



CEC Meeting Minutes January 15, 2020

President Marella Houghton called the January 15th, Baton Rouge Chapter Executive Committee (CEC) Meeting to order at 5:41 p.m. at the East Baton Rouge Library. A quorum was present to conduct business. The following CEC members were present: Jennifer Case, Tiffani Dorsa, Priscilla Hall, Marella Houghton, Sarah Wade, Carissa Wesley, Carolyn White, Lesha Woods and Kimberlyn Stewart and Travonda Brown via conference call. Rebecca Tucker was also in attendance. She is the Conference Coordinator.

President Marella Houghton requested that the October, 2019 minutes are tabled until next CEC meeting. She requested that all review the October, November, and December, 2019 financial reports.

Treasurer's Report – Jennifer Case

A motion to accept the October, November, and December, 2019 financial reports was made by Tiffani Dorsa with amendments to the amount of the scholarship listed on expenditure report be corrected. Amount listed as \$850, which should be \$750. Motion seconded by Lesha Woods. Motion carried. In addition, Tiffani Dorsa wanted to know what type of interest we are receiving on the CD investment. We may can get better interest at another bank. Jennifer case will call the bank to find out this information before the next CEC meeting.

President's Report – Marella Houghton

Marella announced that Lesha Woods accepted the role as National Council of Chapters (NCC) for the 2020-2021 program year. She also discussed creating an Advisory Committee to the President, which was mentioned last CEC meeting. Questions were raised to why an Advisory Committee was needed? Will this committee be short-term or long-term? She stated that this committee would assist the president with special projects, such as choosing individuals to receive the annual awards the chapter presents at the end of the program year, these individual will serve on an as-needed basis to the president. Marella requested a motion to vote on the Advisory Committee. Lesha Woods motioned that the new Advisory Committee be approved; seconded by Jennifer Case. Motion carried.

Marella also asked the CEC members to come up with new incentives that would attract new members to the chapter. Sarah Wade asked, “what incentives does the chapter have in place that would attract young professionals?” Lesha Woods asked the question, “where do we go from here to draw other members to the chapter besides providing educational training and social networking meetings?” Rebecca Tucker suggested, we allow CEC Board Members who are in the position to hire, advertise job openings on the chapter website. Sarah Wade suggested that we not only present becoming a membership and the CGFM to the students at the Universities, but incorporate mock interviews and conduct leadership, communication and interview training to the students. Lesha Woods' concern is that the chapter remains sustainable, when CEC members who have been on the CEC Board leave.



CEC Meeting Minutes January 15, 2020

Carolyn White suggested we create a survey monkey to get an understanding of what our members want to see different with our chapter, what community services they would like to be involved in, or even if they would like to serve on the CEC Board at some capacity.

Per Marella, the updated Bylaws were emailed to each CEC member to review before attending the CEC meeting. She requested a motion that the bylaws be accepted by Carissa Wesley and motioned to accept the bylaws as written, seconded by Priscilla Hall. Motion carried.

President-Elect – Tiffani Dorsa

Tiffani thanked Rebecca Tucker for her handwork in putting the Fall PDT conference together. We received a profit of \$7,700 with an attendance of 133 people. The Networking Social that occurred after day one of the conference had an attendance of 46 at the TIO Java Mexican Restaurant. Marella suggested that we combine the annual award ceremony with the next Networking Social which will be scheduled in April after the Spring PDT.

Rebecca Tucker went over the PDT Conference attendee surveys, speaker surveys, and the conference P&L. She also discussed topics for upcoming PDT on April 21 and 22. Rebecca will send out the save the date email blast once the dates have been finalized with Embassy Suites. She requested recommendation for speakers and topics. The CEC suggested that we have someone present on the following topics: GASB, Cybersecurity, Apps., Fraud, IT Audit Technology, Bid-Law/Legal Updates, and Economist

Immediate Past President – Lesha Woods

Nothing to report

Work Area Reports

- a. **Chapter Recognition Chair – Susan Broadway**
Marella reported that we have achieved 18,925 points for the second quarter.

- b. **Accountability Chair - Carissa Wesley**
Nothing to report

- c. **Awards/Student Relations Chair – Sarah Wade**
Nothing to report

- d. **CGFM Chair – Jovan Haynes**



CEC Meeting Minutes January 15, 2020

Marella reported that Jovan has submitted a request that the Month of March be recognized as CGFM Month to the Governor's Office and the City Mayor. She will also contact surrounding city mayor offices to recognize CGFM Month.

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

Marella reported that our next community service outreach is the Capital Area Heart walk which will be held on March 28 at the City Hall Plaza down town Baton Rouge. Jennifer will be looking into purchasing T-shirts for this event.

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

Per Marella, she is wanting to do a Business Meeting on Wednesday, February 19th from 11:30 am - 1:00 pm at the Hollywood Casino. This decision was based on several individuals asking if the Chapter would do a meeting on Tax Update. Marella, requested Travonda Brown to inquire about the meeting space and menu. Also, she requested if Tiffani Dorsa can provide a speaker for this event. Having all information gathered by January 31st will determine if this meeting will be possible. Marella also stated the CEC Meeting for February will be combined with this business meeting if speaker and room is available.

g. **Membership Directors – Priscilla Hall**

We added four new members to the chapter with a total of 115 members.

h. **Newsletter Chair – Kim Stewart**

Request for president message, minutes, financial reports, upcoming events, new members and anniversary is turned into to her by February 16th so that she can have the newsletter reviewed and forwarded to all members by March 1st.

i. **Scholarship Chair – Centelia Battiste**

Marella reported that the recipient of the \$750 scholarship was returned to the chapter by Southeastern because the student was no longer eligible. It was suggested that the scholarship be given to the next person in line to receive it or give it to the Southeastern Endowment Fund. Leshia Woods moved that the \$750 should be given to the Southeastern Endowment Fund; a second motion was given by Carolyn White. Motion carried.

j. **Sponsorship Chair- See Event Coordinator**

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

Tiffani needs pictures from the conference and social to place on chapter website. She will update and add the financial and minutes to website.



CEC Meeting Minutes January 15, 2020

1. Events Coordinator

Rebecca Tucker is working on packets to send out to potential sponsors via email. She stated Becker agreed to be a sponsor for the Spring PDT.

The next meeting will be on February 19th @ 5:30pm, East Baton Rouge Parish Library

A motion to adjourn the meeting was made by Tiffani Dorsa and seconded by Jennifer Case. **Meeting Adjourned at 7:28 pm.**

Signature: _____

Minutes were taken by Carolyn Young-White, National Council of Chapters (NCC)

MOTIONS/ACTION ITEMS:

MOTION: Marella Houghton requested that the October, 2019 minutes are tabled until next CEC Meeting, which is scheduled on February 19, 2020. No vote required.

MOTION: Tiffani Dorsa moved a motion to accept the October, November, and December 2019 treasury reports with amendments to the amount of the scholarship listed on expenditure report be corrected. Motion was seconded by Lesha Woods. Motion carried.

MOTION: Lesha Woods moved that the \$750 scholarship that was returned to the chapter because the recipient no longer qualify should be given to the Southeastern Endowment Fund; a second motion was given by Carolyn White. Motion carried.

MOTION: Tiffani Dorsa moved to adjourn the January 15, 2020 meeting. Motion was seconded by Jennifer Case. Motion carried.