1. **Call to Order** 
   1. **Review one Member Bill of Rights item**

**Members have the right to a diverse, equitable, and inclusive environment.**

**SGMP will ensure a culture that continuously seeks opportunities to increase diversity in its membership, leadership, and external partners that is inclusive and welcoming of all individuals.**

1. **Roll Call** (Willma)
2. **Approval of Board Meeting Minutes** **from** Thursday, March 10, 2022
3. **Reports**
   1. **Officer Reports** 
      1. President – Sharon Delvisco
         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)
         5. Executive Committee Action
      2. First Vice President *Melissa Lee*
      3. Second Vice President Zondra Jones
      4. Secretary Willma Harvey
      5. Treasurer Allison Landry
         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 – Chair Melissa Lee
         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 today’s chapter meeting
      2. Programs – Chair Willma Harvey
         1. Review feedback survey results from Thursday, February 10, 2022 meeting
         2. Assign speaker gift donation for Thursday, May 12, 2022 meeting –
         3. Confirm upcoming meeting locations, topics, and speakers (May)

Courtyard by Marriott

Chanel Cotton

101 Northpark Blvd Covington, La 70433

Tech Tools for Meetings Technology

Susan Shaffette

* + - 1. Develop plan for upcoming meetings (Core Competencies: Education & Programming; Ethics; Facilities and Services; Financial & Contract Management; Logistics; Personal & Professional Development; Protocol; Technology; Travel – Fed, State & Local)
         1. July 7

Venue name

Host name

Physical Address

Name of Program and Core Competency Choose one

Name, Title, Affiliation

* + - * 1. August 11
        2. September 8
        3. October 13
        4. November 10
        5. December 8 – Annual Chapter Retreat
        6. January 12
        7. February 9
        8. March 9
        9. April 6
    1. Hospitality – Allison Landry
       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 (Sharon)
  1. Communications – Chair LeAnna Toups-Bennett
     1. Newsletter topics (Sharon)
     2. Facebook posts to schedule for next month (Leanna)
     3. Instagram posts to schedule for next month (Leanna)
     4. LinkedIn group topic for current month (Leanna)
     5. Website updates/wild apricot (Sharon)
  2. Fundraising
     1. Review quarterly fundraising plan
     2. Discuss ad sponsorship and revenue
     3. Consider outside fundraising opportunities
  3. Community Involvement – Chair Zondra Jones
     1. Review and discuss quarterly community involvement plan
  4. Other Reports
     1. Ad Hoc Committee – Scholarship Committee Report – Chair Carolyn Barrett
     2. Ad Hoc Task Force(s) *(as needed)*

1. **Unfinished Business** *(if applicable)*
   1. Chapter Policy Manual
2. **New Business**
   1. Gift Cards for Louisiana Basket at NEC for silent auction
3. **Wrap-Up**
   1. Recap action items and deadlines
   2. Announcements
4. **Adjournment**

Link to Meeting Evaluation - <https://www.surveymonkey.com/r/LASGMP21-22>

Evaluation Results from March 10, 2022 Meeting

14 completed evaluations

62% Strongly Agree - Skills and topics relevant to my work

29% Strongly Agree – I was given new information

21% Strongly Agree - Today’s session will help me plan better meetings

43% Strongly Agree - I liked the style of the presentation

59% Strongly Agree -The length of program was good

64% Strongly Agree – The presenter gave enough time for questions

29% Strongly Agree - I would recommend this program to others

Those completing the survey indicated a 4.79 rating on a scale of 1 (lowest) to 5 (highest) for the venue/platform for the meeting

Those completing the survey indicated a 4.6 rating on a scale of 1 (lowest) to 5 (highest) for the meal for the meeting.

Comments:

Diversity, equity, and inclusion is becoming a major topic/issue nationwide. Kathryn's presentation helped me to understand a little more about DEI.

Great sharing and networking.

I loved hearing the members and their experiences. It was great!

great meeting, great property

Other topics:

A hands-on workshop developing an RFP

Sources for promo and marketing, current trends tips for planning a tradeshow or expo