**Member Attendance** A quorum was present

|  |  |  |
| --- | --- | --- |
| President | LeAnna Toups-Bennett, CGMP | Present |
| 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 | Absent, Excused |
| 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 LeAnna Toups-Bennett
2. **Decisions Made**
   1. A motion was passed to excuse Zondra Jones and Jessica McChesney from the Board meeting.
   2. A motion was passed to approve August meeting minutes.
   3. A motion was passed to approve the August 13th Conference call meeting minutes.
   4. A motion was passed to reissue a new check for the post office box fee of $134.
   5. A motion was passed to let the first check written to the post office ride.
3. **Action Items / Delegated Tasks** 
   1. LeAnna would talk to Jessica about creating and maintaining an excel spreadsheet of sponsors and their renewal dates.
   2. LeAnna would take new check and application to the post office. She would also place all board members on the list.
   3. LeAnna had reached out to CVBs and would be reaching out to schools with a hospitality program.
   4. Melissa and Allison will work on setting up the website for paying for a full year.
4. **Reports / Announcements / Discussion**
   1. President Report:
      * 1. Presidents call not yet scheduled, but in the works.
        2. CGMP Class had been hosted at Capitol Park Event Center that week with four members from the Louisiana Chapter, one from the NATCAP Chapter and one from the Old Dominion Chapter.
        3. A webinar will be offered on September 25th on “Crowd Control and Evacuation.”
        4. An excel spreadsheet of sponsors and renewal dates is needing to be created. The only sponsorship still active is Nachitoches. This is a task that has in the past been delegated to the Fundraising Chair.
        5. Chapter needing to decide on dates for Community Outreach with Habitat for Humanity.
   2. Secretary Report: Fast call needed to approve September minutes so that the President and Treasurer can obtain debit cards and the water bottles for speaker gifts can be ordered.
   3. Treasurer Report:
      * 1. Vacant position still open.
        2. The “pig” had $28.88 in change for deposit.

3. Beginning balance was $7011.64. Ending balance was $5219.57. Income was $733.66. Expenses were $2686.65.

4. The Post Office Box had been closed because the post office had not yet received payment though payment had been sent. The application would need to be redone and another check would need to be issued.

* 1. Membership Report:
     + 1. 23 planners, 22 suppliers- 51.1% ratio
       2. As a chapter we are not in a 50/50 ratio though we are close.
       3. One member had lapsed. Five members were up for 30 days out.
       4. Two new member have joined.
       5. Charlene Chaisson and Jenny Rozas are two suppliers that need to be reached out to.
       6. LeAnna had reached out to CVBs and would be reaching out to schools with a hospitality program.
  2. Program Report:
     + 1. October Annual Conference at Cypress Bend Resort-Becky McCeary, Networking on Purpose, approved.
       2. November Meeting at Marriot Courtyard, B.R.- Chanel Cotton, RFP Basics, approved.
       3. December Meeting at Doubletree, Lafayette- Kathleen Ryan, CGMP, Global Business Etiquette, approved.
       4. January Meeting at Jung Hotel in New Orleans- Trooper Monroe Dillon, not yet approved.
       5. February meeting at Northshore Harbor Center in Slidell- Kevin C. Davis, formerly of Homeland Security, Planning Ahead for Disasters Impacting Your Event, approved.
       6. March meeting (venue undecided)- LA Office of Tourism, What and How, not yet approved.
       7. April meeting at LRTC DOTD, B.R.-LA Civil Service, Emotional Intelligence in the Workplace, Not yet approved.
       8. May-no meeting, NEC.
       9. June meeting (venue undecided)-Kelly Johnson, Tips for Planning Large Scale Events.
  3. Hospitality Report:
     + 1. No chapter birthdays in September.
       2. October birthday cards would be signed and birthdays would be recognized at October’s meeting.
  4. Communications Report:
     + 1. The newsletter had been sent out.
       2. LeAnna would be getting the President’s letter to Jennifer by the 25th of the month so that the newsletter can be done by the 1st.
       3. Chanel Cotton is now on the communications committee and would be taking pictures.
  5. Fundraising Report:
     + 1. Susan Shaffette had communicated with the Department of Revenue in regards to raffles. A form would need to be filled out after each raffle.
       2. We would be required to charge $1 per ticket.
  6. Community Involvement:
     + 1. The best date for the Habitat for Humanity Outreach would be Saturday, December 7th.
       2. Socks for the homeless would be collected at the day’s meeting and the October conference.
  7. Old Business:
     + 1. We must fill the treasurer position as soon as possible. Several planners were discussed that would be reached out to.
       2. Setting up the website for paying a full year of meeting fees was discussed.
       3. The new Chapter Logo samples were distributed, changes were suggested to submit to Chris Melton to revise.
       4. Amazon Smile in the process of being set up.
  8. New Business:

1. LeAnna signed the Chapter up to have a (free) table at the Reverse Trade Show at the Tea Room in New Orleans on October 18th to get awareness out about the chapter.

The meeting was adjourned at 11:25 AM by LeAnna Toups-Bennett

*Minutes prepared by* Shawn Braud