**Society of Government Meeting Professionals Louisiana Chapter Board Meeting Minutes Thursday, May 25, 2023**

**Courtyard by Marriott**

**New Orleans/Covington/Mandeville**

**Covington, Louisiana**

President Sharon Delvisco called the meeting to order at 10:19AM

President Delvisco read the following item from the Code of Ethics: To Engage in business transactions in SGMP and other professional endeavors with honesty, integrity, fairness, inclusion, and confidentiality.

Secretary Willma Harvey called the Roll.

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

Melissa Lee made a motion to approve the April 13, 2023, board meeting minutes. The motion was seconded by Zondra Jones. All were in favor, and the motion passed.

**Officer Reports**

President

President Delvisco reported:

* The new Executive Director, Kathleen E. Herndon, of the Society of Government Meeting Planners, will have a virtual Focus Group meeting on June 1, 2023. Ms. Hendron is asking that a planner and a supplier from each SGMP chapter attend the meeting. Melissa Lee was assigned to attend as the planner, and Willma Harvey was assigned to attend as the supplier to represent the LA SGMP chapter.
* An article written by President Delvisco was published in the SGMP national newsletter.
* ChristinePribbernow has been reappointed as the advisor the Louisiana Chapter.
* Carolyn Barrett will attend the meeting today to swear in the newly elected board members.

First Vice President | Melissa Lee

No Report

Second Vice President | Zondra Jones

Zondra Jones inquired about designing and purchasing logo shirts for the members. President Delvisco will check with Team Dynamics, and Melissa Lee will check with a few local and regional companies. President Delvisco and Melissa will report their findings at the July board meeting.

Secretary | Willma Harvey

No Report

Treasurer | Allison Landry

Treasurer Landry presented the Financial Report as follows:

Credits-Revenue | April 2023

$177.00 – Registration – April and May 2023

Debits-Expenses | April 2023

$8.03 – Bank Charges

$202.88 – Catering

$818.10 – Wild Apricot

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Month-Year** | **Beginning Balance** | **Credits** | **Debits** | **Ending Balance** |
| April | $7068.14 | $177.00 | $1029.01 | $6216.13 |

Allison Landry reported the following:

* She will contact Hancock Whitney to remove Pam’s name from the account.
* After July 1, 2023, she will update the records with the Secretary of State’s office to add Jessica McChesney.
* Raffle purchases can be made by credit card if the raffle purchase cannot be paid by cash.
* Allison and Sharon will research utilizing the SGMP Vimeo account for raffle purchases.

**Committee Reports**

Membership

Melissa Lee reported that the chapter has 36 Members: fifteen (15) suppliers; seven (7) contract planners; thirteen (13) government planners; one (1) student.

The chapter has four new members:

* Denise London | Department of Education
* Beatrice Norris | Department of Education
* Christine Lewis | Department of Education
* Larry Robertson | Paragon Casino Resort

There are three 60 days out renewals and three at risk members.

Program

Upcoming meetings are:

July 6, 2023  
Board Retreat  
Louisiana Department of Transportation Development  
LSU Campus

July 13, 2023  
Education Meeting  
Holiday Inn | 4846 Constitution Avenue | Baton Rouge, Louisiana  
Government Travel Regulations | Presented by Garrett DeBate and Shelita Woods

The schedule for the remainder of the education meetings will be discussed at the Board Retreat.

Hospitality  
Ms. Roxanne Juno with the Louisiana District Attorney’s office has been a member of the Louisiana chapter since 2002. The board decided to present Ms. Juno with a gift box for her continued membership.

Communications

President Delvisco is doing an excellent job keeping the chapter’s social media platforms updated. She thanked the members for “Liking” and commenting on her posts.

Fundraising & Community Involvement

The 2023-2024 fundraising activities will be discussed and implemented at the Board Retreat.

Community Involvement

The 2023-2024 community involvement activities will be discussed and implemented at the Board Retreat.

Unfinished Business

The following Unfinished Business will be discussed at the Board Retreat:

* Annual Chapter Conference | December 6-7, 2023 | decide on a location.
* Registration Fees | A possible increase.

**Elected Officers | Swearing In**

The members who were elected to serve on the SGMP Louisiana Chapter Board were sworn in by Carolyn Barrett. The elected officers are:

Sharon Delvisco | President

Melissa Lee | First Vice President

Jessica McChesney | Second Vice President

Allison Landry | Treasurer

Willma Harvey | Secretary

**Adjourn**

Melissa Lee made a motion to adjourn. The motion was seconded by Zondra Jones. All were in favor, and the motion passed.