1. **Call to Order**

Update from Christine, the Chapter Liaison

The Board reviewed the Chapter Operations Plan for 2023 - 2024

1. **Roll Call**
2. **Approval of Board Meeting Minutes** **from** Thursday, September 14, 2023
3. **Reports**
   1. **Officer Reports** 
      1. President – Sharon Delvisco
         1. Announcements from National SGMP
      2. First Vice President *Melissa Lee*
      3. Second Vice President Jessica McChesney
      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
      2. Programs – Chair Willma Harvey
         1. Review feedback survey results from Thursday, September 14, 2023 meeting
         2. Assign speaker gift donation for Wednesday, November 29, 2023 annual conference meeting –
         3. Confirm upcoming meeting locations, topics, and speakers)
            1. Annual Chapter Conference & Lunch Wednesday, November 29, 2023 and Thursday, November 30, 2023

Location –Paragon Casino and Resort

Host: Larry Robertson

Address: 711 Paragon Place, Marksville, La 71351

Core Competency: Education/Programming

Speaker: TBD

* + - * 1. Thursday, January 11, 2024 – Why do Meeting Professionals Need to Know about SAM?

Location –The Cambria New Orleans

Host: Carolyn Barrett

Address: 632 Tchoupitoulas

Core Competency: Financial and Contract Management

Speaker: Chris McLaughlin

* + - * 1. Thursday, February 08, 2024 - ABCs for Meeting Professionals - Acronyms

Location –DOTD Building

Host: Melissa and Allison

Address: 4099 Gourrier St Baton Rouge, La

Core Competency: Education/Programming

Security Best Practices

Speaker: Carolyn Barrett

* + - * 1. Thursday, March 14, 2024 - Security Best Practices

Location –Edward A Dufresne Community Center St Charles Parish Government

Host: Anedra Coleman

Address: 274 Judge Edward Dufresne Parkway Luling, LA

Core Competency: Logistics

Speaker: Allison is recruiting speaker

* + - * 1. Thursday, April 11, 2024 - AV Basics and Setup

Location –Carolyn is contacting Jenny Rozas

Host: ?

Address: ?

Core Competency: Technology

Speaker: Darrian Campbell, CGMP and Jamar Little

* + - * 1. Thursday, June 13, 2024 Volunteering to Serve - Committing to SGMP La Chapter

Location –Courtyard Lafayette Airport

Host: Jessica McChesney

Address: 214 E Kaliste Saloom Rd

Core Competency: Leadership

Speaker: Sharon Delvisco, Willma Harvey, Melissa Lee, Allison Landry, and Jessica McChesney

* + - * 1. May 7 – 9, 2024 NEC in Omaha
    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 – Willma Harvey and Carolyn Barrett
     1. Review quarterly fundraising plan
     2. Discuss ad sponsorship and revenue
     3. Consider outside fundraising opportunities
  3. Community Involvement – Chair Jessica McChesney
     1. Review and discuss quarterly community involvement Campaigns
        1. Review plan about community involvement – Jessica
  4. Satellite Chapter(s) Update – Chair Sharon Delvisco/Melissa Lee
     1. Idaho Update – Sonna Lynn Fernandez
     2. Mississippi Update – Melissa Lee Boyd
  5. Other Reports
     1. Ad Hoc Committee
     2. Ad Hoc Task Force(s) *(as needed)*

1. **Unfinished Business** *(if applicable)*
   1. Plan for officer development
   2. Revise schedule/program for Chapter Annual Conference in November
2. **New Business**
   1. Additional sponsorship from Visit Kenner for Annual Conference in November
   2. Troubadour membership status
3. **Wrap-Up**
   1. Recap action items and deadlines
   2. Announcements
4. **Adjournment**

Meeting Eval link - <https://www.surveymonkey.com/r/SGMPLa2324>

Summary of September 14, 2023 Meeting Evaluations - N = 14

93% Strongly Agree the skills and topics covered are relevant to my work

79% Strongly Agree given new information

86% Strongly Agree the information will help them plan better meetings

93% Strongly Agree they liked the style of the presentation

93% Strongly Agree the length of the program was good

86% Strongly Agree the presenter gave enough time for questions

86% Strongly Agree they would recommend the program to others

On a scale to 1 (lowest) to 5 (highest) the venue received a rating of 4.64

On a scale to 1 (lowest) to 5 (highest) the meal received a rating of 4.71

Comments:

Fabulous! Great Info!

soup was great, great content, and awesome dialogue on site visits!

great program, one of the best

I loved this fun session. Denise has a great sense of humor! This info was helpful and I learned a lot about site visit process. Thanks!

Fantastic program!

great speakers and format

Panel did a great job!

Other topics: