President Sharon Delvisco called the meeting to order at 10:04AM.

Secretary Harvey called the Roll:

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

Carolyn Barrett and Suzanne Fogle were in attendance at the Board meeting.

**Meeting Minutes – September 14, 2023**

Melissa Lee made a motion to approve the November 29, 2023, Board Meeting minutes. The motion was seconded by Willma Harvey. All were in favor, and the motion passed.

**Officer Reports**

President – Sharon Delvisco

President Delvisco reported:

• Four planners from the chapter received scholarships to attend NEC.

• President Delvisco will conduct an interactive section about RFP’s at NEC

• Carolyn Barrett and Zondra Jones will conduct a session at JLM during NEC.

First Vice President | Melissa Lee

No Report

Second Vice President | Jessica McChesney

Jessica McChesney reported that she is the Regional Director at the Louisiana Restaurant Association.

Secretary | Willma Harvey

No Report

Treasurer | Allison Landry

Treasurer Landry reported the November and December 2023, revenue and expenses as follows:

**November 2023 - Credits-Revenue – 854.00**

$489.00 | Event Registration for November 2023 Education Conference

$65.00 | Online Monetary Donation - SGMP Louisiana Chapter Fall Community Involvement Campaign/Project – Avoyelles Council on Aging

$300.00 | Program of the Year Award

**November 2023 - Debits-Expenses - $66.90**

$43.91 | Credit Card Processing Fees for October 1-31, 2023

$22.99 | .net renewal - 1 year for the period of November 18, 2023 - November 18, 2024

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Month-Year** | **Beginning Balance** | **Credits** | **Debits** | **Ending Balance** |
| November 2023 | $8145.33 | $854.00 | $66.90 | $8932.43 |

**December 2023 – Credits-Revenue – $228.00**

$77.00 | Event Registration for November 2023 Education Conference

$81.00 | Event Registration for January 2024 Monthly Event

$35.00 | Donations to the Chapter Scholarship Fund

$35.00 | Online Monetary Donation - SGMP Louisiana Chapter Fall Community Involvement Campaign/Project – Avoyelles Council on Aging

**December 2023 – Debit-Expenses - $455.41**

$18.87 | Credit Card Processing Fees for November 1-30, 2023

$321.54 | One (1) Night of Lodging for Marcus Sylvas; One (1) Night of Lodging for Garrett Wheat

Speakers for the November 2023 Education Conference

$100.00 | Donation to the Avoyelles Council on Aging - SGMP LA Chapter Fall Community Involvement Campaign/Project - Check No. 2045

$15.00 | Fee to LA Secretary of State for filing of annual report

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Month-Year** | **Beginning Balance** | **Credits** | **Debits** | **Ending Balance** |
| December 2023 | $8932.43 | $228.00 | $455.41 | $8705.02 |

There was discussion regarding non-membership related to how many times a non-member can attend a monthly education meeting for free before joining. President Delvisco and Allison will review the registration categories to clarify the requirements.

**Committee Reports**

Membership

Melissa Lee reported that the chapter has forty members. There are twenty (22) planners and seventeen (17) suppliers. The renewal for two members is sixty days out, and Melissa will reach out to those members.

Program

Willma Harvey reported that Denise Reid at the Hyatt Centric is the guest speaker for the March 14, 2024, meeting. Allison Landry is confirming the meeting space at the Cambria Hotel for the August 2024 meeting. Jessica McChesney suggested that the June meeting be held at a restaurant in Lafayette. Melissa and Allison will begin planning and coordinating the July Meeting, which is the annual retreat. Carolyn Barrett is willing to host the retreat in Kenner. Upcoming meeting and events are:

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: Denise ReidLocation: 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: Restaurant 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. Everyone is invited to attend.

Hospitality

\*December Birthdays

- Tasha Rowe

\*December Recognitions

- Theresa Toussaint – 2023 President Award

- Tasha Rowe – 2023 Novice Planner of the Year

- Susan Shaffette – 2023 Recognized Recruiter

- Larry Robertson – 2023 Presidents Award

- Christine Sory – 2023 Novice Supplier of the Year

- Carolyn Barrett – 2023 Supplier of the Year

- Amanda Ratcliff – 2023 Planner of the Year

Communications

The monthly newsletter and Facebook page are phenomenal. The members are doing an excellent job “Liking” and commenting on the social media posts.

Fundraising

President Delvisco reported that Taylor Beard Stanley of Visit Lake Charles is a new LA Chapter SGMP sponsor.

Community Involvement  
Jessica McChesney suggested that the chapter contribute school supplies to two schools instead of one for the Community Involvement project because of the abundance of items received last year. The two recommended schools are Franklin Junior High School in Franklin, Louisiana, and Good Hope Middle School in West Monroe, Louisiana.

Jessica also recommended chapter members volunteer and give money for the Spread the Love Campaign. Some voluntary ideas are participating in Bingo games at senior centers and reading to children at elementary schools. These efforts could be included in the June Meeting presentation, Volunteering to Serve Committing to SGMP LA Chapter.

Satellite Chapter(s) Update

Melissa Lee will begin working on the formation of a Mississippi Satellite Chapter in early 2024.

**Unfinished Business**

President Delvisco reported that the Plan for Officer Development – Chapter Board Leadership Transition is posted on the website. Susan Shaffette is the Louisiana Chapter’s nominee for the NEC Planner of the Year.

**New Business**

At a previous meeting, the board decided to nominate several Louisiana Chapter members for scholarships and awards. Allison Landry will review the budget to see how much money is available for scholarships. The Board will review the application process and select an application deadline.

**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 January 17, 2024, Board Meeting. The motion was seconded by Jessica McChesney. All were in favor, and the motion passed.