



**SOCIETY OF GOVERNMENT MEETING PROFESSIONALS
LOUISIANA BOARD MEETING AGENDA
Thursday, February 13,**

- 1. Call to Order**
 - a. Review one Member Bill of Right**

Members have the right to have Society funds used to advance our mission
- 2. Roll Call**
- 3. Approval of Board Meeting Minutes from Thursday, December 12, 2019**
- 4. Reports**
 - a. Officer Reports**
 - i. President**
 1. Confirm monthly/annual report filings are current
 2. Confirm monthly financial statements review was completed
 3. Provide SGMP national and regional update(s)
 - a. JLM
 - b. COTY and POTY dates
 - c. POTY and SOTY
 - ii. First Vice President (*as needed*)**
 - iii. Second Vice President (*as needed*)**
 - iv. Secretary (*as needed*)**
 - v. Treasurer**
 1. Review latest bank statement and its receipts
 2. Review upcoming debits
 3. Review upcoming credits, if any
 4. Review revenue vs expenses for current meeting
 - a. Issue payment for F&B
 - b. Issue payment for speaker, if any
 - c. Issue payment for venue, if any
 - b. Committee Chair Reports**
 - i. Membership**
 1. Who are we reaching out to?
 2. New members
 - a. Members at Large
 3. Confirm 50/50 ratio status and assign action plan
 4. Review 30, 60, 90 day membership renewals and assign action plan
 5. Review waitlist status
 6. New members to recognize at today's chapter meeting
 - ii. Programs**
 1. Review feedback survey results from Thursday, December 12, 2019 meeting
 2. Late fees and onsite registration fees
 3. Confirm upcoming meeting location, topic, and speaker
West Baton Rouge Conference Center
Louisiana Office of Tourism – What and How
Speaker is Jason Miller
 - iii. Hospitality**
 1. Review upcoming birthdays
 - a. Sign cards
 2. Review upcoming membership anniversaries
 3. Discuss special guests to recognize at today's chapter meeting

4. Discuss member career and life milestones to acknowledge (*carry forward to Communications*)
 5. Sign thank you cards for today's host and speaker
 6. Basket for Karen P.
- c. Communications
 - i. Newsletter topics
 - ii. Facebook posts to schedule for next month
 - iii. Instagram posts to schedule for next month
 - iv. LinkedIn group topic for current month
 - v. Website updates
 - d. Fundraising
 - i. Review quarterly fundraising plan
 - ii. Discuss ad sponsorship and revenue
 - iii. Consider outside fundraising opportunities
 - e. Community Involvement
 - i. Review and discuss quarterly community involvement plan
 - f. Other Reports
 - i. Ad Hoc Task Force – Chapter Policy Manual
- 5. Unfinished Business** (*if applicable*)
- a. Bank updates
- 6. New Business**
- a. Change of bank
 - i. Bank fees
 - ii. Singers on account
 - iii. Ease of access and customer service
 - b. NEC basket/donations
 - c. April Planner Breakfast
 - d. Planner of the Year nomination
 - e. Supplier of the Year nomination
- 7. Wrap-Up**
- a. Recap action items and deadlines
 - b. Announcements
 - c. Good of the Order (*not included in minutes*)
- 8. Adjournment**

July 2019 – June 2020 Board Members

LeAnna Touns-Bennett, President ♦ Allison Landry, 1st Vice President ♦ Zondra Jones, 2nd Vice President ♦ Shawn Braud, Secretary ♦ Susan Mack, Treasurer ♦ Jennifer Graffeo, Director ♦ Melissa Lee, Director, ♦ Jessica McChesney, Director ♦ Susan Shaffette, IPP