**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 | 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 10:04 AM by LeAnna Toups-Bennett
2. **Decisions Made**

**a.** A motion was passed to excuse Melissa Lee from the board meeting.

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

c. A motion was passed for the chapter to begin charging half fees for virtual meetings beginning in July.

1. **Action Items / Delegated Tasks**

**a.**  LeAnna to get form from the Post Office for mailbox fee.

b. Susan Mack going to Whitney for chapter debit card.

c. Zondra Jones to reach out to Kathleen Hodges about switching membership to Marriot and to Roxanne Juneau about renewing.

d. LeAnna and Jessica would comprise a task force to plan the Annual Education Conference.

e. Shawn would send Kelly Johnson a thank card for giving June’s virtual presentation.

f. LeAnna sending out doodle poll for logistics of board retreat.

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

c. The Louisiana chapter had won the Programming of the Year award at the Virtual NEC.

d. Due to economic setback from Covid, National would be extending the 90 day grace period from the time membership expires.

e. LeAnna had checked the post office box and there was no mail.

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

a. April minutes had been emailed to the board.

1. Treasurer Report
2. The beginning balance for May was $2743.03. The credit in the account for the month was $24.00 and debits were $249.09. The ending balance was $2517.94.

2. The old Capitol One bank account had been hit twice with fees from Star Chapter, the old website domain. The membership had been canceled and fees should not have been charged. The question was raised if the chapter should dispute the charges. No decision was made.

3. The yearly tax prep would be $200 due in June.

4. The mailbox fee is coming up.

5. When Stripe switched to Wild Apricot, it sent the chapter a credit of $148. This was drawn off of Canadian funds and was sent back by the bank.

1. Membership Report:

a. Membership at 60%.

b. Kathleen Hodges’s membership belongs to the Hampton Inn and she is now at Marriot of New Orleans.

c. Roxanne Juneau’s membership had expired.

 F. Programs Report:

1. July would be a virtual meeting featuring Russel Jones of Virginia Tech whose platform is racial disparity and trauma. The meeting could possibly provide an open forum on how we can proceed without talking from our bias.

2. The July virtual meeting fee was discussed.

3. The Annual Education Conference would be held in December in Baton Rouge.

G. Hospitality Report

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

2. Congrats to Susan Shaffette and Carolyn Barrett for recertifying would be posted.

 H. Communications Report

 1. Jennifer will be sending out June’s newsletter when she has details of July’s

 Meeting.

 2. All previous newsletters had been sent.

I. Fundraising Report: None given

 J. Community Involvement

1. Zondra Jones reiterated the need for giving to area food banks during the Covid-19 crisis.

2. Sending out a solidarity message or call to action to the chapter was discussed.

K. Other Reports:

1. Ad Hoc Committee:

1. Allison submitted the policy manual draft to the board to look over.

2. The final draft would be due in September.

1. Website:

None Given.

1. Old Business

1. The basket for Karen Primeaux had been delivered and she was very blessed by it.

2. There still remains three members with outstanding balances.

 H. New Business:

 1. The Chapter Board retreat would need to be held in July before budget is due.

 2. A doodle poll would be sent to board members regarding logistics of retreat.

1. The meeting was adjourned at 11:17 am by LeAnna Toups-Bennett

*Minutes prepared by* Shawn Braud