



**Society of Government Meeting Professionals
Louisiana Chapter Board Meeting Minutes
Thursday, March 9, 2023
Clarion Inn Conference Center
Gonzales, Louisiana**

President Sharon Delvisco called the meeting to order.

Secretary Willma Harvey called the Roll at 10:22am.

Board Member	Board Assignment	Attendance
Sharon Delvisco, CGMP	President	Virtual
Melissa Lee, CGMP	1 st Vice President	Present
Zondra Jones, CGMP	2 nd Vice President	Virtual
Allison Landry, CGMP	Treasurer	Present
Willma Harvey, CGMP	Secretary	Present

Melissa Lee made a motion to approve the February 9, 2023, Board meeting minutes. Zondra Jones seconded the motion, all were in favor, and the motion passed.

Officer Reports

President

No Report

First Vice President | Melissa Lee

No Report

Second Vice President | Zondra Jones

No Report

Secretary | Willma Harvey

No Report

Treasurer | Allison Landry

Treasurer Landry presented the Financial Report as follows:

Credits-Revenue

\$338.00 – Registration | February, March, & April

\$50.00 – Raffle | Quarterly

\$10.00 – Donation | Spread The Love

Debits-Expenses

\$15.74 – Bank Charges

\$314.72– Catering | Aramark | February 2023 Meeting

Month-Year	Beginning Balance	Credit	Debits	Ending Balance
February	\$6707.42	\$398.00	\$330.46	\$6774.96



Committee Chair Reports

Membership

Melissa Lee reported that the chapter has 36 Members: (19) Planners; (15) Suppliers; (2) new members. The planner ratio is 55.9%.

Program

Willma Harvey reported the following:

- The results from the surveys for the February 2023 meeting were positive.
- The River Parishes Tourist Commission will sponsor the speaker gift for the March and April 2023 meetings.
- The April 2020 Meeting Information
April 13, 2023
Sonesta ES Suites New Orleans Convention Center
Christine Sory | Host
Presentation | The ABCs of Audio and Visual | Shaun McCarron | Mitey AV New Orleans

Allison Landry is working with the Courtyard by Marriott to set up catering services for the LA SGMP May meeting. The date of the meeting is May 25, 2023.

Hospitality

President Delvisco will contact the new members to get their birthdays to highlight on the social media platforms.

Communications

President Delvisco reported:

- She is completing the paperwork for the LA SGMP chapter to be nominated for the Communication Award of the Year and the Operations Award of the Year.
- She updated the website to include the CGMP credentials next to those members who are Certified Government Meeting Professionals.
- Taylor Stanley of the Lake Charles Convention & Visitors Bureau was selected as an SGMP Emerging Leader.

Fundraising

Allison Landry advised that the Spring-Cleaning raffle is scheduled for the May 2023 meeting.

Community Involvement

Zondra Jones reported that the collection of peanut butter for the “Spread The Love” community involvement project is scheduled for the May 2023 meeting.

Other

Carolyn Barrett reported that election chair, Tunney Barrett, received two nominations from members who are interested in serving on the board. A reminder will be emailed to the membership.

The board retreat is scheduled for July 6, 2023, at the Department of Transportation office complex in Baton Rouge.

New elected board members will be installed at the May 2023 meeting.



Unfinished Business

President Delvisco reported the duties that are required for hosting a SGMP Satellite Chapter Program. The Louisiana chapter is responsible for financial activities, and the Mississippi Gulf Coast CVB is interested in becoming a satellite chapter. Further discussion about the program will be reviewed at the board retreat.

New Business

The board decided that Allison Landry is the appropriate board member to monitor all contracts with vendors. Melissa Lee made a motion that all contracts are reviewed by the board treasurer prior to final authorization by the board President. Willma Harvey seconded the motion, all were in favor, and the motion passed.

The LA SGMP chapter will put together a Louisiana basket for the silent auction at the SGMP NEC conference. President Delvisco and Willma will lead this project.

Adjourn

At 11:19am, Melissa Lee made a motion to adjourn. Zondra Jones seconded the motion, all were in favor, and the motion passed.