



1. Call to Order

a. Review one Member Bill of Rights item

Members have the right to expect transparent fiscal accountability.

SGMP leaders will operate with utmost fiduciary responsibility and accountability to maintain appropriate financial management and internal controls. Leadership will be transparent in ensuring all funds are used for member activities and initiatives for today and future sustainability. Funds will be safeguarded against waste, fraud, unauthorized use, or misappropriation.

SGMP members have the right to expect leadership who displays dedication, integrity, and the highest standards of ethical behavior.

2. Roll Call (Willma)

3. Approval of Board Meeting Minutes from Thursday, April 14, 2022

4. Reports

a. Officer Reports

i. [President – Sharon Delvisco](#)

1. Confirm monthly/annual report filings are current
2. Confirm monthly financial statements review was completed
3. Review Chapter Business Plan status & priorities
4. Provide SGMP national and regional update(s)
5. Executive Committee Action

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
3. Review 30, 60, 90-day membership renewals and assign action plan
4. Review waitlist status
5. New members to recognize at today's chapter meeting

ii. [Programs – Chair Willma Harvey](#)

1. Review feedback survey results from Thursday, February 10, 2022 meeting
2. Assign speaker gift donation for Thursday, May 12, 2022 meeting –

3. Confirm upcoming meeting locations, topics, and speakers (May)
 - Courtyard by Marriott
 - Chanel Cotton
 - 101 Northpark Blvd Covington, La 70433
 - Tech Tools for Meetings Technology
 - Susan Shaffette
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. July 7
 - i. Kenner Planetarium
 - ii. Carolyn Barrett
 - iii. 2020 4th St in Kenner
 - iv. Icebreaker, Icebreaker Baby and Core Competency *Choose one*
 - v. Carolyn Barrett, CGMP Visit Kenner
 - b. August 11
 - c. September 8
 - d. October 13
 - e. November 10
 - f. December 8 – Annual Chapter Retreat
 - g. January 12
 - h. February 9
 - i. March 9
 - j. April 6
- 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*)

July 2021 – June 2023 Board Members

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5. **Unfinished Business** *(if applicable)*
 - a. Chapter Policy Manual

6. **New Business**
 - a. Gift Cards for Louisiana Basket at NEC for silent auction

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 April 14, 2022 Meeting

12 completed evaluations

92% Strongly Agree - Skills and topics relevant to my work

83% Strongly Agree - I was given new information

75% Strongly Agree - Today's session will help me plan better meetings

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

100% Strongly Agree -The length of program was good

92% Strongly Agree - The presenter gave enough time for questions

92% Strongly Agree - I would recommend this program to others

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

Those completing the survey indicated a 4.7 rating on a scale of 1 (lowest) to 5 (highest) for the meal for the meeting.

Comments:

It was great to hear so many different opinions.

Thank you so much for all the information "Very Informative"

very informational

Today's meeting was very informative! Thank you for having us!

Excellent! This session will help me to develop my meetings and events department.

Great meeting!

I am interested in becoming a member.

great program, highlighted key partnerships

This was a great panel of very experienced meeting professionals. Thank you!

Other topics:

how to work with government budgets

meeting on all the industry acronyms

High level information on SGMP & CGMP as a whole. Would love to know more about becoming members and certifications! Thank you!!

Industry acronyms

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