1. **Call to Order**
2. **Roll Call**
3. **Approval of Board Meeting Minutes** **from** Thursday, August 13, 2020
4. **Reports**
   1. **Officer Reports** 
      1. 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)
      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
   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 people we are pursuing
            1. Audrey Shields - planner
         5. Review waitlist:
            1. Wilma Harvey – supplier
            2. Tunney Barrett - supplier
      2. Programs
         1. Upcoming program topics, speakers, and locations
         2. Annual Education conference RFP
         3. Awards Ceremony and nomination committee
      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)*
         5. Sign thank you cards for today’s host and speaker
   3. Communications
      1. Newsletter topics
      2. Government Connections entry
      3. Facebook posts to schedule for next month
      4. Instagram posts to schedule for next month
      5. LinkedIn group topic for current month
      6. Website updates
   4. Sponsorship & Fundraising
      1. Discuss a raffle for our first in-person meeting
   5. Community Involvement
      1. Review and discuss quarterly community involvement plan
   6. Other Reports
      1. Ad Hoc Committee(s): Policy Manual
5. **Unfinished Business** *(if applicable)*
   1. Policy Manual
   2. Updates to sponsorship packages proposal
6. **New Business** 
   1. Board reorganization
7. **Wrap-Up**
   1. Recap action items and deadlines
   2. Announcements
   3. Good of the Order *(not included in minutes)*
8. **Adjournment**