



CEC Meeting Minutes March 18, 2020

President Marella Houghton called the March 18, 2020, Baton Rouge Chapter Executive Committee (CEC) Meeting to order at 5:36 p.m. ZOOM virtual meeting. A quorum was present to conduct business. The following CEC members were present: Vita Archie, Susan Broadway, Bettina Camper, Jennifer Case, Rodney Combs, Tiffani Dorsa, Priscilla Hall, Marella Houghton, Kim Stewart, Carissa Wesley and Carolyn White. Rebecca Tucker was also in attendance. She is the Conference Coordinator.

President Marella Houghton requested that the CEC members review the February 2020 minutes and the February 2020 financial reports.

Secretary's Report – Vita Archie

A motion to accept the February 2020 minutes (with amendments) was made by Carolyn White and seconded by Jennifer Case. Motion passed.

Treasurer's Report – Jennifer Case

A motion to accept the February 2020 financial reports was made by Tiffani Dorsa and seconded by Bettina Camper. Motion passed.

Jennifer Case stated that the only outstanding check was payable to Southeastern as of February 2020. Jennifer Case stated that she still was not able to get the information on the CD because the branches are closed due to the pandemic and she have to actually visit the branch to get the CD information requested.

President's Report – Marella Houghton

President Marella Houghton discussed deadlines, which included the Chapter Award Application deadline of March 31st, new CEC Board to national deadline of March 31st, Quarterly Report deadline of March 31st, Education Award deadline of March 31st and the Chapter Website Award deadline of April 30th. Sent out information on possible website, so board needs to review it and update as deemed necessary. Sarah Wade and Marella Houghton were supposed to attend the Awards Banquet at Nicholls State University but it was cancelled. Nicholls will still give out the scholarship. The LEAD conference that will be held in Dallas, TX has been postponed to July 16th – 18th. The PDT and LEAD will be done within the same week. President Marella



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Houghton also suggested that the President should be the holder of the recorder that is used for the meeting minutes.

President-Elect – Tiffani Dorsa

Tiffani Dorsa stated that she, Marella Houghton and Rebecca Tucker had been in discussion about the Spring PDT conference going virtual because of the 40 hours CPE requirement according to the chapter's bylaws. She gave Rebecca the floor to discuss the virtual conference in details. Some of the options discussed are as follows:

- Webinars in 4 hour increments grouping topics together
- Webinar platform through P&N – can't hold more than 500 people attending, maximum of 3 speakers – some limitations – slides, speaker voice, no video
- Requirements for CPE - 3 questions per hour for CPE certification, separate follow-up PDF to verify
- Survey can still be done like in the past
- Looking at the rate that should be charged for 16 hours versus 1 or 2 hour sessions, Grant CPE – 4 hours will be charged a higher amount
- No consequences to cancelling the Spring Conference at Embassy Suites as long as it's in advance
- Every speaker is good with doing presentation via webinar
- Only negative or risk for webinar – Internet connectivity, losing the personal component, speaker technical savviness
- Possible costs – Rebecca feels that it will be okay to charge the regular \$240 fee for 16 hours because charging by the hour, i.e., 2 hours - \$50 for members/\$55 for non-members may cause the chapter to lose money because the attendees will pick and choose the session(s) to attend. \$95 for members/\$100 for non-members per 4-hour session is an option but Grant session - \$150 for members/\$175 for non-members because of the high costs associated with offering the presentation. Cost shouldn't exceed the cost of the in-person event.
- Can promote the national webinar to get the 40 hours so don't have to do all of the 16 hours. Most chapters don't do 2 PDT's in a fiscal year. Chapter can waive the bylaws regarding the 40-hour requirement because of the pandemic.
- Possibly doing a conference the 3rd week of June 2020
- Possible sessions – 2 or 4 hours for 1 day, 2 or 4 hours weekly or biweekly over 2-week period
- John Gioli (Becker) – Offered to send out online webinar services – direct competition with what we're about to offer



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Tiffani Dorsa and Rebecca Tucker will discuss further and send an email with details for a virtual conference.

Tiffani Dorsa stated that the new board for 2020 – 2021 was in place. The new board is as follows:

Tiffani Dorsa – President/Webmaster

Rodney Combs – President Elect/Sponsorship

Marella Houghton – Immediate Past President

Lesha Woods – NCC

Vita Archie – Secretary

Jennifer Case – Treasurer

Carissa Wesley – Accountability & Outreach Chair

Sarah Wade – Awards Chair

Kim Stewart – Newsletter Editor

Priscilla Hall – Membership Chair

Jovan Haynes – CGFM Chair

Judy Jackson – Community Service Chair

Travonda Brown – Chapter Recognition Chair, Meetings/Program Chair

Immediate Past President – Lesha Woods

None

National Council of Chapters (NCC) Representative – Carolyn White

None

Work Area Reports

a. **Chapter Recognition Chair – Susan Broadway**

The chapter has exceeded its goal of 19,501 (Platinum status) by 3,500 points.

The total is 23,075 points. The chapter still has April and May to earn points.

Carolyn White suggested that Susan Broadway make sure that the chapter points are not over the maximum amount of each category because those points won't qualify.

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b. **Accountability Chair - Carissa Wesley**

Carissa Wesley received an update about the chapter's CCR that was submitted. The chapter won't be receiving the Certificate of Excellence this year. It was stated that we had a good document but we won't be receiving it. Louise will be sending an email on ways the chapter can improve for next year. Carolyn White will ask about new template because the chapter hasn't received it.

c. **Awards/Student Relations Chair – Sarah Wade**

None

d. **CGFM Chair – Jovan Haynes**

None

e. **Community Service Chair – Bettina Camper**

The Heart Walk has been postponed until Saturday, May 9th. They will be sending out additional information at a later date. Bettina Camper suggested that we do "Feed the Needy" for children that are out of school due to the pandemic. Jennifer Case ordered the t-shirts for the Heart Walk. They're supposed to arrive next week.

f. **Meetings Chair/Program Chair – Travonda Brown**

None

g. **Membership Directors – Priscilla Hall**

The chapter received 2 new members for a total membership of 117. An email blast about membership renewal was sent out. Send list of new members to Priscilla so she can forward the list to Julia to check on status. The goal was to reach 60% by March 31st and the chapter is at 45%.

h. **Newsletter Chair – Kim Stewart**

The newsletter that was sent out was nice, with a few extra things added and it was in a different format from the usual one. President Marella Houghton complemented the new format. The chapter should receive points for adding CGFM to the newsletter. The last newsletter could possibly be sent out in May.

i. **Scholarship Chair – Centelia Battiste**

None



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j. **Sponsorship Chair- Rodney Combs**

None

k. **Website/Awards Chair – Tiffani Dorsa**

Tiffani Dorsa will be placing the newsletter on the chapter's website.

l. **Events Coordinator**

Rebecca Tucker received 5 Spring Conference registrations as of date. She will cancel the conference and send out refunds.

Rebecca is a non-member of AGA. Tiffani Dorsa requested for the chapter to pay for her membership into AGA. She stated that Rebecca doesn't have access to some things that will be helpful for planning the conferences. The members discussed the request. Tiffani Dorsa made a motion for the chapter to pay for the Events Coordinator's membership into AGA and Jennifer Case seconded the motion. Motion did not pass – Yes – 5, No – 1, Abstain – 4.

The next meeting will be on April 22, 2020 @ 5:30pm, TBD

A motion to adjourn the meeting was made by Tiffani Dorsa and seconded by Carissa Wesley. Motion passed. **Meeting Adjourned at 7:04 pm.**

Signature: _____

Minutes were taken by Vita Archie, Secretary

MOTIONS/ACTION ITEMS:

MOTION: Carolyn White moved to accept the February 2020 meeting minutes (with amendment). Motion was seconded by Jennifer Case. Motion passed.

MOTION: Tiffani Dorsa moved to accept the February 2020 financial reports. Motion was seconded by Bettina Camper. Motion passed.

MOTION: Tiffani Dorsa moved for the chapter to pay for the Event Coordinator's membership into AGA. Motion was seconded by Jennifer Case. Motion failed. Vote: Yes – 5, No – 1, Abstain – 4



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MOTION: Tiffani Dorsa moved to adjourn the March 18, 2020 meeting. Motion was seconded by Carissa Wesley. Motion passed.