1. **Call to Order at 9:59 am**

The Board reviewed the following information from the SGMP National By Laws ARTICLE VII: CHAPTERS

Section 6. Term of Office

A term of office is equal to two years and will begin July 1 of the election year and end June 30 in the next election year. An Officer or Director appointed to fill an unexpired term shall be eligible for election to the same office. An Officer or Director may be elected twice, even if the board tenure began as an appointment, but no more than five years is permitted in any one position. No Officer or Director shall serve more than 10 total years in an elected and/or appointed position. No Officer or Director may run for re-election if the elected term would exceed term or board limits.

1. **Roll Call – Sharon Delvisco, Melissa Lee, Allison Landry, Jessica McChesney, Willma Harvey, Sonna Lynn Fernandez – Carolyn Barrett**
2. **Approval of Board Meeting Minutes** **from** Thursday, August 10, 2023

Allison motions, Melissa seconds, no opposition motion passes

1. **Reports**
   1. **Officer Reports** 
      1. President – Sharon Delvisco – NEC update, speaker RFP open, JLM Sept 26, Satellite Chapter meeting on Monday,
         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

Income was $1,274.78, expenses were $947.38, starting balance was 6,265.92 and ending balance was $6,593.32 board reviewed income and expenses, report has been sent to National

* 1. **Committee Chair Reports**
     1. Membership – Chair Melissa Lee – we have 42 members, Tunney’s company sent his payment and it was processed so Melissa will check to see why National doesn’t have his membership updated
        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, August 10, 2023 meeting – great results
        2. Assign speaker gift donation for Thursday, October 12, 2023 meeting – Willma Harvey
        3. Confirm upcoming meeting locations, topics, and speakers)
           1. Thursday, October 12, 2023 - BEOs - Willma seeking sponsor for this meeting – we will use La Bella catering for meal

Location –Holiday Inn Express & Suites New Orleans South

Host: Tunney Barrett

Address: 110 James Dr East, St Rose, La 70087

Core Competency: Facilities and Services

Speaker: Tunney Barrett and Susan Shaffette

* + - * 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: Leadership, Generational leadership plan, AI and Supplier/Planner Rumble

* + - * 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: Education/Programming

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 – submitted article to National for Government Connections newsletter, newsletter will be sent out this week
     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) – Board members reviewed website
  2. Fundraising – Willma Harvey and Carolyn Barrett
     1. Review quarterly fundraising plan – Willma seeking sponsor for next meeting and Carolyn is going to seek sponsors for annual conference, any money raised from additional sponsorships for annual conference beyond any expenses will be used for scholarships for NEC
     2. Discuss ad sponsorship and revenue
     3. Consider outside fundraising opportunities – next meeting we will have scholarship fundraising with theme – Ghoulish Gobbling, Christmas in July stocking stuffer exchange
  3. Community Involvement – Chair Jessica McChesney
     1. Review and discuss quarterly community involvement Campaigns.
        1. School Supply Drive – on website
        2. Review plan about community involvement – Jessica will send email this week to board with ideas
  4. Satellite Chapter(s) Update – Chair Sharon Delvisco/Melissa Lee
     1. Idaho Update – Sonna Lynn Fernandez
     2. Mississippi Update – Melissa Lee Boyd/Carolyn Barrett – Ari with Coast Ms was contacted and we will pursue setting up an information session for coastal MS and for Jackson MS, seeking sponsors for breakfast meetings
  5. Other Reports
     1. Ad Hoc Committee
     2. Ad Hoc Task Force(s) *(as needed)*

1. **Unfinished Business** *(if applicable)*
2. **New Business**
   1. Plan for officer development – all officers should be recruiting a possible replacement now and extend invitation to them to attend board meetings to learn about board operations now
   2. Unpaid registration fees – we will add a notice that folks have to pay for meeting registration fee even if payment is declined
3. **Wrap-Up**
   1. Recap action items and deadlines
   2. Announcements
4. **Adjournment at 11:07 am**

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

Summary of August 10 Meeting Evaluations - N = 17

75% Strongly Agree the skills and topics covered are relevant to my work

70% Strongly Agree given new information

75% Strongly Agree the information will help them plan better meetings

75% Strongly Agree they liked the style of the presentation

88% Strongly Agree the length of the program was good

88% Strongly Agree the presenter gave enough time for questions

81% Strongly Agree they would recommend the program to others

On a scale to 1 (lowest) to 5 (highest) the venue received a rating of 4.75

On a scale to 1 (lowest) to 5 (highest) the meal received a rating of 4.88

Comments:

wonderful session

great food, great meeting space

needed directions to the facility

I appreciate learning about Kenner and all of the amenities the convention center offers.

great idea to showcase a convention center

great subject

5+ for food

The meeting was very informative and I am impressed with what's going on in Kenner Louisiana. It was hard to hear the speakers - my only negative comment.

Other topics:

I would like to hear from some suppliers.

"How to negotiate with vendors

how to create floor plans

Thank you! :)"

FAMS :)

Project Management/Planning

We should try to incorporate more tours of the facilities when we have meetings.