



SOCIETY OF GOVERNMENT MEETING PROFESSIONALS

LOUISIANA BOARD AGENDA

Thursday, January 12, 2023

1. Call to Order

- a. The Board Members reviewed the following item from the Code of Ethics:
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.

2. Roll Call

3. Approval of Board Meeting Minutes from Thursday, December 08, 2022

4. Reports

a. Officer Reports

- i. [President – Sharon Delvisco](#)
- ii. [First Vice President Melissa Lee](#)
- iii. [Second Vice President Zondra Jones](#)
- iv. [Secretary Willma Harvey](#)
- v. [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
 - a. Issue payment for F&B
 - b. Issue payment for speaker if any
 - c. Issue payment for venue if any

b. Committee Chair Reports

- i. [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
- ii. [Programs – Chair Willma Harvey](#)
 1. Review feedback survey results from Thursday, December 08, 2022 meeting
 2. Assign speaker gift donation for Thursday, February 09, 2023 meeting –
 3. Confirm upcoming meeting locations, topics, and speakers)
 - a. February 9 – The Benefits of Working with University Conference Centers (submitted for approval)
 - i. Southeastern University Student Union
 - ii. Alyssa Pardee Reynolds
 - iii. 303 Union Avenue Hammond, La 70402
 - iv. Facilities and Services
 - v. Core Competency Facilities and Services

- vi. Speaker: Robin Parker
 - 4. 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)
 - a. March 9 – Garland Preddy – Ethics (approved)
 - b. April 13 – The ABCs of AV -
 - c. May 11 DEIB – Sharon Delvisco
 - d. June 6-8, 2023 NEC Minnesota
 - iii. **Hospitality – Allison Landry**
 - 1. Review upcoming birthdays
 - a. 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)
 - c. **Communications – Chair Sharon Delvisco**
 - i. Newsletter topics (Sharon)
 - ii. Facebook posts to schedule for next month (Sharon)
 - iii. Instagram posts to schedule for next month (Sharon)
 - iv. LinkedIn group topic for current month (Sharon)
 - v. Website updates/wild apricot (Sharon)
 - d. **Fundraising -**
 - i. Review quarterly fundraising plan
 - ii. Discuss ad sponsorship and revenue
 - iii. Consider outside fundraising opportunities
 - e. **Community Involvement – Chair Zondra Jones**
 - i. Review and discuss quarterly community involvement plan – Spread the Love Spring community involvement plan
 - f. **Other Reports**
 - i. Ad Hoc Committee –
 - ii. Ad Hoc Task Force(s) (*as needed*)
- 5. Unfinished Business** (*if applicable*)
 - a. Spread the Love Campaign
- 6. New Business**
 - a. Board Retreat for July 2023 set date
 - b. Annual Chapter Conference December – set date and location
 - c. Registration fees – do we need to increase?
- 7. Wrap-Up**
 - a. Recap action items and deadlines
 - b. Announcements
- 8. Adjournment**

July 2021 – June 2023 Board Members

Sharon Delvisco, President ♦ Melissa Lee, 1st Vice President ♦ Zondra Jones, 2nd Vice President
 ♦ Wilma Harvey, Secretary ♦ Allison Landry, Treasurer



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

Evaluation Results from December Annual Conference and Award Lunch

6 completed evaluations

Patsy Wilkerson

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

100% Strongly Agree or Agree – I was given new information

83% Strongly Agree or Agree - Today's session will help me plan better meetings

83% Strongly Agree or Agree - I liked the style of the presentation

100% Strongly Agree or Agree -The length of program was good

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

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

Comments: great session and great teamwork, great presentation, love Ms. Patsy, great presenter, great discussion, and hands on activities

David Ferris

50% Strongly Agree or Agree - Skills and topics relevant to my work

100% Strongly Agree or Agree – I was given new information

66% Strongly Agree or Agree - Today's session will help me plan better meetings

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

100% Strongly Agree or Agree -The length of program was good

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

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

Comments: scary but great info, Mr. Ferris provided a wonderful and educational session, lots of useful information, lots of information, great would like to have him again, very informative and eye opening, great open conversation

General Comments:

Great location, easy access, good food, good selection, great restaurant and location, awesome, so much fun, loved the scavenger hunt and the ornament exchange, fun activities, fun activity for everyone, so much fun!, great sessions, learned a lot, great, informative and fun, I enjoyed my time in Kenner, This group is so welcoming! I'd of course love to see more people involved because the programming really is great!