



**SOCIETY OF GOVERNMENT MEETING PROFESSIONALS**  
**LOUISIANA BOARD MEETING AGENDA**  
**Wednesday, October 09, 2019**

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

Members have the right to leaders who put the Society first
2. **Roll Call**
3. **Approval of Board Meeting Minutes from Thursday, September 12, 2019**
4. **Reports**
  - a. **Officer Reports**
    - i. **President**
      1. Confirm monthly/annual report filings are current
      2. Review Chapter Business Plan status & priorities
      3. Provide SGMP national and regional update(s)
        - a. Presidents call
        - b. Program calls – are they happening?
      4. Executive Committee Action
    - ii. **First Vice President (as needed)**
    - iii. **Second Vice President (as needed)**
    - iv. **Secretary (as needed)**
    - v. **Treasurer**
      1. Review latest financial 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
          - i. Has Becky sent back check or cancelled check?
        - c. Issue payment for venue, if any
      5. Filling vacant position
        - a. Who has said no
        - b. Other options
  - b. **Committee Chair Reports**
    - i. **Membership**
      1. Confirm & assign the month's recruitment, retention & reclamation action plans
      2. Review 30, 60, 90 day membership renewals and assign action plan
      3. Confirm 50/50 ratio status and assign action plan
      4. Review waitlist status
        - a. Would like to have added to Board section of website
      5. New members to recognize at today's chapter meeting
    - ii. **Programs**
      1. Review feedback survey results from Thursday, September 12, 2019 meeting
      2. Confirm upcoming meeting locations, topics, and speakers  
Courtyard Baton Rouge at Acadian Center  
Chanel Cotton  
2421 S. Acadian Thruway, Baton Rouge, LA 70808  
RFP Basics  
Facilities and Services
    - 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
- 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
      1. Status of Amazon Smile
      2. Next fundraising event
    - ii. Discuss ad sponsorship and revenue
      1. Status of ad tracker
    - iii. Consider outside fundraising opportunities
  - e. **Community Involvement**
    - i. Review and discuss quarterly community involvement plan
      1. Socks – Where are they being donated and who is taking them?
      2. Habitat for Humanity – What's the plan?
  - f. **Other Reports**
    - i. Ad Hoc Committee(s) (*as needed*)
    - ii. Ad Hoc Task Force(s) (*as needed*)
5. **Unfinished Business** (*if applicable*)
    - a. Reverse Trade Show on 10/18
  6. **New Business**
    - a. Redesign of luncheon name badges
    - b. Fall Membership Retention push
    - c. Key Dates (below) and plans
      - i. NEC Scholarship
    - d. State Travel website updates
    - e. Birthday emails
  7. **Wrap-Up**
    - a. Recap action items and deadlines
    - b. Announcements
    - c. Good of the Order (*not included in minutes*)
  8. **Adjournment**

#### **Upcoming Due Dates/Notice Dates**

- o **Nov 5 2019 NEC National Scholarship Applications available on SGMP website**
- o **Dec 3 2019 NEC National Scholarship Applications due**
- o **Jan 24 Communications of the Year entry form available on SGMP website**
- o **Jan 24 Programming of the Year entry form available on SGMP website**
- o **Jan 24 Sam Gilmer Awards nomination form available on SGMP website**
- o **Mar 20 Communications of the Year application forms due**
- o **Mar 20 Sam Gilmer Awards nomination forms due**
- o **Mar 20 Programming of the Year application forms due**

#### **July 2019 – June 2020 Board Members**

*LeAnna Toups-Bennett, President ♦ Allison Landry, 1<sup>st</sup> Vice President ♦ Zondra Jones, 2<sup>nd</sup> Vice President ♦ Shawn Braud, Secretary ♦ [Vacant], Treasurer ♦ Jennifer Graffeo, Director ♦ Melissa Lee, Director, ♦ Jessica McChesney, Director ♦ Susan Shaffette, IPP*