**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, Interim | Susan Mack | Present |
| Director | Jennifer Graffeo | Present |
| Director | Melissa Lee | Present |
| Director | [Vacant] | Status |
| Immediate Past President | Susan Shaffette, CGMP | Absent, Excused |

**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**
   1. A motion was passed to excuse Susan Shaffette from the Board meeting.
   2. A motion was passed to approve May meeting minutes.
   3. A motion was passed to approve the July Executive Board meeting minutes.
   4. **A motion was passed to have the President, LeAnna Toups-Bennett, Immediate Past President, Susan Shaffette, and Interim Treasurer, Susan Mack as the only signers on the Chapter Checking Account removing all other previous signers.**
   5. **A motion was passed to obtain debit cards for the Chapter President, LeAnna Toups-Bennett and Chapter Interim Treasurer, Susan Mack.**
   6. A motion was passed to update pricing on the Chapter Website.
3. **Action Items / Delegated Tasks** 
   1. Melissa to follow up with those on the website that had registered, but not paid as they were not able to be closed out.
   2. Melissa and Allison to work on the logistics to make paying for multiple meetings possible.
   3. Melissa to change the pricing information on the website.
   4. LeAnna to follow up with getting October’s agenda to all state planners.
   5. LeAnna would be getting Instagram sign in information to Jennifer.
   6. Jennifer to start a spreadsheet of ad sponsors and their renewal dates.
   7. All board members to submit pictures to LeAnna for the website.
4. **Reports / Announcements / Discussion**
   1. President Report:
      * 1. Due to drawing on funds from the previous fiscal year, the budget had not been balanced when drafted at the Board Retreat. When asked if it could be submitted unbalanced, SGMP President Michelle Milligan deferred to Treasurer, Chris McLaughlin. LeAnna was waiting to hear from him.
        2. JLS will be in January.
        3. Doodle Polls had been sent out regarding President Calls.
        4. Jessica McChesney had accepted the Supplier Director position and would be installed at the meeting.
        5. LeAnna had submitted the Ethics form to the National Board.
   2. Allison Landry asked for an agenda for October’s Education Conference as State Employees that serve on the Board would need to submit paperwork to the State Ethics Board for the compted hotel room.
   3. Treasurer Report:

1. Vacant position still open.

2. Payment needing to be issued to National for CGMP scholarships.

3. Outstanding checks were for $2384.51:

a. Chapter financial report

b. Tax Preparation

c. Susan’s room and tax at NEC

d. Chanel’s CGMP registration

e. Melissa’s CGMP registration

f. Lunch at the day’s meeting

4. Current balance was $8011.64 Balance after outstanding checks is $5627.13

5. The P. O. Box would be $120.

6. Garland’s hotel would need to be paid for CGMP training.

7. A $1000 check would need to be written to pay for the speaker for the October conference.

* 1. Membership Report:
     + 1. 23 planners, 21 suppliers- 52.3% ratio
       2. As a chapter we are not in a 50/50 ratio.
  2. Program Report (submitted to LeAnna by Susan Shaffette in her absence):
     + 1. Susan in the process of working out details with Becky McCreary, speaker for October’s conference.
       2. Topics she is working on for upcoming meeting include “Human Trafficking,” “Protocol,” “Disaster Management.”
       3. Speaker gifts were discussed and the silver bottle was chosen. They would go to Speakers, Board Members, and Active Members.
  3. Hospitality Report:
     + 1. Shawn and LeAnna had reached out to non-active members and prospective members in regards to August’s Meeting.
       2. Birthday posts had been made.
  4. Communications Report:
     + 1. The newsletter had been sent out.
       2. Jennifer Graffeo is now the manager of LinkdIn.
       3. Mailchimp had been updated.
       4. Wild Apricot membership info had been updated.
  5. Fundraising Report:
     + 1. Allison Landry to head up fundraising until the new Treasurer or Supplier Board member could take over.
       2. Fundraising points from Board Retreat reiterated:
          1. Amazon Smile is a fundraising prospect.
          2. School Supply donations to be collected at the day’s meeting.
          3. Only two Meeting fundraisers per year as opposed to quarterly.
          4. At October’s annual conference there would be a gift card exchange and in December, an ornament exchange.
          5. The pig would be passed at September’s meeting.
          6. Socks for the needy would be collected at the October and November meeting to give out in December.
  6. Community Involvement:
     + 1. Zondra Jones had contacted Habitat for Humanity. She would pass the information about dates to the board as soon as they were posted.
       2. The Baton Rouge Food Bank would be contacting her to set up a day to serve.
       3. The Second Harvest Food Bank would be having a peanut butter drive in February called “Spread the Love.” We would be collecting peanut butter at February’s meeting.
  7. Old Business:
     + 1. Chris Melton, a local graphic designer, had quoted $250 to revamp the chapter’s logo.

1. The Chapter agreed on going local for this service.
2. It was agreed to let him take artistic license with the logo.
   * + 1. Getting members involved with committees was reiterated.
3. Chanel Cotton had agreed to serve with the Communications committee by updating pictures on social media.
4. She would also be helping with ordering food.
   * + 1. Melissa had put together membership packets for new and prospective members.
5. GMS info would be added.
   * + 1. Website updates were discussed.
       2. Proposing to pay for multiple meetings at a time was discussed.
       3. Study group for CGMP training was discussed.
   1. New Business:
      * 1. A decision needed to be made as to whether the Chapter would continue with 50/50. It was agreed we would not, but no vote was taken.
        2. The first two meetings would remain free for guest planners.
        3. Pricing was discussed. The planner non-member guest would be $32 instead of the $42 that was listed on the website. The planner late guest registration would be $42 instead of the $52.
        4. Creating a chapter handbook was discussed.
        5. Keeping Susan Mack as a signer on the Checking Account as the Interim Treasurer was discussed. It was agreed that she would receive a chapter debit card.

1. The meeting was adjourned at 11:22 AM by LeAnna Toups-Bennett

*Minutes prepared by* Shawn Braud