

**Society of Government Meeting Professionals
Louisiana Chapter Board Meeting Minutes
Thursday, July 8, 2021**

1. Call To Order

At 9:04 AM, President Sharon Delvisco called the meeting to order.

2. Roll Call

Secretary Willma Harvey called the roll as follows:

Sharon Delvisco –Present

Allison Landry – Present

LeAnna Toups – Present

Zondra Jones – Present

Willma Harvey – Present

3. Approval of Board Meeting Minutes: Thursday, June 10, 2021

Past President, LeAnna Toups will ask Jessica McChesney to send the June 20, 2021 board meeting minutes for approval at the August 2021 Meeting. Previous board will approve the minutes by email.

4. Reports

a. Officer Reports

i. President Report - Sharon Delvisco

President Sharon Delvisco confirmed that the monthly/annual report filings are current and will be posted by July 10, 2021.

Treasurer Allison Landy confirmed that the June monthly financial statements review is complete and will be submitted the SGMP Headquarters.

The Board decided to Table the review of the Chapter Business Plan and discuss under New Business.

The 40th SGMP 40th anniversary will include a picnic lunch, video program, and a chapter scrapbook. LeAnna will share information with Sharon.”

There was no Executive Committee action.

ii. First Vice Report

The Board discussed asking a LA SGMP member to fill the First Vice

iii. Second Vice President Report - Zondra Jones

No Report

iv. Secretary Report - Willma Harvey

No Report

v. Treasurer Report - Allison Landry

Allison reported that it was not necessary to review the June bank statement. Signature changes are required for the debit card, and she will take the necessary steps to make those changes.

Allison received an invoice for the annual accounting services and sent a check to the company for payment. The payment was approved by LeAnna.

LeAnna has completed the process with the Secretary of State to update the chapter board listing and filed the annual report.

b. Committee Chair Reports

i. Membership

There was discussion regarding confirming and assigning the month's recruitment, retention, and reclamation action plans. Someone needs to be appointed on the national roster.

The chapter has the opportunity to add more suppliers to balance the planner/supplier ratio. There are more planners than suppliers, and the Board can vote to bring in more suppliers because of the unbalance.

Recommendations were made to pursue specific suppliers, and President Delvisco will reach out to National to check on the status of a pending supplier membership that is under consideration.

ii. Programs

Willma Harvey is the new Program Chair for the Chapter, and Susan Delle Shaffette, the past Committee Chair, will help Willma transition into the position. Willma is working with Susan to confirm upcoming meeting topics, and speakers.

iii. Hospitality

July 2021 Recognitions and Commendations

Chanel Cotton's birthday is July 17, 2021

Susan Delle Shaffette's 8th year anniversary with SGMP

Allison Landry was recertified as a CGMP

c. Communications

LeAnna is posting SGMP updates and maintaining the social media platforms and will give Willma access. Sharon is maintaining the chapter website.

i. Fundraising

There was not discussion about fundraising.

ii. Community Involvement

There was no discussion about community involvement.

d. Other Repots

No other reports were discussed.

5. **Unfinished Business**

There was no unfinished business discussed.

6. **New Business**

President Delvisco read the chapter's mission and vision, and presented the template for the chapter's business Plan. The board participated in assigning the goals, objectives, and strategies, as per the strategic focus areas indicated below:

- 1st Strategic Focus – Membership
- 2nd Strategic Focus – Volunteer Leadership
- 3rd Strategic Focus – Education, Resources, and Networking
- 4th Strategic Focus – Ethics, Governance, and Operations
- 5th Strategic Focus – Communications
- 6th Strategic Focus – Financial Stability
- 7th Strategic Focus – Visibility & Marketing
- 8th Strategic Focus – Building on Strengths
- 9th Strategic Focus – Relationship with National

Allison Landry presented the FY 2021-2022 draft budget and reported that the website monthly maintenance fee increased from \$545.40 to \$654.48. There is also a security state fee for \$15.00.

There was discussion about the chapter paying for the chapter president’s lodging when attending the 2021 National Education Conference. President Devisco does not require the Chapter to pay for her lodging, and the Board decided to move \$630.52 from Board Lodging, line item 16001, to Scholarship Conference Fees, line item 16008.

Motion:

Sharon Delvisco made a motion to accept the SGMP Louisiana Chapter FY 2001-2022 budget. The motion was seconded by Zondra Jones and passed unanimously.

7. **Wrap Up**

The Board discussed continuing to meet virtually in August and possibly returning to in person meetings in September. Allison offered a meeting site for the meeting in September if the Board decides to have an in-person live meeting.

The next board meeting is August 12, 2021 at 9:30AM. The meeting will be virtual.

8. **Adjournment**

The meeting was adjourned.