1. **Call to Order**
2. **Roll Call** 
   1. **Willma Harvey’s absence approval.**
3. **Approval of Board Meeting Minutes** **from** Thursday, October 13, 2022
4. **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, October 13, 2022 meeting
         2. Assign speaker gift donation for Thursday, December 08, 2022 meeting –
         3. Confirm upcoming meeting locations, topics, and speakers)
            1. December 8 & 9

Doubletree in Kenner

Carolyn Barrett

2150 Veterans Blvd Kenner

Conflict Resolution & Bouncing Bad

Core Competency Leadership & Core Competency Technology

Patsy Wilkerson, MA & David Ferris, Special Agent

* + - 1. 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)
         1. January 12 – diplomatic and corporate gifts protocol
         2. February 9 – technology
         3. March 9 – Garland Preddy - Ethics
         4. April 13 – University Conference Centers – Facilities and Services
         5. May 11 DEIB – Sharon Delvisco
         6. 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
     2. Discuss ad sponsorship and revenue
     3. Consider outside fundraising opportunities
  3. Community Involvement – Chair Zondra Jones
     1. Review and discuss quarterly community involvement plan – Greater Baton Rouge Food Bank on Saturday October 22 from 8 am to Noon Sort and Repack – create an account this is the link – then sign up for this day <https://volunteer.brfoodbank.org/volunteer-sign-up>
  4. Other Reports
     1. Ad Hoc Committee –
     2. Ad Hoc Task Force(s) *(as needed)*

1. **Unfinished Business** *(if applicable)*
2. **New Business**
3. **Wrap-Up**
   1. Recap action items and deadlines
   2. Announcements
4. **Adjournment**

Link to Meeting Evaluation - <https://www.surveymonkey.com/r/SGMPLA2223>

Evaluation Results from October 13, 2022 Meeting

4 completed evaluations

75% Strongly Agree - Skills and topics relevant to my work

75% Strongly Agree – I was given new information

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

75% Strongly Agree - I liked the style of the presentation

75% Strongly Agree -The length of program was good

75% Strongly Agree – The presenter gave enough time for questions

75% Strongly Agree - I would recommend this program to others

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

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

Comments:

Program was awesome, they both did a great job.

The dessert was spectacular!!! This venue is amazing.

Super information! Love SGMP!

Other topics:

Marketing meetings.