



CEC Meeting Minutes December 10, 2020

President Elect Rodney Combs called the December 10, 2020, Baton Rouge Chapter Executive Committee (CEC) Meeting to order at 5:42 p.m. via ZOOM virtual meeting. A quorum was present to conduct business. The following CEC members were present: Vita Archie, Rodney Combs, Tiffani Dorsa, Jovan Haynes, Marella Houghton, Sarah Wade, Carissa Wesley and Lesha Woods. Rebecca Tucker was also in attendance. She is the Conference Coordinator.

President Elect Rodney Combs requested that the CEC members review the November 2020 minutes and the November 2020 financial reports.

Secretary's Report – Vita Archie

A motion to accept the November 2020 minutes was made by Lesha Woods and seconded by Tiffani Dorsa. Motion passed.

Treasurer's Report – Jennifer Case

Rodney Combs presented the preliminary financial report from the fall PDT Conference. There were 62 attendees of which 17 were members and 62 were non-members. The net profit was approximately \$3,000.

The November Treasurer's report will be deferred to the next meeting.

The 990N form was due to national on November 15, 2020. President Tiffani Dorsa will follow-up with Jennifer to check on whether the report was submitted by the due date.

President's Report – Tiffani Dorsa

President Tiffani Dorsa thanked everyone for their efforts for getting the fall PDT done. She felt it was successful even though the attendance was lower than she expected. She felt that a lot was learned about virtual training and the chapter will be able to improve upon certain areas of the training. She also thanked Rodney, Rebecca and Marella for their assistance and for moderating the PDT.

President-Elect – Rodney Combs

President Elect Rodney Combs felt that the fall PDT Conference went well ("Hats off to everyone") and was proud that it was able to be done in such a short time frame. He also suggested that music and advertisements be incorporated between the sessions. Rebecca Tucker stated that the chapter could explore other platforms that could be used to improve upon the future virtual PDTs.



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Immediate Past President – Marella Houghton

Marella Houghton received some comments about the fall PDT conference. The comments were as follows:

- The check-in & check-out process after each session should not be done. It was burdensome.
- The polling questions were liked because it broke things up and they felt like they were engaged in the conference. They felt that the polling questions should count as your attendance.
- Technical difficulties were bad in the beginning of the conference but by lunch time, the conference seemed to be running as intended.
- If there's a 2-hour session, the speaker(s) should be allowed to conduct the 2-hour session without a break in between but the sessions should not last longer than 2 hours before granting a break.

National Council of Chapters (NCC) Representative – Lesha Woods

Lesha Woods attended the last virtual meeting. Discussions included chapter resources, changes in chapter recognition points stressing that the new layout/program is easier and virtual conferences. It was stated that nationally, the different AGA groups are teaming up together to do conferences, which is a way of getting more miles out of your dollars. President Tiffani Dorsa stated that the point system is very high level and seemed simpler.

Work Area Reports

a. Chapter Recognition Chair – Travonda Brown

The chapter recognition points were submitted by the November 30, 2020 deadline. There's no status on the filing of the 990N form.

b. Accountability Chair - Carissa Wesley

None

c. Awards/Student Relations Chair – Sarah Wade

Sarah Wade coordinated Student Night for Southeastern University and LSU virtually and it received good feedback. President Tiffani Dorsa thanked Sarah for coordinating the event and stated that she did a "great job." Marella also commented that Sarah did a "really good job" with organizing Student Night in a very short time frame.

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d. CGFM Chair – Jovan Haynes

Jovan Haynes reached out to the member that had the CGFM study materials and noted that the member had an issue and wasn't able to take the exam. Jovan stated that she will keep better track of how long the study materials are checked out. A motion to allow a member to check out the CGFM study materials for 90 days, 1 book at a time, was made by Lesha Woods and seconded by Marella Houghton. Motion passed.

e. Community Service Chair – Judy Jackson

Jovan Haynes has all of the gifts that were donated by the board for the Secret Santa Wish List. She will drop the gifts off to the Safe Program in Hammond. \$210 has been collected as of date and the money will be used to purchase gifts for the kids that didn't receive anything.

f. Meetings Chair/Program Chair – Travonda Brown

None

g. Membership Directors – Priscilla Hall

Congratulations to our newest member, Rebecca Tucker! As of date, there are 112 active members.

h. Newsletter Chair – Kim Stewart

The due date for the next newsletter is December 15, 2020. Tiffani Dorsa will send a summary to Kim of items to include in the newsletter. Some items are the fall PDT, Student Night and the community service project.

i. Scholarship Chair – Sarah Wade

Sarah Wade wasn't sure if anyone applied for a scholarship from Student Night. Jennifer Case will have to provide this information.

j. Sponsorship Chair- Rodney Combs

Rebecca Tucker stated that P&N was the sponsor for the fall 2020 PDT conference. She will start soliciting sponsors for the Spring PDT.

k. Website/Awards Chair – Tiffani Dorsa

Tiffani Dorsa stated that she needs to update the website.



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1. **Events Coordinator – Rebecca Tucker**

Rebecca Tucker is working on sending out the CPE certificates to the participants. She has to send out the gift cards to the 2 winners and will make a social post on the website about it.

Rebecca Tucker will bill the chapter for the 80 hours incurred to coordinate the fall PDT. The overage will be addressed once everything has been confirmed and a final bill is submitted. The board will need to discuss Rebecca's contract for the Spring PDT Conference at the next meeting.

The next meeting will be on Wednesday, January 28, 2021 @ 5:30pm, via ZOOM virtual meeting.

A motion to adjourn the meeting was made by Lesha Woods and seconded by Marella Houghton. Motion passed. **Meeting Adjourned at 6:58 pm.**

Signature: _____
Minutes were taken by Vita Archie, Secretary

MOTIONS/ACTION ITEMS:

MOTION: Lesha Woods moved to accept the November 2020 minutes. Motion was seconded by Tiffani Dorsa. Motion passed.

MOTION: Lesha Woods moved to allow a member to check out the CGFM study materials for 90 days, 1 book at a time. Motion was seconded by Marella Houghton. Motion passed.

MOTION: Lesha Woods moved to adjourn the December 10, 2020 meeting. Motion was seconded by Marella Houghton. Motion passed.