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

Members have the right to participate in governance

1. **Roll Call**
2. **Approval of Board Meeting Minutes** **from** Thursday, October 8, 2020 andThursday, November 19, 2020
3. **Reports**
   1. **Officer Reports** 
      1. President
         1. Confirm monthly/annual report filings are current
         2. Confirm monthly financial statements review was completed
         3. Review Chapter Business Plan status & priorities
         4. Provide SGMP national and regional update(s)
            1. Program Call
            2. JLM survey
            3. Webinars
            4. Elections and Nominations (National)
         5. Executive Committee Action
      2. First Vice President *(as needed)*
      3. Second Vice President *(as needed)*
      4. Secretary *(as needed)*
      5. 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
            1. Wild Apricot credits for in-person to virtual switch
   2. **Committee Chair Reports**
      1. Membership
         1. Confirm & assign the month’s recruitment, retention & reclamation action plans
         2. Confirm 50/50 ratio status and assign action plan
         3. Review 30, 60, 90 day membership renewals and assign action plan
         4. Review waitlist status
            1. Tunney Barrett
            2. Wilma Harvey
            3. Jess Henry
         5. New members to recognize at today’s chapter meeting
      2. Programs
         1. Review feedback survey results from Wednesday, December 09, 2020 meeting
         2. Confirm upcoming meeting locations, topics, and speakers.
            1. In-person vs virtual vs hybrid
            2. What is our next raffle/silent auction? When are we doing it?
      3. Hospitality
         1. Review upcoming birthdays
         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)*
   3. Communications
      1. Newsletter topics
      2. Facebook posts to schedule for next month
      3. Instagram posts to schedule for next month
      4. LinkedIn group topic for current month
      5. Website updates
   4. Fundraising
      1. Review quarterly fundraising plan
      2. Discuss ad sponsorship and revenue
      3. Consider outside fundraising opportunities
   5. Community Involvement
      1. Review and discuss quarterly community involvement plan
   6. Other Reports
      1. Ad Hoc Task Force – Policy Manual
4. **Unfinished Business** *(if applicable)*
   1. Revisit Tunney and Wilma waived planner decision
   2. Status update on Policy Manual and plan for finalization
   3. Check for Cajun Navy for hurricane donations
5. **New Business** 
   1. Annual Education Conference speaker taxes
   2. Elections and Nominations at chapter level
   3. Government Connections entries
   4. Old minutes needed for website
   5. Membership involvement and engagement
      1. Non-board members speaking at board meetings
6. **Wrap-Up**
   1. Recap action items and deadlines
   2. Announcements
7. **Adjournment**