



**SOCIETY OF GOVERNMENT MEETING PROFESSIONALS**  
**LOUISIANA BOARD RETREAT AGENDA**  
**Thursday, July 07, 2022**

1. **Call to Order**
2. **Roll Call** (Willma Harvey)
3. **Approval of Board Meeting Minutes from** Select Date N/A there was not a board meeting for the month of May or June 2022.
4. **Reports**
  - a. **Officer Reports**
    - i. **President – Sharon Delvisco**
      1. Review and approve Chapter Business Plan status & priorities
    - ii. **First Vice President Melissa Lee**
    - iii. **Second Vice President Zondra Jones**
    - iv. **Secretary Willma Harvey**
    - v. **Treasurer Allison Landry**
      1. Review and approve operating budget for 7/22 to 6/23
      2. Review latest bank statement and its receipts
      3. Review upcoming debits
      4. Review upcoming credits, if any
      5. 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 on July 14
      6. Review plan for outreach event in downtown Baton Rouge
    - ii. **Programs – Chair Willma Harvey**
      1. Review feedback survey results from Thursday, May 12, 2022 meeting
      2. Assign speaker gift donation for Thursday, August 11, 2022 meeting  
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      3. Confirm upcoming meeting locations, topics, and speakers (August)  
Venue  
Host  
Location  
Topic - Core Competency: Technology  
Speaker
      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. August 11
  - i. Venue
  - ii. Host
  - iii. Location
  - iv. Topic
  - v. Core Competency Choose one
  - vi. Speaker
- b. September 8
- c. October 13
- d. November 10
- e. December 8 – Annual Chapter Retreat
- f. January 12
- g. February 9
- h. March 9
- i. April 13
- j. May 11
- k. 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 LeAnna Toups-Bennett**

- i. Newsletter topics (Sharon)
- ii. Facebook posts to schedule for next month (Leanna)
- iii. Instagram posts to schedule for next month (Leanna)
- iv. LinkedIn group topic for current month (Leanna)
- 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

f. **Other Reports**

- i. Ad Hoc Committee – Scholarship Committee Report – Chair Carolyn Barrett
- ii. Ad Hoc Task Force(s) (*as needed*)

**5. Unfinished Business** (*if applicable*)

- a. Chapter Policy Manual
- b. Reimbursement of expenses for NEC attendance for Chapter President

**July 2021 – June 2023 Board Members**

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



**6. New Business**

- a. Discuss submitting proposal for NEC 2023
- b.

**7. Wrap-Up**

- a. Recap action items and deadlines
- b. Announcements

**8. Adjournment**

Link to Meeting Evaluation - <https://www.surveymonkey.com/r/LASGMP21-22>

Evaluation Results from May 12, 2022 Meeting

7 completed evaluations

86% Strongly Agree - Skills and topics relevant to my work

86% Strongly Agree - I was given new information

86% Strongly Agree - Today's session will help me plan better meetings

86% Strongly Agree - I liked the style of the presentation

86% Strongly Agree -The length of program was good

71% Strongly Agree - The presenter gave enough time for questions

86% Strongly Agree - I would recommend this program to others

Those completing the survey indicated a rating of 4.83 on a scale of 1 (lowest) to 5 (highest) for the venue/platform for the meeting

Those completing the survey indicated a 4.8 rating on a scale of 1 (lowest) to 5 (highest) for the meal for the meeting.

Comments:

Today was great. The food was perfect light lunch.

Cool info about great tools to make me more efficient

Great tips. Look forward to trying some.

Other topics:

DEI, Fam options - go or not go