**Society of Government Meeting Professionals**

**Louisiana Chapter Board Meeting Minutes**

**Thursday, November 10, 2021**

**Attendance**

|  |  |  |
| --- | --- | --- |
| **Board Member** | **Board Assignment** | **Attendance** |
| Sharon Delvisco, CGMP | President | Present |
| Melisa Lee, CGMP | 1st Vice President | Present |
| Zondra Jones, CGMP | 2nd Vice President | Absent/Present |
| Allison Landry, CGMP | Treasurer | Present |
| Willma Harvey, CGMP | Secretary | Present |
| LeAnna Toups-Bennett | Immediate Past President | Present |

President Sharon Delvisco called the virtual meeting to order.

President Delvisco noted that there is a new proposed addition to the SGMP Bill of Rights - #5. She read the new proposed right: The Society is run democratically and allows members to vote and seek leadership positions. **Members can expect transparency in governance and operations.**

Secretary Willma Harvey called the Roll. All board members were present except Zondra Jones.

There was a brief discussion relative to posting revised versions of meeting minutes the Louisiana SGMP website. After clarification, it is not necessary to advertise revised minutes on the website, Melissa Lee made a motion to approve the October 14, board meeting minutes. Allison Landry seconded the motion, all in attendance were in favor, and the motion passed.

**Officer Reports**

President

Sharon Delvisco reported on the following items:

- The monthly/annual report filings are current.

- The review of the financial statements is complete.

- LeAnna Toups-Bennett will reach out to Dina Fong to find out if she is still the chapter

 liaison.

Secretary

Willma Harvey thanked Melissa Lee and Allison Landry for helping to keep the meeting minutes in order. Melissa noted that the minutes should always be sent to the board members at least a day before the board meeting.

Treasurer Report

Treasurer Landry reported the Financials as follows:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Month****Year** | **Beginning****Balance** | **Monthly****Deposit** | **Monthly****Expense** | **Ending****Balance** | **Purpose for****Deposit** | **Purpose for** **Expense** |
| Oct-21 | $6,448.89 | $160.00 | $190.35 | $6418.54 | Event Registrations$85.00Revenue Share$75.00 | Post Office Box Renewal - 12 Month Period$188.00Bankcard Fees/ Merchant Services$32.35 |

Treasurer Landry received payment from Melissa Lee for her Government Meeting Specialist Application.

There were no reports presented from Melisa Lee, 1st Vice President, and Zondra Jones, 2nd Vice President.

**Committee Chair Reports**

Membership

Melissa Lee reported that the chapter currently has 26 Members.

Melissa reported that Tunney Barret’s and Shawn Braud’s membership renewals are approaching. Melissa will follow-up with both members, and she will reach out to Faye Nedd.

Zondra Jones joined the virtual meeting.

Program

The board members discussed the items for the 2021 Education Conference:

**Wednesday, December 8, 2021**

3:00PM - Board Meeting at the Hilton Hotel

6:00PM - Dinner and ornament exchange at a local restaurant

 Discussion Topic - Emerging Leaders & 40 Under 40

**Thursday, December 9, 2021**

8:00AM – Breakfast

9:00AM – Education Program

 Presentation: Personal Branding & Marketing

 Presentation: Equity, Diversity, and Inclusion

12:00PM - Lunch

2:00PM - Wrap Up

Registration Fees: $50.00 for Members; $75.00 for non-members; $135.00 for Eligible Government Planners New Member Bundle; $10.00 additional after the registration deadline. Deadline to register – November 30, 2021.

Speaker Fees - up to $500.00; speaker travel expenses - up to $500.00; speaker lodging – up to $120.00 per night.

Assignments:

Willma – Contact Jenny Rojas for a room block of ten rooms at the Hilton Hotel.

Willma – Contact Marica Brewster for the potential speaker for Personal Branding & Marketing

Allison – Research local restaurants for the networking dinner and ornament exchange.

Sharon & Zondra – Research speaker for the Equity, Diversity, and Inclusion presentation.

Hospitality

Chapter member birthdays for the month of November 2021 include: Willma Harvey, November 9; Susan Shaffette, November 27; and Renette Dominick, November 27.

Community Involvement

LeAnna has collected donations and items from companies in Baton Rouge for the LaNIGP Blue Star Mother’s Program.

Other

Leanna has the SGMP note cards and the banner.

**Adjourn**

Melissa Lee made a motion to adjourn. Zondra Jones seconded the motion, all in attendance were in favor, and the motion passed.