



CEC Meeting Minutes August 14, 2019

President Marella Houghton called the August 14, 2019, Baton Rouge Chapter Executive Committee (CEC) Meeting to order at 5:37 p.m. at LaCarreta Restaurant. A quorum was present to conduct business. The following CEC members were present: Vita Archie, Susan Broadway, Travonda Brown, Bettina Camper, Jennifer Case, Tiffani Dorsa, Priscilla Hall, Marella Houghton, Kim Stewart, Carissa Wesley, Carolyn White and Lesha Woods. Rebecca Tucker was also in attendance. She is the Conference Coordinator.

The passing of the gavel took place. Lesha Woods, Immediate Past President passed the gavel to Marella Houghton, President. President Marella Houghton requested that the CEC members review the May 2019 minutes and the May, June and July 2019 financial reports.

Secretary's Report – Vita Archie

A motion to accept the May 2019 minutes was made by Tiffani Dorsa and seconded by Susan Broadway. Motion passed.

Treasurer's Report – Jennifer Case

A motion to accept the May, June and July 2019 financial reports was made by Carolyn White and seconded by Tiffani Dorsa. Motion passed.

Carolyn White inquired about a \$30 check that has not cleared the bank. Jennifer Case will look into the matter.

President's Report – Marella Houghton

President Houghton thanked Lesha Woods for her service for year 2018 – 2019 and for leaving her with establishing something that she can work with. She also thanked the new members and the returning members for volunteering to serve in 2019 – 2020.

She introduced one of the new members to the board, Travonda Brown. She will serve as the Meeting, Events and Program Chairman.

President Houghton adopted the theme “IGNITE and FOCUS” for this year. President Houghton had the opportunity to attend the LEAD conference in April 2018 and met the new AGA President, Ernest Almonte. His theme is to ignite our organizations and professions. His three goals are as follows:



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1. Prepare for the changes coming – technology
2. Sharing our resources – building off of success
3. Building our skill sets – reprogramming ourselves, mentoring the young professionals

President Houghton attended the National Professional Development Training (PDT) in New Orleans, Louisiana on July 21 – 24, 2019, along with other board members. President Houghton had the pleasure of watching our Immediate Past President, Lesha, accept the Chapter Recognition Program “Platinum” award for our chapter at the conference. She also had the opportunity to connect with the members of the New Orleans chapter.

President Houghton stated that the board members should start thinking about considering moving the Spring Conference to a date after April 15, 2020.

President-Elect – Tiffani Dorsa

Tiffani Dorsa presented a new contract/proposal related to our events coordinator, Rebecca Tucker. It is an annual contract and was up for renewal. Rebecca requested an increase in rate of pay per conference with additional duties. The additional duties would include getting Facebook and LinkedIn kicked-up this year, gaining responsibility of monitoring CPE’s and soliciting sponsorship. The increase is \$500/conference, \$1,000/year. A motion was made by Tiffani Dorsa to accept the proposal for a pay increase and seconded by Jennifer Case. Motion passed.

Immediate Past President – Lesha Woods

Lesha Woods commended everyone on a great year. She stated that the board members volunteered their services and accomplished all of the goals set last year. She stated that she hopes that the chapter continues to soar.

Work Area Reports

a. Chapter Recognition Chair – Susan Broadway

The chapter is doing well overall; however, there are some areas that the chapter could potentially earn points such as in the category of Chapter Service Award. Priscilla Hall sent new members letters so the chapter will get points in that particular category.

b. Accountability Chair - Carissa Wesley

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Next CCR is due in September. Carissa Wesley sent a letter on ways the chapter can improve. The chapter received the Certificate of Excellence.

- c. **Awards/Student Relations Chair – Sarah Wade**
None
- d. **CGFM Chair – Jovan Haynes**
None
- e. **Community Service Chair – Bettina Camper**
Bettina Camper distributed community service plan for this year. She would like the board members to review and give feedback. The chapter participated in the CASA event held in August. The members that participated were Centelia, Carolyn, Marella and Jennifer.
- f. **Meetings Chair/Program Chair – Travonda Brown**
Priscilla Hall scheduled the next three CEC meetings at the East Baton Rouge Parish Library.
- g. **Membership Directors – Priscilla Hall**
The chapter has 103 members (2 students and 3 new members)
- h. **Newsletter Chair – Kim Stewart**
An email blast will be sent about the CEC meeting so the members can feel more involved. The chapter should consider adopting a new best practice – incentive (gift card) for liking the Facebook page, #aga2019.
- i. **Scholarship Chair – Centelia Battiste**
Southeastern University reached out to President Houghton about the chapter members coming to speak to the students, possibly around the week of September 16, 2020.
- j. **Website/Awards Chair – Tiffani Dorsa**
Tiffani Dorsa will be working on updating the website. She has a co-worker that will help with updating the website.

The next meeting will be on September 18 @ 5:30pm, East Baton Rouge Parish Library



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A motion to adjourn the meeting was made by Tiffani Dorsa and seconded by Jennifer Case.
Meeting Adjourned at 6:25 pm.

Signature: _____
Minutes were taken by Vita Archie, Secretary

MOTIONS/ACTION ITEMS:

MOTION: Tiffani Dorsa moved to accept the May 2019 meeting minutes. Motion was seconded by Susan Broadway. Motion passed.

MOTION: Carolyn White moved to accept the May, June and July 2019 financial reports. Motion was seconded by Tiffani Dorsa. Motion passed.

MOTION: Tiffani Dorsa moved to accept the increase in pay for the events coordinator. Motion was seconded by Jennifer Case. Motion passed.

MOTION: Tiffani Dorsa moved to adjourn the August 14, 2019 meeting. Motion was seconded by Jennifer Case. Motion passed.