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

**Thursday, October 12, 2023**

**Holiday Inn Express & Suites New Orleans Airport South**

**St. Rose, Louisiana**

President Sharon Delvisco called the meeting to order at 10:08AM.

Secretary 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 |
| Jessica McChesney | 2nd Vice President | Absent |
| Allison Landry, CGMP | Treasurer | Present |
| Willma Harvey, CGMP | Secretary | Virtual |
| Sonna Lynn Fernandez | Non-Voting Member | Virtual |
| Christine Pribbernow | Chapter Liaison | Virtual |

Carolyn Barrett, former LA SGMP board member was in attendance.

Melissa Lee made a motion to approve the absence of Jessica McChesney, 2nd Vice President. Allison Landry seconded the motion. All were in favor, and the motion passed.

Christine Pribbenow, the SGMP Louisiana Chapter Liaison, gave an update about the chapter and National. She reported:

- The Louisiana Chapter is doing very well.

- The chapter’s financials are submitted to National in a timely manner.

- Kathleen E. Herndon is working on updating the Chapter’s bank account signatures.

- NEC sent out emails about the NEC Scholarship guidelines.

- A new database (AMS) system will be in place in place in December. The new system will give members

 the capability to join more chapters at an affordable cost.

- Registration for the 2024 National Education Conference will open in November.

**Meeting Minutes – September 14, 2023**

Melissa Lee made a motion to approve the September 14, 2023, Board Meeting minutes. Allison Landry seconded the motion. All were in favor, and the motion passed.

**Officer Reports**

President – Sharon Delvisco

No Report

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 September 2023 revenue and expenses as follows:

Credits-Revenue

$500.00 | Leader sponsorship for November Education Conference

$134.00 | Event registration for November Education Conference

$472.00 | Registration for August, September, and October

$50.00 | Revenue Share

Debits-Expenses

$25.22 | Credit Card Processing

$539.60 | Lunch Expense – August Monthly Meeting

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Month-Year** | **Beginning Balance** | **Credits** | **Debits** | **Ending Balance** |
| September 2023 | $6593.32 | $1156.00 | $564.82 | $7184.54 |

Treasurer Landry also reported:

- There was a revision to income section of the August 2023 financials. The amount of $67.00 should have been included under account code 2002 (chapter conference registration) instead of account code 3002 (monthly meeting registration.) The revision was made and $67.00 was deducted from account code 3002 and added to account code 2002. There was no change to the income amount for the August 2023 financials.

- The SGMP LA Chapter domain in iPage (sgmpla.net) is up for renewal in December 2023. The renewal fee for the .net domain is $22.95.

- The iPage Hosting Package: The Essential is not up for renewal until December 2024. The cost to renew is $388.37. After discussion with Susan Shaffette, this will not be renewed as the Chapter’s hosting package is through Wild Apricot.

- The Chapter’s post office box is due for renewal on October 31, 2023. The renewal fee for the post office box is $226.00.

- The following contracts were completed for upcoming meeting:

 - Cambria Hotel – January 2024

 - Dufresne Center – March 2024
 - Hilton Baton Rouge Capitol Center – April 2024 – Jenny Rozas is holding the space for the meeting. Allison Landry will get back with Jenny to confirm all details.

**Committee Reports**

Membership

Melissa Lee reported that the chapter has 41 members, 1 member at risk, and 1 membership transfer.

Program

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

**November 29-30, 2023**
LA SGMP Chapter Annual Conference
Paragon Casino & Resort
Marksville, Louisiana

**January 11, 2024**
Cambria Hotel
New Orleans, Louisiana

**February 8, 2024**
Department of Transportation
Baton Rouge, Louisiana

**March 14, 2024**
Edward Dufresne Center
Luling, Louisiana

**April 11, 2024**
TBD

**June 13, 2024**Courtyard Lafayette
Lafayette, Louisiana

President Delvisco and 1st Vice President Lee reported the following information about the LA SGMP Chapter Annual Conference & Award Luncheon at Paragon Casino and Resort November 29-30, 2023:
- Both conducted a site visit of the Casino & Resort in August
- The meal menu will be selected by Larry Robertson, LA SGMP Member & Host
- Sharon, Melissa, and Carolyn will create the agenda and select the speakers for the conference
- Budget for the Annual Conference is $2550.00.

Hospitality

\*October Birthdays

- Denise London, Louisiana Department of Education

- President Sharon Delvisco, Team Dynamics

- Theresa Toussaint, Sonesta ES Suites in Baton Rouge

- Sonna Lynn Fernandez, satellite chapter in Idaho

\*SGMP Membership Anniversaries:

- Zondra Jones, Visit the Northshore

- President Sharon Delvisco, Team Dynamics

\*Work Anniversaries:

 - Taylor Beard Stanley, Visit Lake Charles

\*Other Recognitions

- Zondra White Jones, featured planner in the Small Market Meetings Magazine

- Susan Delle Shaffette and [President Sharon Delvisco](https://www.facebook.com/sharonf.delvisco?__cft__%5b0%5d=AZXvh4TPuOBDKtFb3niKDEYxqNh1ebrEaatormC3VoZ2L0gA0UxzO3iVLEuAmsEYlw8_6kK_W02W9qRlpG1NY_SA3Ak-9eUArb6NtXTAax9Kf5sMIXP6rc-vbos4BrUu-SynrWnWhx98oiF3GhqIOFwA3_6cepyTDiQ6hV0rRqy8u4FgFn0JrrUsaO4lG0gd8wLz4hI04S07Tofjx5bxtL5H&__tn__=-%5dK-R) have articles featured in the Government

 Meeting Professionals Government Connections Fall/Winter 2023 Issue

Communications

The monthly newsletter that President Delvisco creates every month is phenomenal and the members are doing an excellent job “Liking” and commenting on the social media posts.

Fundraising

Raffle at today’s October meeting.

Community Involvement

President Delvisco will coordinate with Larry Robertson at Paragon Casino to coordinate a fundraising project. She is looking at a non-perishable can good food drive.

**Satellite Chapter(s) Update**

Willma Harvey had been communicating for weeks with the staff at the NASA Stennis Space Center in Bay St, Louis, Mississippi about developing a satellite chapter. The response from the communications department was that establishing a satellite chapter now was not feasible due to “the majority of our employees are either telework or remote workers and do not travel to the center on a daily basis,” Carolyn Barrett is communicating with several suppliers on the Mississippi Gulf Coast about creating a chapter statewide. Melissa Lee will set up a date to meet with the suppliers.

**Unfinished Business**

The plan for officer development is tabled for a future meeting, and the chapter’s monthly meeting schedule will be revised and updated as required.

**New Business**

There was no new business to report.

**Wrap-Up**

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

**Adjourn**

Melissa Lee made a motion to adjourn the October 12, 2023, Board Meeting. Allison Landry seconded the motion. All were in favor, and the motion passed.