1. **Call to Order** by Sharon Delvisco at 10:15 am
   1. The Board Members reviewed 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.

1. **Roll Call**

Present: Willma Harvey, Sharon Delvisco, Melissa Lee, Zondra Jones, and Allison Landry.

No absences.

1. **Approval of Board Meeting Minutes** **from** Thursday, April 13, 2023

Melissa Lee motions to accept minutes with second by Zondra Jones. Motion passes without opposition.

1. **Reports**
   1. **Officer Reports** 
      1. President – Sharon Delvisco – need two volunteers to attend Member Benefits meeting – Melissa Lee and Willma Harvey volunteered.
      2. First Vice President *Melissa Lee*
      3. Second Vice President Zondra Jones
      4. Secretary Willma Harvey
      5. Treasurer Allison Landry
         1. Review latest bank statement and its receipts
            1. Beginning balance $7068.14, income $177, expenses $1029.01, ending balance $6216.13
            2. There was $35 donated for peanut butter and Allison used it to purchase peanut butter
         2. Review upcoming debits – fee for website
         3. Review upcoming credits if any
         4. Review revenue vs expenses for current meeting
            1. Issue payment for F&B
            2. Issue payment for speaker if any
            3. Issue payment for venue if any
   2. **Committee Chair Reports**
      1. Membership – Chair Melissa Lee
         1. Confirm & assign the month’s recruitment, retention & reclamation action plans – there are now 36 members on roster, 15 suppliers, 20 planners
         2. Confirm 50/50 ratio status and assign action plan (still waived)
         3. Review 30, 60, 90-day membership renewals and assign action plan
         4. Review waitlist status (N/A)
         5. New members to recognize at chapter meeting
            1. Denise London, Beatriz Norris, and Larry Robertson
         6. Review plan for outreach – tabled until Board Retreat
      2. Programs – Chair Willma Harvey
         1. Review feedback survey results from Thursday, January 12, 2023 meeting
         2. Not applicable for May - Assign speaker gift donation for Thursday, July 13, 2023 meeting – Willma Harvey
         3. Confirm upcoming meeting locations, topics, and speakers)
            1. July 13 Update to State Travel Regs

Location –Holiday Inn - Constitution

Host: Scott Landry

Address: 4848 Constitution Ave, Baton Rouge, LA 70808

Core Competency: Federal, State, and Local Travel

Speaker: state travel office

* + - 1. Review and update plan for upcoming meetings (Core Competencies: Education & Programming; Ethics; Facilities and Services; Financial & Contract Management; Logistics; Personal & Professional Development; Protocol; Technology; Travel – Fed, State & Local)
         1. June 6-8, 2023 NEC Minnesota
    1. Hospitality – Allison Landry
       1. Review upcoming birthdays
          1. Sign cards
       2. Review upcoming membership anniversaries
       3. Discuss special guests to recognize at today’s chapter meeting
       4. Discuss member career and life milestones to acknowledge *(carry forward to Communications)*
       5. Sign thank you cards for today’s host and speaker (Sharon)
  1. Communications – Chair Sharon Delvisco
     1. Newsletter topics (Sharon)
     2. Facebook posts to schedule for next month (Sharon)
     3. Instagram posts to schedule for next month (Sharon)
     4. LinkedIn group topic for current month (Sharon)
     5. Website updates/wild apricot (Sharon) -members reviewed website and schedule of posts of upcoming announcements
  2. Fundraising -
     1. Review quarterly fundraising plan –
        1. raffle at this Meeting with theme –Spring Cleaning!
        2. Sharon will investigate possible Venmo option for the chapter
     2. Discuss ad sponsorship and revenue
     3. Consider outside fundraising opportunities
  3. Community Involvement – Chair Zondra Jones
     1. Review and discuss quarterly community involvement follow up Spread the Love Spring – Sharon and Jamar will deliver the peanut butter
  4. Other Reports
     1. Ad Hoc Committee – Election Committee – Tunney report from Carolyn
     2. Ad Hoc Task Force(s) *(as needed)*

1. **Unfinished Business** *(if applicable)*
   1. Board Retreat scheduled for July 6, 2023 in Room 179 at Gourrier St DOTD building
   2. Annual Chapter Conference December 6 – 7, 2023 – determine location
   3. Registration fees – do we need to increase will be tabled until July 6 board retreat
2. **New Business**
   1. Satellite Chapter pilot program – tabled until retreat
   2. Sharon will investigate local place to order shirts
3. **Wrap-Up**
   1. Recap action items and deadlines
   2. Announcements
4. **Adjournment**

Meeting adjourned at 11:10 am

Meeting Eval link - <https://www.surveymonkey.com/r/SGMPLA2223>

Evaluation Results from April 13, 2023

3 completed evaluations

67% Strongly Agree - Skills and topics relevant to my work

67% Strongly Agree – I was given new information

33% Strongly Agree - Today’s session will help me plan better meetings

33% Strongly Agree - I liked the style of the presentation

33% Strongly Agree -The length of program was good

33% Strongly Agree – The presenter gave enough time for questions

33% Strongly Agree - I would recommend this program to others

Those completing the survey indicated a rating of 3 on a scale of 1 (lowest) to 5 (highest) for the venue/platform for the meeting

Those completing the survey indicated a 2 rating on a scale of 1 (lowest) to 5 (highest) for the meal for the meeting.

Comments:

AV presenter could not make AV work, not feeling confident with him

Great information