**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, Interim | Susan Mack | Present |
| Director | Jennifer Graffeo | Present |
| Director | Melissa Lee | Present |
| Director | Jessica McChesney | Absent, Unexcused |
| 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 10:00 AM by LeAnna Toups-Bennett
2. **Decisions Made**
   1. A motion was passed to excuse Susan Shaffette from the meeting.
   2. A change was made to the October meeting minutes. On #5 of the Member Report LeAnna requested the three At-large new members to be named in the minutes.
   3. The webinar format of December’s meeting that was being held at the Doubletree in Lafayette would be made clear to the chapter through social media and newsletter.
3. **Action Items / Delegated Tasks** 
   1. Scott McCreary would be reached out to in regards to the $1000 speaker fee being returned.
4. **Reports / Announcements / Discussion**

**A.** President Report:

* + - 1. Confirmed monthly/annual report filings were current.
      2. Confirmed monthly financial statements review was complete.
      3. Provided national and regional updates.

1. Secretary Report: Shawn would make the requested change to the October meeting minutes and email the board directly.
2. Treasurer Report:

1. The beginning balance for October, 2019 was $4890.52 and the ending balance was $2636.93. Total income was $644.68 and expenses were $2898.27

2. The speaker fee of $1000.00 (Check Number 1193, cleared) that had been written to Becky McCreary had still not been returned.

D. Membership Report:

1. SGMPLA currently has 41 members and is at 48.8%.

1. Programs Report:
   * + 1. 1. December’s meeting would be held at the Doubletree in Lafayette and would be a webinar.
       2. 2. December’s meeting would be an ornament exchange and bringing desserts would be encouraged.

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1. Hospitality
   * + 1. 1. November birthday cards had been signed by the chapter at the monthly meeting and would be mailed the week of the birthdays.
       2. 2. A sympathy card for Kelly Johnson and family had been mailed.
       3. 3. New members Caitlyn Bell, Von Cathlene Iyengar, Nicolette Pitre and Tonya Elson had been recognized at the monthly meeting and posted about on social media.
       4. 4. Having a baby shower meeting in the spring for Nicolette Pitre (due May 31st) had been discussed.

1. Communications Report:
   * + 1. 1. Jennifer had posted all meeting information and upcoming events on social media.
2. Fundraising Report:
   * + 1. 1. Zondra Jones stated that the St. Tammany CVB sponsorship check had been mailed on November 8th-11th.
       2. 5. The Sock Drive would continue through November.
3. Community Involvement:
   * + 1. 1. Zondra stated the Habitat for Humanity Chapter Outreach would be held at mid-city on December 7th. Members would need to arrive at 7 for a training session, but would be allowed to come later in the day if needed.
       3. 2. We will have a Peanut Butter Drive in February in conjunction with the St Tammany
       4. Food Bank.
4. Old Business:
   * + 1. 1. An April Breakfast meeting to accommodate Government meeting planners was again discussed.
5. New Business:

The meeting was adjourned at 11:00 AM by LeAnna Toups-Bennett

*Minutes prepared by* Shawn Braud