**Member Attendance** A quorum was present

|  |  |  |
| --- | --- | --- |
| President | LeAnna Toups-Bennett, CGMP | Absent, Excused |
| 1st Vice President | Allison Landry, CGMP | Present |
| 2nd Vice President | Zondra Jones | Absent, Excused |
| Secretary | Shawn Braud | Present |
| Treasurer, Interim | 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 |
|  |  |  |
|  |  |  |

1. The meeting was called to order at 10:02 AM by Allison Landry
2. **Decisions Made**
	1. A motion was passed to excuse LeAnna Toups-Bennett and Zondra Jones from the meeting.
	2. A motion was passed to accept the November Conference Call Minutes.
3. **Action Items / Delegated Tasks**

**a.** Jessica McChesney would be contacting Trudy Guidroz, Tracy Browning,

 Valerie Waeltz, Nicole Wilson, Chelsey Sharplin, Karen Evans, and Jenny Rozas about renewing their membership.

 **b.** Melissa Lee would contact Keycha Alexander- Green about renewing.

 c. Susan would do a formal RFP with Visit Baton Rouge for the Annual Conference in

 2020.

1. **Reports / Announcements / Discussion**

**A. President Report:**

* + - 1. Confirmed via notes that monthly/annual report filings were current.
			2. Confirmed via notes that monthly financial statements review was complete.

3. SGMPLA is being considered for a pilot membership program.

 Details would be coming from National after Holidays.

 4. Dina Fong, National Rep, would be attending the January Board meeting via

 ZOOM.

 5. JLM would be January 17th.

 6. Bringing the Annual Conference back to Baton Rouge and at Christmas time

 was discussed as in the past it had always brought in a large crowd.

 **B. Vice President Report: None Given**

 **C. Secretary Report: None given.**

 **D. Treasurer Report:**

 1. The beginning balance for November, 2019 was $2636.93 and the ending balance was $2737.93. Total income was $502.23 and expenses were $401.33.

 2. An outstanding bill would be paid out to Susan Shaffette for Donna Mack’s room from the annual conference. Susan covered $84.06 with her credit card and it should have been compted.

 3. National is being kept in the loop regarding the collection of the $1000 fee that was owed to the chapter by Becky McCreary. National gave permission for a full demand by certified letter to collect the money.

 4. $1000 had been budgeted for JLS, but St. Tammany would be paying for Zondra Jones to go.

 **E. Membership Report:**

 1. SGMPLA currently has 44 members with 23 suppliers and 21 planners.

 2. 60 and 90 day renewals would be reached out to.

 **F. Programs Report:**

 1. Survey score results for November’s meeting were all rated high. Chanel’s

 RFP Basics presentation got rave reviews.

 2. January’s meeting would be at the Jung Hotel in New Orleans with a

 presentation on Human Trafficking by the Louisiana State Police.

 Parking validation and sleeping room block would be addressed by Susan

 Mack.

 3. February would be in Slidell at the Northshore CVB. Kevin Davis would be

 presenting on Large Scale Disaster Planning.

 4. March would be at the West Baton Rouge CVB.

 **G. Hospitality Report:**

 1. The Board signed a card for Dee Dee Schexnayder’s Birthday to present at

 the day’s meeting.

 2. Shawn had scheduled Facebook posts for Dee-Dee’s birthday on

 December 14th and LeAnna’s member anniversary on the 16th.

 3. A Christmas card from the Board had been sent to Carolyn Barrett’s mom.

. H **H. Communications Report**:

 1. Jennifer had posted all meeting information and upcoming events on social

 media and had completed the newsletter.

 2. She would be putting out a Facebook post on the peanut butter drive in

 February.

 3. Posts about the Human Trafficking presentation would be made.

 4. Polls about NEC within the meetings were being discussed to reach out to people who had never attended NEC.

 5. A post would be made with a picture of all the socks collected through the

 Sock Drive.

 **I. Fundraising Report: None given.**

 **J. Community Involvement:**

 1. A flyer about the Spread the Love Peanut Butter Drive was discussed.

 2. The Sock Drive was a success and 252 pairs of socks would be delivered to St.

 Vincent de Paul.

 **K. Other Reports:**

 **Ad Hoc Committee:**

 1. Allison had been researching other Chapters’ Policy

 Manuals and it seemed like their policies had been taken directly from

 National and changed to suit their chapter.

 2. An extended Board meeting in January as a mid-point had been discussed to

 address this.

 **Website:**

 1. Board meeting minutes had been updated.

 2. Sponsorship and History would be updated by Allison.

 3. Core Competencies had been updated on the site.

 **L. Old Business:**

 1. Allison reported that she would be filing with the Department of Revenue

 for the Semi-Annual Chapter Raffle.

 2. LeAnna would be taking care of new membership cards and having them

 mailed out on 12/6. Afterwards Hospitality would be handling it.

 **M. New Business:**

 1. LeAnna had been working on an April Happy Hour meeting to accommodate

 Government Meeting Planners.

The meeting was adjourned at 11:08 AM by Allison Landry

*Minutes prepared by* Shawn Braud