



CEC Meeting Minutes October 23, 2019

President Marella Houghton called the October 23, 2019, Baton Rouge Chapter Executive Committee (CEC) Meeting to order at 5:36 p.m. at East Baton Rouge Library. A quorum was present to conduct business. The following CEC members were present: Susan Broadway, Jennifer Case Centelia Battiste, Bettina Camper, Tiffani Dorsa, Priscilla Hall, Marella Houghton, and Carolyn White; via conference call was Kim Stewart and Travonda Brown. Rebecca Tucker was also in attendance. She is the Conference Coordinator.

President Marella Houghton requested that the CEC members review the September 2019 minutes, and the August 2019 and September 2019 financial reports.

Secretary's Report – Vita Archie

A motion to accept the September 2019 minutes as written was made by Carolyn White and seconded by Priscilla Hall. Motion carried.

Treasurer's Report – Jennifer Case

A motion to accept the August 2019 and September 2019 treasury report was made by Susan Broadway and seconded by Priscilla Hall. Motion carried. Marella has access to review the bank statements. Updated fiscal policy will be shared. A plaque will be ordered for past president, Lesha Woods.

President's Report – Marella Houghton

President Houghton informed the members about an organization called Govern for America, assists college graduates with placing them into government jobs and finding mentors for a 2-year period. She stated that one student is currently looking for a mentor from DOTD. She stated that we should share this with the members and Nationals. Student night was a success. There were 25 students that attended the meeting lead by Marella Houghton, Sarah Wade, and Tiffani Dorsa.

President-Elect – Tiffani Dorsa

Tiffani gave an update on the upcoming conference. Rebecca passed out the agenda and gave details on conference speakers and cost. Marella volunteered to donate gift cards to be given away at conference.

Immediate Past President – Lesha Woods

History Report was completed and published.

Work Area Reports

a. Chapter Recognition Chair – Susan Broadway

Susan reported that the Chapter is doing well with obtaining the points required to obtain our Platinum status. CGFM chair needs to complete proclamations.



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- b. **Accountability Chair - Carissa Wesley**
CCR was completed and on the web page.
- c. **Awards/Student Relations Chair – Sarah Wade**
The chair will possibly solicit past presidents or members to assist with the awards. She has requested a list of past presidents.
- d. **CGFM Chair – Jovan Haynes**
No report.
- e. **Community Service Chair – Bettina Camper**
Bettina informed the board of the upcoming community service events, which includes Kendra Scott Gives Back that will be held on November 19th. The chapter will be accepting Toys for Tots and food to be donated to the Greater Baton Rouge Food Bank during the conference. The Chapter will also visit Sterling Place Nursing Home Saturday, December 14th and distribute gift bags to residents.
- f. **Meetings Chair/Program Chair – Travonda Brown**
Board members were asked to email Rebecca updated pictures to be added to conference pamphlets by November 15.
- g. **Membership Directors – Priscilla Hall**
As of October 1, 2019, we had one (1) new member. Total chapter membership is 106. A booth will be available for conference attendees to join the chapter. Tiffani Dorsa will provide a laptop for attendees to use for our membership drive. Future member ribbons will be ordered to be given out at the conference.
- h. **Newsletter Chair – Kim Stewart**
Email blast will be sent in November to announce upcoming community service activities. Next newsletter will be completed in November and will include the President’s message.
- i. **Scholarship Chair – Centelia Battiste**
Centelia will follow-up on Grant request.
- j. **Sponsorship Chair-**
Several new sponsors were added including CATS and KG Consultants.
- k. **Website/Awards Chair – Tiffani Dorsa**
Tiffani is in the process of updating the website.



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1. Events Coordinator

Holiday Social will be held during fall conference. The social will be held at Tio Javas. Tiffani Dorsa will donate funds for drinks. Ten-dollar charge will be asked for non-conference attendees. Carolyn White will donate gift bags to be given out at the conference.

The next meeting will be on November 13, 2019 @ 5:30pm, East Baton Rouge Parish Library.

A motion to adjourn the meeting was made by Tiffany Dorsa and seconded by Jennifer Case. **Meeting Adjourned at 6:47 pm.**

Signature: _____

Minutes were taken by Bettina Camper, Community Service Chair

MOTIONS/ACTION ITEMS:

MOTION: Carolyn White moved to accept the September 2019 minutes as written. Motion was seconded by Priscilla Hall. Motion carried.

MOTION: Susan Broadway moved a motion to accept the August 2019 and September 2019 treasury reports. Motion was seconded by Priscilla Hall. Motion carried.

MOTION: Tiffani Dorsa moved to adjourn the October 23, 2019 meeting. Motion was seconded by Jennifer Case. Motion carried.