**Society of Government Meeting Professionals Louisiana Chapter Board Retreat Minutes**

**Wednesday, November 29, 2023**

**Paragon Casino and Resort**

**Marksville, Louisiana**

President Sharon Delvisco called the meeting to order at 10:13AM.

Secretary Harvey called the Roll.

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| **Board Member** | **Board Assignment** | **Attendance** |
| Sharon Delvisco, CGMP | President | Virtual |
| Melissa Lee, CGMP | 1st Vice President | Present |
| Jessica McChesney | 2nd Vice President | Present |
| Allison Landry, CGMP | Treasurer | Present |
| Willma Harvey, CGMP | Secretary | Virtual |
| Sonna Lynn Fernandez | Non-Voting Member | Absent |

**Meeting Minutes – September 14, 2023**

Melissa Lee made a motion to approve the October 12, 2023, Board Meeting minutes. The motion was seconded by Jessica McChesney. All were in favor, and the motion passed.

**Officer Reports**

President – Sharon Delvisco

President Delvisco reported that registration for the SGMP National Education Conference is open. The conference will be held May 7-9, 2024, in Omaha, Oklahoma.

First Vice President | Melissa Lee

No Report

Second Vice President | Jessica McChesney

Absent

Secretary | Willma Harvey

No Report

Treasurer | Allison Landry

Treasurer Landry reported the October 2023 revenue and expenses as follows:

Credits-Revenue

$600.00 | Leader sponsorship and supporting sponsorship for the November Education Conference

$402.00 | Event registration for November Education Conference

$196.00 | Registration October

$25.00 | Donation to the Chapter Scholarship fund

Debits-Expenses

$36.17 | Credit Card Processing

$226 | Post Office Box Renewal

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Month-Year** | **Beginning Balance** | **Credits** | **Debits** | **Ending Balance** |
| October 2023 | $7184.54 | $1223.00 | $262.17 | $8145.33 |

**Committee Reports**

Membership

Melissa Lee reported that the chapter has thirty-seven members. There are twenty (20) planners and seventeen (17) suppliers.

Program

Willma Harvey read the survey results of the August 10, 2023, meeting, and President Delvisco provided information about upcoming meetings.

January 11, 2024 – Changed to January 17, 2024  
Why Do Meeting Professionals Need to Know about SAM  
Host: Carolyn Barrett  
Speaker: Chris McLaughlin  
Cambria Hotel New Orleans  
New Orleans, Louisiana

February 8, 2024  
ABCs for Meeting Professionals - Acronyms  
Hosts: Melissa Lee & Allison Landry  
Speaker: Carolyn Barrett  
Location: Department of Transportation  
Baton Rouge, Louisiana  
  
March 14, 2024  
Security Best Practices  
Host: Anedra Coleman  
Speaker: Willma Harvey will announce at the January 2024 MeetingLocation: Edward A Dufresne Community Center  
Luling, Louisiana

April 11, 2024  
AV Basics and Setup  
Host: Carolyn is contacting Jenny Rozas  
Speakers: Darrian Campbell and Jamar Little  
Location: Hilton Baton Rouge Capital Center  
Baton Rouge, Louisiana

June 13, 2024  
Volunteering to Serve Committing to SGMP LA Chapter  
Host: Jessica McChesney  
Speakers: Sharon Delvisco, Willma Harvey, Melissa Lee, Allison Landry, and Jessica McChesney  
Location: Venue in Lafayette  
Lafayette, Louisiana

President Delvisco advised the Board that Carolyn Barrett and Zondra Jones serve on the Joint Leadership Taskforce, and a Joint Leadership session will be held a day prior to the National Education Conference.

Hospitality

\*November Birthdays

- Catherine Jensen, Team Dynamics

- Willma Harvey, River Parishes Tourist Commission

- Amanda Ratcliff, DODT

- Taylor Beard, Visit Lake Charles

- Bobbie Cole, Four Points by Sheraton

- Susan Delle Shaffette, Team Dynamics

\*SGMP Membership Anniversaries:

\*Work Anniversaries:

- Melissa Lee, DODT, LA

\*Other Recognitions

Convention South Magazine Readers Choice Awards | LA Chapter DMOs & Supplier Companies

- Lafayette Convention & Visitors Commission

- New Orleans & Company

- River Parishes Tourism Commission

- Visit Baton Rouge

- Visit Lake Charles/Southwest Louisiana CVB

- Visit The Northshore

Communications

The monthly newsletter and Facebook page are phenomenal, and the members are doing an excellent job “Liking” and commenting on the social media posts. Allison Landry will take pictures at the Annual Conference and will post the photos on social media platforms.

Fundraising

The Board will address the Fundraising policies and procedures at the January 2024.board meeting.

Community Involvement

The chapter selected Avoylles Aging Center for the Louisiana SGMP Fall Community Involvement Campaign. The members brought non-perishable food items to the Annual Education Conference at Paragon Casino and Resort to be taken to the facility by Larry Robertson. A member made an online donation of $100.00.

**Satellite Chapter(s) Update**

Sonna Lynn Fernandez will inform the members about the progress for the Idaho Satellite chapter. Melissa Lee will give an update about the formation of a Mississippi Satellite chapter at the January 2024 meeting.

**Unfinished Business**

President Delvisco reported that part of the LA SGMP State of the Chapter Report is posted on the website.

**New Business**

The board decided to nominate several Louisiana Chapter members for scholarships and awards. A member will be nominated for the chapter scholarship to attend the National Education Conference, the Emerging Leader Award, the Young Professional Award, and the NEC Planner of the Year Award.

**Wrap-Up**

A recap of action items, deadlines, and announcements are discussed as required at the monthly chapter meetings.

**Adjourn**

Melissa Lee made a motion to adjourn the November 29, 2023, Board Meeting. The motion was seconded by Allison Landry. All were in favor, and the motion passed.