1. **Call to Order**
	1. **Review one Member Bill of Right**

Members have the right to participate in governance.

1. **Roll Call**
2. **Approval of Board Meeting Minutes** **from** Wednesday, October 9, 2019 **and** Wednesday, November 20, 2019
3. **Reports**
	1. **Officer Reports**
		1. President (not in attendance)
			1. Monthly report filings are current (done)
			2. Monthly financial statements review was completed (done)
			3. Review Chapter Business Plan status & priorities (done)
			4. Provide SGMP national and regional update(s)
		2. First Vice President
			1. Provide SGMP national and regional update(s)
				1. SGMP LA is being considered for a pilot membership program that would change to some degree membership restrictions. More info to come for National after the holidays. We will have the opportunity to decide if we will want to participate or not.
				2. Dina Fong, our National rep, has been invited to attend our January board meeting and extended planning time via Zoom. She will confirm her availability soon.
				3. JLM is currently being planned. A full agenda is almost ready to be shared widely. Will start early on Jan 17 so travel will need to be on Jan 16.
		3. Second Vice President (not in attendance)
		4. Secretary *(as needed)*
		5. Treasurer
			1. Review latest bank statement and its receipts
			2. Review upcoming debits
				1. Check to Susan S. for October speaker hotel room
			3. Review upcoming credits, if any
				1. $750 from St. Tammany CVB for ad
				2. $1000 from Becky McCreary for cancelled speaker engagement *(pending)*
			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 (LeAnna and Melissa)
			1. Confirm & assign the month’s recruitment, retention & reclamation action plans
			2. Confirm 50/50 ratio status and assign action plan
			3. Review 30, 60, 90 day membership renewals and assign action plan
			4. Review waitlist status
				1. Jenny Rosas – *Jessica was going to contact.* *Has she been contacted? What is the update here?*
				2. Sharlene Chiasson – *Susan S. was going to contact.* *Has she been contacted? What is the update here?*
			5. [SGMP All Star Circle](https://www.sgmp.org/sgmpallstars) update – Susan M. and LeAnna on the list.
		2. Programs (Susan S.)
			1. Review feedback [survey results](https://docs.google.com/spreadsheets/d/1qMAiAejZNXYyErsBwxN-i1qwrdPF-PW5RkTS2vfyB0M/edit?usp=sharing) from Thursday, November 14, 2019 meeting
			2. Status of October contact hours
			3. January Education Luncheon – *Is there parking validation? Is there a sleeping room block?*

Jung Hotel and Residences

Susan Mack

1500 Canal St, New Orleans, LA 70112

Human Trafficking 101

Core Competency: Logistics

Speaker: Trooper Monroe Dillon from Troop B, LSP

* + 1. Hospitality (Shawn and Allison)
			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
	1. Communications (Jennifer and Zondra)
		1. Newsletter topics
		2. Facebook posts to schedule for next month *(suggestion below)*
			1. Jan. Education Luncheon campaign
				1. Human Trafficking in Louisiana statistics
				2. Spotlight on Jung Hotel
				3. About our speaker (can we get a photo of him?)
				4. Why this is important to gov’t mtg planners
				5. Why this is important to suppliers
			2. NEC
				1. What is NEC
				2. Who plans to go? Maybe a poll???
			3. Peanut Butter collection
				1. What we are doing
				2. Why we are doing
				3. Start a drive at your work!
		3. Instagram posts to schedule for next month
		4. LinkedIn group topic for current month
	2. Sponsorship (Jessica and Allison)
		1. Review quarterly revenue supplementation plan
		2. Discuss ad sponsorship and revenue (bring [tracker](https://docs.google.com/spreadsheets/d/10eYyloGIISjNjSxryNeEKSfcm0026LjOMbM08_jCE_k/edit?folder=0AMevu5ru9r3PUk9PVA#gid=1920918170) current)
		3. Consider outside fundraising opportunities
	3. Community Involvement (Zondra and Jessica)
		1. Peanut butter drive – *Can you create a flier we can share at our offices, on the website, and on social media? (Just one flier)*
	4. Other Reports
		1. Ad Hoc Committee – Policy Manual (Allison and Melissa)
1. **Unfinished Business** *(if applicable)*
	1. Update on Becky McCreary check situation
	2. Update on call with Board of Ethics for raffles. Do we have a date and time?
	3. Membership cards – LeAnna’s student workers are printing for all current members as of 12/6/19. We will mail them out before Christmas. Hospitality to do this for new members after 12/6/2019.
2. **New Business**
	1. Review scheduled programs and decide how we can increase attendance.
		1. January Education Luncheon – knowing the topic, who can we extend invitations to and who will do that?
			1. DCFS?
			2. CASA?
			3. Others?
		2. April additional event – LeAnna working on a happy hour time event
	2. Website updates
		1. Missing minutes in Board section
		2. Sponsorship PDF
			1. Update and rebrand
				1. Add Facebook sponsorship
				2. Add Instagram takeover option
		3. GMS page (nested under Programs and Education, currently hidden)
		4. CGMP page (nested under Programs and Education, currently hidden)
3. **Wrap-Up**
	1. Recap action items and deadlines
	2. Announcements
4. **Adjournment**