1. **Call to Order** 
   1. **Review newly approved DEI based Member Bill of Right and Ethics from National SGMP –** [**https://www.sgmp.org/ethics**](https://www.sgmp.org/ethics) **and** [**https://www.sgmp.org/billofrights**](https://www.sgmp.org/billofrights)
   2. **The DEI Committee Members are currently reviewing the** [**Policy Manual**](https://www.sgmp.org/Files/Policy%20Bylaw%20Updates/Policy%20Manual%20-%2010072021.pdf) **to verify reflection of new Ethics and Bill of Rights approved by National Board.**
2. **Roll Call** (Willma)
3. **Approval of Board Meeting Minutes** **from** Thursday, January 06, 2022
4. **Reports**
   1. **Officer Reports** 
      1. President – Sharon D.
         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
         6. Chapter scholarship for NEC – according to Policy Manual since the national scholarship has been announced we should announce chapter scholarship.
      2. First Vice President *Melissa Lee*
      3. Second Vice President Zondra
      4. Secretary Willma
      5. Treasurer Allison
         1. Geaux Biz annual report update
         2. Issue with Feb 2021 meeting registrations/payments
         3. Review latest bank statement and its receipts
         4. Review upcoming debits
         5. Review upcoming credits, if any
         6. 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 today’s chapter meeting
      2. Programs
         1. Review feedback survey results from Thursday, January 06, 2022 meeting
         2. Assign speaker gift donation for Thursday, March 10, 2022 meeting –
         3. Confirm upcoming meeting locations, topics, and speakers

Venue name

Host name

Physical Address

Name of Program Choose one

Name, Title, Affiliation

* + 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 (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 – do we want to have a raffle at March meeting? Possible theme “Spring Blossoms”
     2. Discuss ad sponsorship and revenue
     3. Consider outside fundraising opportunities
  3. Community Involvement
     1. Review and discuss quarterly community involvement plan
  4. Other Reports
     1. Ad Hoc Committee(s) *(as needed)*
     2. Ad Hoc Task Force(s) *(as needed)*

1. **Unfinished Business** *(if applicable*
   1. Chapter Policy Manual
2. **New Business**
   1. SGMP Louisiana lapel pins ordered
   2. Board Retreat for 2022 – set date
   3. Register/Not attending button issue for monthly education announcements
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 January 2022 Meeting

4 completed evaluations

100% Strongly Agree - Skills and topics relevant to my work

75% Strongly Agree – I was given new information

75% Strongly Agree - Today’s session will help me plan better meetings

75% Strongly Agree - Today’s session will help me plan better meetings

75% Strongly Agree - I liked the style of the presentation

75% Strongly Agree -The length of program was good

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

75% Strongly Agree - I would recommend this program to others

Those completing survey indicated 4.75 rating on a scale of 1 (lowest) to 5 (highest) for the venue/platform for the meeting

Comments:

I loved having Annette with us. She is a great resource. I felt it would have been more beneficial to have a more polished presentation.

excellent presentation with great tips for contracts for hybrid events

What other topics would you like to see included in chapter education?

Showcasing your talent on LinkedIn.

From Policy Manual

NATIONAL EDUCATION CONFERENCE (NEC) –

RANCE R. WILLIS DEVELOPMENT NATIONAL SCHOLARSHIP

SECTION: ANNUAL CONFERENCE POLICY NO: AC-8

DATE OF ORIGIN: MARCH 2018

REVISED:

REAFFIRMED:

PURPOSE

SGMP acknowledges that the purpose of this policy is to address the criteria and scoring processes

for the NEC National Scholarship.

POLICY

The Gilmer Institute of Learning’s Scholarship and Certification Trustees are to oversee the

Awards’ processes. Individual submissions will be reviewed, judged and scored based on the

following categories:

 The National Rance R. Willis Planner Development Scholarships for NEC are open to

government and contract planners and is based on the volume of meetings planned.

 A scholarship application has been developed and scholarships are awarded on a point

system based on the application.

 The full scholarship will cover the cost of registration, three (3) nights lodging and roundtrip

airfare. Partial financial assistance also is available to include number of nights lodging,

transportation or conference registration.

 Applications are not open to suppliers.

 All scholarships are intended for chapter members who might not be able to attend NEC

without financial assistance.

 Chapter members whose agency or chapter would otherwise provide full funding for them

to attend are not eligible.

 Chapter members who have previously received a National scholarship are not eligible to

apply again for the following.

 Scholarships are distributed as national funding and budget allows, and at the discretion of

the National Board.

 Completed applications and all relevant committee reports will be presented to the Gilmer

Institute of Learning’s Scholarship and Certification Trustees, via a blind numbering system.

 After review and scoring, the Gilmer Institute of Learning’s Scholarship and Certification

Trustees provide results to the Education Director, who merges scoring results with names

Of candidates.

 Gilmer Trustees recommend approval of scholarship awards to the National Board and the

National Board votes on the approval. Final results are provided back to the Education

Director and Gilmer Trustees for awardee notification.

 Applications are available in November; due to National in December and notified in

January.

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NATIONAL EDUCATION CONFERENCE (NEC) –

RANCE R. WILLIS DEVELOPMENT NATIONAL SCHOLARSHIP

SECTION: ANNUAL CONFERENCE POLICY NO: AC-8 (CONTINUED)

DATE OF ORIGIN: MARCH 2018

REVISED:

REAFFIRMED:

 Applications without all the necessary documents will be considered incomplete and will not be considered.

 After the National scholarships have been awarded, the Gilmer Trustees will provide the

chapter scholarship template and chapters may begin their process.

 Applicants that did not receive a National scholarship are encouraged to apply for their chapter scholarship. Chapter scholarships are opened after National has announced the National scholarship winners.

The Scoring Matrix – Points will be awarded based on the following:

 Length of SGMP membership.

 Number of meetings planned on-site and off-site.

 Number of off-site meetings held in a SGMP member property.

 Total number of attendees at all of the meetings planned.

 Level of decision making by planner.

 Services utilized at the largest meeting (largest number of attendees and/or dollars spent).

 Was a SGMP member property used for the largest meeting?

 Number of monthly chapter meetings attended.

 Certifications member holds (CMP and/or CGMP).

 First time attendee at NEC?

 Previously received NEC National scholarship?

 Previously received NEC chapter scholarship?

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