1. **Call to Order**
2. **Roll Call**
3. **Approval of Board Meeting Minutes** **from** Wednesday, November 29, 2023 –
4. **Reports**
	1. **Officer Reports**
		1. President – Sharon Delvisco
			1. Announcements from National SGMP – four chapter planner members have received scholarships to attend NEC, Sharon D will be presenting an interactive session about BEOs
		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 Wednesday, November 29, 2023 meeting
			2. Assign speaker gift donation for Thursday, February 08, 2024 annual conference meeting –
			3. Confirm upcoming meeting locations, topics, and speakers)
				1. Thursday, February 08, 2024 - ABCs for Meeting Professionals - Acronyms

Location –DOTD Building

Host: Melissa and Allison

Address: 4099 Gourrier St Baton Rouge, La

Core Competency: Education/Programming

Security Best Practices

Speaker: Carolyn Barrett

* + - * 1. Thursday, March 14, 2024 - Security Best Practices for Meetings & Events

Location –Edward A Dufresne Community Center St Charles Parish Government

Host: Anedra Coleman

Address: 274 Judge Edward Dufresne Parkway Luling, LA

Core Competency: Logistics

Speaker: Willma is recruiting speaker from St. Charles Parish

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

Location – Hilton BR Capitol Jenny Rozas

Host: Jenny Rozas

Address: ?

Core Competency: Technology

Speaker: Darrian Campbell, CGMP and Jamar Little

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

Location –Lafayette

Host: Jessica McChesney

Address: Lafayette

Core Competency: Leadership

Speaker: Sharon Delvisco, Willma Harvey, Melissa Lee, Allison Landry, and Jessica McChesney

* + - * 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. Review plan about community involvement – Spread the Love for Jan & Feb meetings
			2. Food drive – Donations delivered to Avoyelles Senior Center
	4. Satellite Chapter(s) Update – Chair Sharon Delvisco/Melissa Lee
		1. Idaho Update – Sonna Lynn Fernandez
		2. Mississippi Update – Melissa Lee Boyd
	5. Other Reports
		1. Ad Hoc Committee
		2. Ad Hoc Task Force(s) *(as needed)*
1. **Unfinished Business** *(if applicable)*
	1. Plan for officer development – Chapter Board Leadership Transition Plan
	2. Chapter operations plan
	3. NEC Planner of the Year – Susan Shaffette will be our Chapter nominee – I am waiting for the application process to be announced
2. **New Business**
	1. Chapter Scholarship for National Education Conference – determine amount available and how to offer, review application, deadline to apply
	2. State of the Chapter Report -
3. **Wrap-Up**
	1. Recap action items and deadlines
	2. Announcements
4. **Adjournment**

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

Summary of November Annual Conference Meeting Evaluations review paper evaluations collected