1. **Call to Order**
	1. Members have the right to a diverse, equitable, and inclusive environment.
		1. 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.
2. **Roll Call**
3. **Approval of Board Meeting Minutes** **from** Thursday, November 10, 2022
4. **Reports**
	1. **Officer Reports**
		1. President – Sharon Delvisco
		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 (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
			6. Review plan for outreach event in downtown Baton Rouge
		2. Programs – Chair Willma Harvey
			1. Review feedback survey results from Thursday, November 10, 2022 meeting
			2. Assign speaker gift donation for Thursday, January 12, 2023 meeting –
			3. Confirm upcoming meeting locations, topics, and speakers)
				1. January 12, 2023

Courtyard by Marriott

Jessica McChesney

200 Frem Boustany Road

Protocol

Core Competency Protocol

Speaker: Kathleen Ryan, CGMP

* + - 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. February 9 – The Benefits of Working with University Conference Centers
				2. March 9 – Garland Preddy - Ethics
				3. April 13 –
				4. May 11 DEIB – Sharon Delvisco
				5. June 6-8, 2023 NEC Minnesota
		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 -
		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 – Spread the Love Spring community involvement plan
	4. Other Reports
		1. Ad Hoc Committee –
		2. Ad Hoc Task Force(s) *(as needed)*
1. **Unfinished Business** *(if applicable)*
	1. Sympathy card for Annette Wallace was sent.
	2. Spread the Love Campaign
	3. Review registration types and settings in wild apricot
	4. Refunds – do we refund the 2$ processing fee when people request refund for attending meetings
2. **New Business**
	1. Board Retreat for July 2023
3. **Wrap-Up**
	1. Recap action items and deadlines
	2. Announcements
4. **Adjournment**

Link to Meeting Evaluation - <https://www.surveymonkey.com/r/SGMPLA2223>

Evaluation Results from November 10, 2022 Meeting

12 completed evaluations

92% Strongly Agree - Skills and topics relevant to my work

100% Strongly Agree – I was given new information

92% Strongly Agree - Today’s session will help me plan better meetings

100% Strongly Agree - I liked the style of the presentation

100% Strongly Agree -The length of program was good

100% Strongly Agree – The presenter gave enough time for questions

100% Strongly Agree - I would recommend this program to others

Those completing the survey indicated a rating of 4.83 on a scale of 1 (lowest) to 5 (highest) for the venue/platform for the meeting

Those completing the survey indicated a 4.92 rating on a scale of 1 (lowest) to 5 (highest) for the meal for the meeting.

Comments:

Great info!

This program was very helpful. Thank you!

Great info!

Great, timely, information. presented very clearly.

Great and timely topic.

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