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

To respect obligations incurred that neither express nor imply a performance which you cannot reasonably expect to fulfill.

1. **Roll Call**
2. **Approval of Board Meeting Minutes** **from** Thursday, July 06, 2023
3. **Reports**
   1. **Officer Reports** 
      1. President – Sharon Delvisco
      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
         6. Review plan for outreach event in downtown Baton Rouge
      2. Programs – Chair Willma Harvey
         1. Review feedback survey results from Thursday, May 25, 2023 meeting
         2. Assign speaker gift donation for Thursday, August 10, 2023 meeting –
         3. Confirm upcoming meeting locations, topics, and speakers)
            1. August 10, 2023 – Behind the Scenes at Convention Centers

Location –Pontchartrain Center?

Host: Carolyn Barrett

Address: ?

Core Competency: Facilities and Services

Speaker: ?

* + - * 1. Thursday, September 14, 2023 – FAM Trips

Location –?Northshore

Host: ?

Address: ?

Core Competency: Ethics

Speaker: Donna Dusang

* + - * 1. Thursday, October 12, 2023 - BEOs

Location –?

Host: ?

Address: ?

Core Competency: Facilities and Services

Speaker: ?

* + - * 1. Annual Chapter Conference and Luncheon Tuesday, November 28, 2023 and Wednesday, November 29, 2023

Location –?

Host: ?

Address: ?

Core Competency: Education/Programming

Speaker: ?

* + - * 1. Thursday, January 11, 2024 – Why do Meeting Professionals Need to Know about SAM?

Location –?

Host: Carolyn Barrett

Address: ?

Core Competency: Facilities and Services

Speaker: Chris McLaughlin

* + - * 1. Thursday, February 08, 2024 - ABCs for Meeting Professionals - Acronyms

Location –?

Host: ?

Address: ?

Core Competency: Education/Programming

Security Best Practices

Speaker: ?

* + - * 1. Thursday, March 14, 2024 - Security Best Practices

Location –?

Host: ?

Address: ?

Core Competency: Logistics

Speaker: ?

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

Location –?

Host: ?

Address: ?

Core Competency: Technology

Speaker: ?

Volunteering to Serve - Committing to SGMP La Chapter

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

Location –?

Host: ?

Address: ?

Core Competency: Education/Programming

Speaker: ?

* + - 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. 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. School Supply Drive
        2. Review plan about community involvement - Jessica
  4. Other Reports
     1. Ad Hoc Committee
     2. Ad Hoc Task Force(s) *(as needed)*
     3. *Satellite Chapter Support Team – on the agenda under unfinished business for today*

1. **Unfinished Business** *(if applicable)*
   1. Finalize shirt selection to offer to members, first order time will open August 1 and end on September 1 so folks can have shirts for group photo at annual conference in November
   2. Satellite Chapter pilot program –
      1. Susan – question and answers session
      2. Idaho webpage has been developed
      3. Logo, contact person to list on their webpage on our site
      4. Set date for first meeting with current team to develop plan for recruitment and set dates for 4 meetings
   3. Sponsorship updates
      1. Visit Kenner will sponsor lunch ($250) for August meeting
2. **New Business**
3. **Wrap-Up**
   1. Recap action items and deadlines
   2. Announcements
4. **Adjournment**

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