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

To engage in business transactions in SGMP and other professional endeavors with honesty, integrity, fairness, inclusion, and confidentiality.

1. **Roll Call**
2. **Approval of Board Meeting Minutes** **from** Thursday, April 13, 2023
3. **Reports**
   1. **Officer Reports** 
      1. President – Sharon Delvisco
      2. First Vice President *Melissa Lee*
      3. Second Vice President Zondra Jones
      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, January 12, 2023 meeting
         2. Not applicable for May - Assign speaker gift donation for Thursday, May 25, 2023 meeting –
         3. Confirm upcoming meeting locations, topics, and speakers)
            1. May 25 DEIB - Zondra is host

Location –Courtyard by Marriott New Orleans Covington/Ma

Host: Zondra Jones

Address: 101 Northpark Blvd in Covington

Core Competency: Education/Programming

Speaker: Sharon Delvisco

* + - 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. June 6-8, 2023 NEC Minnesota
    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 -
     1. Review quarterly fundraising plan – raffle at May Meeting with theme –Spring Cleaning!
     2. Discuss ad sponsorship and revenue
     3. Consider outside fundraising opportunities
  3. Community Involvement – Chair Zondra Jones
     1. Review and discuss quarterly community involvement follow up Spread the Love Spring
  4. Other Reports
     1. Ad Hoc Committee – Election Committee – Tunney report from Carolyn
     2. Ad Hoc Task Force(s) *(as needed)*

1. **Unfinished Business** *(if applicable)*
   1. Board Retreat scheduled for July 6, 2023 in Room 179 at Gourrier St DOTD building
   2. Annual Chapter Conference December 6 – 7, 2023 – determine location
   3. Registration fees – do we need to increase will be tabled until July 6 board retreat
   4. NEC Silent Auction – multiple items have been donated for La Experience Basket
2. **New Business**
   1. Chapter officers to be sworn in at May meeting – Sharon will add to the agenda
   2. Satellite Chapter pilot program -
3. **Wrap-Up**
   1. Recap action items and deadlines
   2. Announcements
4. **Adjournment**

Meeting Eval link - <https://www.surveymonkey.com/r/SGMPLA2223>

Evaluation Results from April 13, 2023

? completed evaluations

% Strongly Agree - Skills and topics relevant to my work

% Strongly Agree – I was given new information

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

% Strongly Agree - I liked the style of the presentation

% Strongly Agree -The length of program was good

% Strongly Agree – The presenter gave enough time for questions

% Strongly Agree - I would recommend this program to others

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

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

Comments: