1. **Call to Order**
	1. The Board Members reviewed the following item from the Code of Ethics:

To not use SGMP, or allow SGMP to be used, for overt commercial or personal purposes.

1. **Roll Call**
2. **Approval of Board Meeting Minutes** **from** Thursday, January 12, 2023
3. **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, January 12, 2023 meeting
			2. Assign speaker gift donation for Thursday, March 09, 2023 meeting –
			3. Confirm upcoming meeting locations, topics, and speakers)
				1. March 9 – Ethics (approved)

Location - Clarion Conference Center

Host: Willma Harvey

Address: 1500 Louisiana 30 W, Gonzales, LA 70737

Core Competency: Ethics

Speaker: Garland Preddy

* + - 1. Review and update 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. April 13 – The ABCs of AV by Shaun McCarron, Mitey AV - @ ES Sonesta New Orleans with Host Christine Sory
				2. May 11 DEIB – Sharon Delvisco @Courtyard by Marriott, Zondra is host
				3. 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 – raffle at Feb Meeting with theme – Be Mine, It’s Mardi Gras Time; May scholarship raffle will have the theme Spring Cleaning!
		2. Discuss ad sponsorship and revenue
		3. Consider outside fundraising opportunities
	3. Community Involvement – Chair Zondra Jones
		1. Review and discuss quarterly community involvement follow up Spread the Love Spring
	4. Other Reports
		1. Ad Hoc Committee –
		2. Ad Hoc Task Force(s) *(as needed)*
1. **Unfinished Business** *(if applicable)*
	1. Board Retreat scheduled for July 6, 2023 at Gourrier St DOTD building
	2. Annual Chapter Conference December 6 – 7, 2023 – determine location
	3. Registration fees – do we need to increase?
2. **New Business**
	1. Approval of revised GMS expectations
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 January 12, 2023

11 completed evaluations

73% Strongly Agree - Skills and topics relevant to my work

91% Strongly Agree – I was given new information

82% Strongly Agree - Today’s session will help me plan better meetings

82% Strongly Agree - I liked the style of the presentation

82% Strongly Agree -The length of program was good

91% Strongly Agree – The presenter gave enough time for questions

82% Strongly Agree - I would recommend this program to others

Those completing the survey indicated a rating of 4.91on a scale of 1 (lowest) to 5 (highest) for the venue/platform for the meeting

Those completing the survey indicated a 4.78 rating on a scale of 1 (lowest) to 5 (highest) for the meal for the meeting.

Comments:

Absolutely loved the topic and learning specifics.

informative and interesting, great networking opportunity

I loved it! So interesting!! I wish we had more time, so many questions.

great program

very informative and interesting :)

Always excellent, always new information, I think this should be the session every January.

I enjoy the reminders and learning about protocol and precedence.

Future Topics:

how to get more government business in my hotel

open and in for any additional education