1. **Call to Order**
2. **Roll Call**
3. **Approval of Board Meeting Minutes** **from** Thursday, February 13, 2020
4. **Reports**
   1. **Officer Reports** 
      1. President
         1. Confirm monthly/annual report filings are current
         2. Confirm monthly financial statements review was completed
         3. Provide SGMP national and regional update(s)
            1. NEC
            2. GIL Voting
         4. Updates
            1. Bank Account
            2. POY and SOY nominations
      2. First Vice President *(as needed)*
      3. Second Vice President *(as needed)*
      4. Secretary *(as needed)*
      5. Treasurer
         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
         5. Determine amount of money to leave in old bank account. What needs to clear?
   2. **Committee Chair Reports**
      1. Membership
         1. Who are we reaching out to?
            1. City of Baton Rouge
            2. City of New Orleans
         2. Review MMR
         3. Confirm 50/50 ratio status and assign action plan
         4. Review 30, 60, 90 day membership renewals and assign action plan
         5. Review waitlist status and At Large
      2. Programs
         1. Review feedback survey results from Thursday, February 13, 2020 meeting
         2. Confirm upcoming meeting location, topic, and speaker

LRTC - DOTD

Emotional Intelligence in the Workplace

State CPTP - Kaelysia Cooper

* + - 1. Education survey for feedback
    1. Hospitality
       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
       6. Basket for Karen P.
  1. Communications
     1. Newsletter topics
     2. Facebook posts to schedule for next month
     3. Instagram posts to schedule for next month
     4. LinkedIn group topic for current month
     5. Website updates
  2. Fundraising
     1. Discuss ad sponsorship and revenue
        1. Who are we reaching out to?
        2. Biggest area we can work on
     2. Consider outside fundraising opportunities
        1. Call with appropriate State agency to answer questions about raffles
  3. Community Involvement
     1. Review and discuss quarterly community involvement plan
  4. Other Reports
     1. Ad Hoc Task Force – Chapter Policy Manual
        1. Status update
        2. Projected first draft date

1. **Unfinished Business** *(if applicable)*
   1. Bank updates
2. **New Business**
   1. NEC basket/donations
   2. St. Louis spirit box
   3. April Planner Breakfast
3. **Wrap-Up**
   1. Recap action items and deadlines
   2. Announcements
   3. Good of the Order *(not included in minutes)*
4. **Adjournment**