I. Fundraising Report:

1. LeAnna expressed the need for fundraisers to build our Chapter budget.

2. Per the Louisiana Department of Revenue we will only need to submit one form a year for our raffles with the dates of when we are doing them.

J. Community Involvement

Zondra would be organizing a free ZOOM yoga wellness meditation to members to be conducted by her daughter, a certified yoga instructor in Boston.

K. Other Reports:

1. Ad Hoc Committee:

1. Allison asked again for comments or suggestions on the policy manual.

2. The policy manual would be discussed thoroughly at the Board Retreat on July 22nd.

1. Website:

None Given.

1. Old Business

1. Karen Primeaux sent the Chapter a thank you card for her basket.

2. The Chapter Board Retreat would be at the Capitol Park Event Center on July 22nd.

H. New Business:

1. Since Susan Mack had officially resigned as Treasurer, LeAnna opened up the opportunity to donate for a gift for Susan Mack for her service to the Chapter.

2. Chapter Suppliers Michael Aguirre, Carolyn Barrett, Suzanne Fogle, Kelly Johnson, and Tonya Elson were all discussed as possible candidates for Treasurer.

3. Tunney Barrett had sent an email to LeAnna stating that times were too hard right now to pay $24 for virtual meetings. Resolving this with a flat rate across the board was discussed.

1. The meeting was adjourned at 11:13 am by LeAnna Toups-Bennett

*Minutes prepared by* Shawn Braud