1. **Call to Order**

The Board reviewed the following information from the SGMP Code of Ethics:

Government planners and suppliers provide related services within the meeting planning field.

Cooperation between government meeting planners and suppliers will reduce the cost of meetings with advantages to the hospitality industry and to the national economy.

Sound cost-effective transactions must be mutually beneficial.

Diversity, equity, and inclusion are critical to industry success.

Diversity includes differences, perceived or actual, among individuals or groups. We embrace a broader definition of diversity that includes but is not limited to race, ethnicity, gender, mission-relevant experience, age, national origin, religion, disability, sexual orientation, socioeconomic status, education, marital status, language(s) spoken, and physical appearance.  
   
Equity is fair treatment, access, opportunity, and advancement for all people while working to identify and eliminate barriers that have prevented full participation of some groups. We will increase justice and fairness within the procedures and processes of institutions and systems, as well as in their distribution of resources.  
   
Inclusion is a culture of making everyone feel welcomed, respected, supported, valued, and able to fully participate regardless of differences. An inclusive culture fosters diversity of thought, ideas, perspectives, and values. Inclusion creates an environment where individuals are accepted, reflected, and respected in SGMP membership.

1. **Roll Call**
2. **Approval of Board Meeting Minutes** **from** Thursday, July 13, 2023
3. **Reports**
   1. **Officer Reports** 
      1. President – Sharon Delvisco
      2. First Vice President *Melissa Lee*
      3. Second Vice President Jessica McChesney
      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 (still waived)
         3. Review 30, 60, 90-day membership renewals and assign action plan
         4. Review waitlist status (N/A)
         5. New members to recognize at chapter meeting
      2. Programs – Chair Willma Harvey
         1. Review feedback survey results from Thursday, July 13, 2023 meeting
         2. Assign speaker gift donation for Thursday, September 14, 2023 meeting –
         3. Confirm upcoming meeting locations, topics, and speakers)
            1. Thursday, September 14, 2023 – FAM Trips

Location –Courtyard by Marriott

Host: ?

Address: 101 Northpark Blvd in Covington , La 70433

Core Competency: Ethics

Speaker: Donna Dusang

* + - * 1. Thursday, October 12, 2023 - BEOs

Location –Holiday Inn Express & Suites New Orleans South

Host: Tunney Barrett

Address: 110 James Dr East, St Rose, La 70087

Core Competency: Facilities and Services

Speaker: Tunney Barrett and Susan Shaffette

* + - * 1. Annual Chapter Conference and Luncheon Tuesday, November 28, 2023 and Wednesday, November 29, 2023

Review responses to RFP from 5 locations that responded

Review income and expenses for 2021 and 2022 Conferences

Location –?

Host: ?

Address: ?

Core Competency: Education/Programming

Speaker: ?

* + - * 1. Thursday, January 11, 2024 – Why do Meeting Professionals Need to Know about SAM?

Location –?

Host: Carolyn Barrett

Address: ?

Core Competency: Facilities and Services

Speaker: Chris McLaughlin

* + - * 1. Thursday, February 08, 2024 - ABCs for Meeting Professionals - Acronyms

Location –?

Host: ?

Address: ?

Core Competency: Education/Programming

Security Best Practices

Speaker: ?

* + - * 1. Thursday, March 14, 2024 - Security Best Practices

Location –?

Host: ?

Address: ?

Core Competency: Logistics

Speaker: ?

* + - * 1. Thursday, April 11, 2024 - AV Basics and Setup

Location –?

Host: ?

Address: ?

Core Competency: Technology

Speaker: ?

* + - * 1. Thursday, June 13, 2024 Volunteering to Serve - Committing to SGMP La Chapter

Location –?

Host: ?

Address: ?

Core Competency: Education/Programming

Speaker: ?

* + - * 1. May 7 – 9, 2024 NEC in Omaha
    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 Sharon Delvisco
     1. Newsletter topics (Sharon)
     2. Facebook posts to schedule for next month (Sharon)
     3. Instagram posts to schedule for next month (Sharon)
     4. LinkedIn group topic for current month (Sharon)
     5. Website updates/wild apricot (Sharon)
  2. Fundraising – Willma Harvey and Carolyn Barrett
     1. Review quarterly fundraising plan
     2. Discuss ad sponsorship and revenue
     3. Consider outside fundraising opportunities
  3. Community Involvement – Chair Jessica McChesney
     1. Review and discuss quarterly community involvement Campaigns
        1. School Supply Drive
        2. Review plan about community involvement – Jessica
  4. Satellite Chapter(s) Update – Chair Sharon Delvisco/Melissa Lee
     1. Idaho Update – Sonna Lynn Fernandez
     2. Mississippi Update
     3. Tennessee Update
  5. Other Reports
     1. Ad Hoc Committee
     2. Ad Hoc Task Force(s) *(as needed)*

1. **Unfinished Business** *(if applicable)*
2. **New Business**
   1. Review responses for hosting meetings
      1. May 25 – [Covington Courtyard](https://d.docs.live.net/2513546e80a57856/Documents/Documents/SGMP/RFPs/Courtyard%20Covington%20May%20meeting.rtf)
3. **Wrap-Up**
   1. Recap action items and deadlines
   2. Announcements
4. **Adjournment**

Meeting Eval link - <https://www.surveymonkey.com/r/SGMPLa2324>

Summary of July 15 Meeting Evaluations

N = 23

83% Strongly Agree the skills and topics covered are relevant to my work

87% Strongly Agree given new information

87% Strongly Agree the information will help them plan better meetings

91% Strongly Agree they liked the style of the presentation

91% Strongly Agree the length of the program was good

91% Strongly Agree the presenter gave enough time for questions

91% Strongly Agree they would recommend the program to others

On a scale to 1 (lowest) to 5 (highest) the venue received a rating of 4.81

On a scale to 1 (lowest) to 5 (highest) the meal received a rating of 4.35

Comments:

great program

great meeting

everything was good

so much fun

28 people at meeting, very interested in the information shared. loved it.

great topic and speaker

Awesome!

Garrett did a great job

Other topics:

I would like for the hotels to speak on taxes and that they change and why they don't remove taxes for state employees @the time of check-in when they present a tax exempt form

How does GSA set rates