President Rodney Combs called the October 13, 2021, Baton Rouge Chapter Executive Committee (CEC) Meeting to order at 5:41 p.m. via WebEx virtual meeting. A quorum was present to conduct business. The following CEC members were present: Rodney Combs, Tiffani Dorsa, Tara Oskins, Marella Houghton, Carissa Wesley, and Travonda Brown. Also in attendance was Vicki Dyer, a new member but not unfamiliar with AGA. Vicki was a past member and is looking to serve in some capacity on the CEC.

President Rodney Combs welcomed everyone and stated that the minutes from the August 25th meeting were approved through email given the immediate need to get the check signors changed on our bank account.

**Immediate Past President/NCC Representative Report – Tiffani Dorsa**

Immediate Past President Tiffani Dorsa reported that with the approval from the CEC to move forward with the change in bank account signors, after four attempts, was completed and we need to get Rebecca Tucker paid for her services from the 2021 Spring conference.

**President’s Report – Rodney Combs**

President Rodney Combs acknowledged the change in bank accounts and our focus for this meeting will be on our Fall PDT training.

**Treasurer’s Report/President-Elect – Tara Oskins**

Treasurer Tara Oskins introduced the August and September 2021 Treasurer’s Report. President Rodney Combs requested she only present September 2021. The following comments were made regarding the financial report:

* No outstanding items were noted in our bank account reconciliation.
* The statement of net position showed unrestricted cash of $15,000 and the certificate of deposit totaling $10,000 (no change from July 2021).
* We do not have any accounts payable recorded. However, we are waiting on the invoice from Rebecca to know exactly how much we owe her and we plan to cut her a check immediately upon receipt.
* Statement of revenues, expenses and changes in net position shows for the year, chapter dues $284, $1,000 deposit and think this a sponsorship from P&N. She reviewed the summary of monthly deposits and expenses.

A motion to accept the Treasurer’s reports was made by Marella Houghton, seconded by Tiffani Dorsa. Motion passed.

Before the start of work area reports, President Rodney Combs brought up that Vicki wanted to serve in some capacity on the CEC. A discussion was held regarding open positions including newsletter chair.

President Rodney Combs and President-Elect Tara Oskins discussed plans for the Fall PDT, picking a date for the December training, discussion on whether to hold a 4-hour two-day event or one 8-hour day training. Plans to set up a meeting with Rebecca Tucker our event planner. Past-President Tiffani Dorsa and President-Elect Tara Oskins will meet in the next day or two and regroup with President Rodney Combs. The event will be virtual. Discussion regarding that AGA Nationals have been seeing hybrid events. These costs more and we need to plan earlier to do this. This was a discussion for Spring 2022.

**Work Area Reports**

1. **Meetings and Events\Chapter Recognition –**

Travonda Brown- Pulse check coming up November 30th for the ACE awards. She watched videos on what is required and now has a better understanding of the new rules. We have submitted Elected Officer and updated strategic plans to National. Outstanding items include an update of our bylaws, 990-N, and annual state filings. She plans on updating the AGA logos on our communications. Our annual report (CCR) is due October 31st. A past-president report of history from the prior year not required as this included in the CCR. Audit or review to be done by a member not on CEC. Tiffani Dorsa discussed the inability for small chapters to comply with this requirement noting these services are expensive and we have limited resources to pay for this. Travonda Brown to send out the best practices guide for everyone to review.

1. **Newsletter Chair – Vacant –** None
2. **Accountability Outreach/ Membership Directors – Marella Houghton**

Marella Houghton discussed our membership numbers. Member totals at 7/31 was 102. We had 111 in April. Nine letters have been sent out over the past few months and we have 114 members. Looked at the suspended member list expects a few to return but many will not renew. Marella will come up with correspondence to reach to them to see if they will renew. Only one person, Lucille Guillot, who is a sponsor of a new member and is in the lead based on our new program. All other members were not sponsored by anyone. We are in tier one with membership. We need to get to 122 to make tier two. Students and Faculty members do not count for our tiers but are great to build a pipeline of members. Reminder for everyone to get one new member.

1. **CGFM Chair – Jovan Haynes – not present -** None
2. **Community Service Chair – Judy Jackson – not present –** None
3. **Scholarships/Student Relations Chair – Sarah Wade –** not present

Tiffani Dorsa discussed that she had been copied on email correspondence with Sarah Wade and it appeared she was trying to set up a student night with the local universities. However, there was no confirmed time set at this point.

1. **Website/Awards Chair –** Carissa Wesley

Tiffani Dorsa and Carissa Wesley to meet next week and do a walkthrough of handbook on the website and Tiffani to provide helpful hints on fonts and challenges experienced with the use of the system.

The next board meeting is proposed for November 10, 2021.

A motion to adjourn the meeting was made by Marella Houghton and seconded by Tara Oskins.Motion passed. **Meeting Adjourned at 6:18 pm.**

**SUMMARY OF MOTIONS/ACTION ITEMS:**

**MOTION**: Treasurer Tara Oskins provided the August and September 2021 reports. She reviewed the September 2021 report. A motion to accept the Treasurer’s reports was made by Marella Houghton, seconded by Tiffani Dorsa. Motion passed.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Minutes were taken by Tiffani Dorsa, Secretary