



## **CEC Meeting Minutes September 9, 2020**

President Tiffani Dorsa called the September 9, 2020, Baton Rouge Chapter Executive Committee (CEC) Meeting to order at 5:27 p.m. via ZOOM virtual meeting. A quorum was present to conduct business. The following CEC members were present: Travonda Brown, Rodney Combs, Tiffani Dorsa, Jovan Hayes, Judy Jackson, Marella Houghton, Kim Stewart, Sarah Wade, Carolyn White and Rebecca Tucker was also in attendance. She is the Conference Coordinator.

President Tiffani Dorsa requested that the CEC members review the March through June, 2020 minutes and the March 2020 financial report.

### **Secretary's Report – Vita Archie**

President Tiffani Dorsa requested that the February 19, 2020 minutes is tabled until the next CEC Meeting scheduled in October.

### **Treasurer's Report – Jennifer Case**

A motion to accept the March through June, 2020 financial reports was made by Marella Houghton and seconded by Judy Jackson. Motion carried. President Tiffani Dorsa asked that the financial reports for July and August be reviewed at next scheduled CEC meeting.

### **President's Report – Tiffani Dorsa**

Tiffani Dorsa thanked Marella for her leadership role and assisting her in successfully performing her role as President- Elect. Tiffani stated that she is in the process of writing an introduction for the September Newsletter. She participated in last month's AGA National webinar relating to virtual meetings. She has been reviewing different softwares offered by AGA. After viewing the cost of virtual meetings, she thought that the chapter should use ZOOM, which has the conference Add-on feature that will only cost the chapter \$20 per month. In addition, the chapter can purchase ZOOM Conference IO and web address software that will cost \$250 annually. It allows login, game setups, surveys, participants to ask questions, assist in CPE record tracking, attendee tracking and many other features. After careful consideration, this package is much cheaper than the package offered by AGA National. Tiffani took two webinar trainings to show how the ZOOM virtual meeting works and believes it is a great platform for PDT training. On that note, the Fall PDT will be virtual.

### **President-Elect – Rodney Combs**

None



## **CEC Meeting Minutes September 9, 2020**

### **Immediate Past President – Marella Houghton**

Marella gave an overview of the AGA National PDT and chapter history. She stated that the chapter has accomplished a great deal for program year 2019-2020 in light of COVID-19. The chapter was very successful in achieving Platinum status. She thanked all the Board Members for their service and thanked the members who also served during the program year.

Marella stated that she attended the National Council of Chapters virtual meeting. She gave the chapter a few highlights of what was discussed:

- Internal mentoring (chapters mentoring other chapters, benefits of AGA membership)
- LEAD 2020, National PDT – over 2000 virtual attendees
- Technology Transformation Training virtual webinar schedule in November, which will offer 8 hours of CPE training.
- The National Office will be Mentoring at the National Office
- Suggested that the CCR & Chapter History be sent conference attendees who are not members
- Discussed the power of seven (7)
- Community services
- Communication in newsletter and website updates
- Wendy Morton will be speaker on “Cares Act” in October, which will be a webinar available for CPE credits.

### **National Council of Chapters (NCC) Representative – Lesha Woods**

None

### **Work Area Reports**

#### **a. Chapter Recognition Chair – Travonda Brown**

Goal is to achieve Platinum status. Currently the chapter has obtained 4,000 points and is at 20% of its goal.

#### **b. Accountability Chair - Carissa Wesley**

None

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

Tiffani Dorsa asked Sarah to reach out to the Accounting Professors/Deans at the university to see if we can meet with the students virtually to encourage membership. Sarah Wade requested contact information from Marella Houghton for the professors/deans at Southeastern, LSU and Nicholls State University.

## CEC Meeting Minutes September 9, 2020

d. **CGFM Chair – Jovan Haynes**

None

e. **Community Service Chair – Judy Jackson**

Judy suggested the following outreaches:

- COVID-19 packages – adopt a family
- Women’s Breast Cancer Awareness with Women’s Hospital, September 24 through October 31<sup>st</sup>
- Walk to Remember Alzheimer – in person or virtual walk, October 10<sup>th</sup>
- Greater Baton Rouge Food Bank – volunteering and collecting can goods

President Tiffani Dorsa suggested the chapter do the Alzheimer volunteer event in October and that the community events be spreaded out quarterly. TBA

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

None

g. **Membership Directors – Priscilla Hall**

Currently, the chapter has 10 new members and 17 suspended members with a total of 112 active members. Tiffani Dorsa stated that the chapter will make efforts to reach out to our suspended members to get them to renew their membership.

h. **Newsletter Chair – Kim Stewart**

Tiffani Dorsa asked Kim Stewart to look into making some content changes to newsletter. All information that needs to be placed in September’s newsletter needs to be submitted by September 15<sup>th</sup>. The newsletter for 1<sup>st</sup> quarter should go out in an email blast by September 30<sup>th</sup>.

i. **Scholarship Chair – Sarah Wade**

Sarah Wade will be contacting the universities to see if any students are interested in applying for scholarships.

j. **Sponsorship Chair- Rodney Combs**

None

## CEC Meeting Minutes September 9, 2020

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

Tiffani Dorsa will be working to make sure the minutes and financial reports are added to the website and to make sure all information is up-to-date. She is also looking for a young recruit to assist with keeping up the site.

l. **Events Coordinator – Rebecca Tucker**

A ten question survey via constant contact went out to all members on Wednesday, September 2<sup>nd</sup> to obtain information about virtual training. A drawing to win an Amazon gift card was an incentive to get the members to participate in the survey. The chapter received great response with many members interested in the virtual training.

Marella Houghton stated that we have a good stream of speakers that were scheduled for the Spring Conference who are willing to do the virtual conference if they are needed. She also stated that we need to find a moderator to break up the monotony of the virtual meeting to keep it interesting and fun.

Tiffani Dorsa stated that she would like to do a mock training of ZOOM in mid-Oct to make sure everything is working correctly. We are looking to do a (8) hour CPE PDT training in mid-November or early December and maybe 1 to 2 hour sessions earlier during the month. The discussion of doing Ethics training also was mentioned, which may be cost effective. More information about the topics and speakers will be more defined at the next CEC Board Meeting. Tiffani also stated that she received the new contract from Rebecca Tucker and she will send a copy of it to each CEC member once she has reviewed it. It was requested that Rebecca give the chapter an hourly rate since the PDT will be virtual.

The next meeting will be on October 14, 2020 @ 5:30pm, via ZOOM virtual meeting.

A motion to adjourn the meeting was made by Rodney Combs and seconded by Marella Houghton. Motion passed. **Meeting Adjourned at 7:03 pm.**

Signature: \_\_\_\_\_  
Minutes were taken by Carolyn Young White, member



## **CEC Meeting Minutes September 9, 2020**

### **MOTIONS/ACTION ITEMS:**

**MOTION:** Marella Houghton moved to accept the March through June, 2020 financial reports. Motion was seconded by Judy Jackson. Motion passed.

**MOTION:** Rodney Combs moved to adjourn the September 9, 2020 meeting. Motion was seconded by Marella Houghton. Motion passed.