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

Members have the right to lawful and ethical leadership.

1. **Roll Call**
2. **Approval of Board Meeting Minutes** **from** Wednesday, October 09, 2019
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)
      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. Issue payment for F&B
            2. Issue payment for speaker, if any
            3. Issue payment for venue, if any
   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
         5. New members to recognize at December’s chapter meeting
      2. Programs
         1. Review feedback survey results from Thursday, November 14, 2019 meeting
         2. Assign speaker gift donation for Thursday, December 12, 2019 meeting
         3. Confirm upcoming meeting locations, topics, and speakers

Doubletree Lafayette

DeeDee Schexnayder

1521 W Pinhook Rd, Lafayette, LA 70503

Global Business Etiquette

Core Comptency: Protocol

Recorded – Kathleen Ryan, CGMP

* + 1. Hospitality
       1. Review upcoming birthdays
          1. 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
  1. 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
  2. Fundraising
     1. Review quarterly fundraising plan
     2. Discuss ad sponsorship and revenue
     3. Consider outside fundraising opportunities
  3. Community Involvement
     1. Review and discuss quarterly community involvement plan

1. **Unfinished Business** 
   1. Status of Becky McCreary’s check
   2. Status update on cancellation statement/policy
   3. Update on communication with Office of Charitable Gaming re: raffles
   4. New membership cards
2. **New Business** 
   1. January Retreat
   2. Bank Account and Secretary of State registration
      1. Amazon Smile
   3. April breakfast
   4. NEC Scholarship
3. **Wrap-Up**
   1. Recap action items and deadlines
   2. Announcements
   3. Good of the Order *(not included in minutes)*
4. **Adjournment**