



1. Call to Order

a. Review one Member Bill of Right – new proposed bill of right addition

5. Members have the right to participate in governance

The Society is run democratically and allows members to vote and seek leadership positions.

Members can expect transparency in governance and operations.

2. Roll Call (Willma)

3. Approval of Board Meeting Minutes from Thursday, October 14, 2021

4. Reports

a. Officer Reports

i. **President – Sharon D.**

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**

iv. **Secretary Willma**

v. **Treasurer Allison**

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**

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**

1. Review feedback survey results from Thursday, October 14, 2021 meeting
2. Assign speaker gift donation for Thursday, October 14, 2021 meeting – N/A
3. Confirm upcoming meeting locations, topics, and speakers
Venue name

Host name
Physical Address
Name of Program Choose one
Name, Title, Affiliation

iii. **Hospitality**

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

c. **Communications**

- 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**

- i. Review and discuss quarterly community involvement plan

f. **Other Reports**

- i. Ad Hoc Committee(s) (*as needed*)
- ii. Ad Hoc Task Force(s) (*as needed*)

5. Unfinished Business (*if applicable*)

6. New Business

- A. GMS Application
- B. Chapter Letterhead

7. Wrap-Up

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

8. Adjournment

July 2021 – June 2023 Board Members

*Sharon Delvisco, President ♦ Vacant, 1st Vice President ♦ Zondra Jones, 2nd Vice President
♦ Wilma Harvey, Secretary ♦ Allison Landry, Treasurer*