**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 | Jessica McChesney | Present |
| Immediate Past President | Susan Shaffette, CGMP | Present |

**Special Guest(s) Present**

|  |  |  |
| --- | --- | --- |
| Guest Name | Guest Title | Guest Organization/Company |
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1. The meeting was called to order at 3:00 PM by LeAnna Toups-Bennett
2. **Decisions Made**
   1. A motion was passed to approve the September 23rd Conference Call Board Meeting Minutes.
   2. A motion was passed to allow Caitlyn Bell and Nicolette Pitre to join as members without planner matches.
   3. A motion was passed to allow Jenny and Charlene join at large.
3. **Action Items / Delegated Tasks** 
   * + - 1. Susan Shaffette would reach out to Becky McCreary’s husband in regards to returning the $1000 speaker fee. She would send out a formal letter from the chapter requesting it.
         2. Susan Shaffette would reach out to Charlene Chaisson about joining as members at large. Jessica McChesney would reach out Jenny Rozas.
         3. Melissa and Allison would be working on Chapter By-laws.
         4. Susan Shaffette is to reach out to the West Baton Rouge Convention Center for the possibility of doing March’s meeting there.
         5. Shawn Braud to recognize member anniversaries at meeting.
         6. Susan Shaffette to draft a statement about cancellations prior to meeting and Jennifer Graffeo to post on the website.
4. **Reports / Announcements / Discussion**

**A.** President Report:

* + - 1. President’s call

1. Allison Landry sat in on call. National had audited all their records and made sure they had all chapter board member changes, ethics forms, etc. LeAnna would mail minutes out if needed.
2. IRS Determination Letter (501 C3)- As part of President’s call, National was requesting an IRS Determination Letter from each chapter to be filed electronically. LeAnna spoke with Michelle Milligan to see if the Chapter has one. Michelle offered to pull the National records.
3. JLS dates were discussed, but not yet determined.
4. Phishing was another topic discussed as it seems to be a problem for all chapters.
5. Programs call had been scheduled.
   * + 1. LeAnna brought envelopes to put gift cards in and the water bottles with the Chapter logo.
       2. The SGMPLA table runner had been ordered.
6. Secretary Report: None given.
7. Treasurer Report:

1. The beginning balance for September, 2019 was $5219.57 and the ending balance was $4890.52. Total income was $865.91 and expenses were $1194.96 which included one of the checks that were written to renew the Post Office Box. The other had been written 90 days past and could be considered a dead check.

2. The speaker check (Check Number 1193) that had been written to Becky McCreary had cleared in August. A written request would be sent to her requesting the $1000 speaker fee back.

1. Membership Report:

1. A couple of memberships had lapsed (Jason and Zeb), leaving us with 44 members.

* + - 1. 2. Renee Bergner’s membership would expire on 10/31 and Landon Vincent had been reached out to about transferring the membership.
      2. 3. National had been reached out to regarding Caitlyn Bell and Nicolette Pitre joining the chapter without planner matches. National stated that since we do not participate in the 50/50 program that we should not let suppliers join without planner matches. However, since we had publicly recognized them as members we should make a one-time exception.
      3. 4. We were ranked number one and were at 45.
      4. 5. There remains three at large supplier members that are waiting to join: Jenny Rozas, Charlene Chaisson, and Von Cathlene Iyengar.

1. Programs Report:
   * + 1. 1. The location for March’s meeting was discussed. Due to the parking issue during session the Capitol Grounds locations would not work. The Convention Center of West Baton Rouge was discussed as a possibility.
       2. 2. Certificates for October’s meeting would not be printed until Susan had Garland’s
       3. approval. Evaluations and icebreakers had been printed.
       4. 3. All programs had been approved for the year.
       5. 4. November’s meeting would be at Courtyard Marriot with Chanel Cotton speaking.

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1. Hospitality
   * + 1. 1. October birthdays would be recognized at the days’ meeting. November birthdays would come later in the month and we would recognize and sign a card at that month’s meeting.
       2. 2. Zondra, Sharon, and Jennifer were having October member anniversaries. Crystal
       3. Carter had one in September.
       4. 3. Cancellations for the meeting with no bill being invoiced would be allowed up to 7
       5. days prior.
2. Communications Report:
   * + 1. 1. The need for newsletter topics was discussed.
       2. 2. A picture of Susan’s dad with the can tabs for the Shriners would be posted on
       3. Facebook and in the newsletter.
       4. 3. Possibilities for Linkdin posts were discussed.
3. Fundraising Report:
   * + 1. 1. Jessica had reached out to Amazon Smile for assistance with setting it up. Her goal
       2. was to have it done by October 18th.
       3. 2. There would be a combined Valentine’s/Mardi Gras Raffle in February and a Summer
       4. Vacation/Gardening in June.
       5. 3. An activity report would need to be reported monthly to the Louisiana Office of
       6. Charitable Gaming. Allison would reach out to the agency to have all questions
       7. answered.
       8. 4. All of the Chapter’s Sponsorships had run out except for St Tammany CVB.
       9. 5. The Sock Drive would continue through November.
4. Community Involvement:
   * + 1. 1. Zondra had reached out to Habitat for Humanity about the Chapter Outreach. There
       2. would be a Mid-City location coming up in December. She would contact everyone
       3. with details as she received them
       4. 2. We will have a Peanut Butter Drive in February in conjunction with the St Tammany
       5. Food Bank.
5. Old Business:
   * + 1. 1. LeAnna had reserved a table at the Reverse Trade Show in New Orleans for the
       2. Chapter on October 18th.
       3. 2. The Chapter would be giving away notepads with our logo on it at the Trade Show.
6. New Business:
   1. Allison had created new badges for the chapter with the new chapter logo on them.
   2. She would be working on new membership cards with the logo.
   3. Fall Membership push and the need for more government planners was discussed. Having a nighttime meeting to accommodate more government planners was discussed.
   4. April 14th would be a possibility for a breakfast meeting.



The meeting was adjourned at 4:35 PM by LeAnna Toups-Bennett

*Minutes prepared by* Shawn Braud