



**Society of Government Meeting Professionals  
Louisiana Chapter Board Meeting Minutes  
Thursday, April 13, 2023  
Sonesta ES Suites New Orleans Convention Center  
New Orleans, Louisiana**

President Sharon Delvisco called the meeting to order at 10::00AM

President Delvisco read 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.

Secretary Willma Harvey called the Roll.

<b>Board Member</b>	<b>Board Assignment</b>	<b>Attendance</b>
Sharon Delvisco, CGMP	President	Virtual
Melissa Lee, CGMP	1 <sup>st</sup> Vice President	Present
Zondra Jones, CGMP	2 <sup>nd</sup> Vice President	Absent
Allison Landry, CGMP	Treasurer	Present
Willma Harvey, CGMP	Secretary	Virtual

Melissa Lee made a motion to approve the March 9, 2023, board meeting minutes. Allison Landry seconded the motion, all in attendance were in favor, and the motion passed.

Melissa Lee made a motion to approve the absence of Zondra Jones, the 2<sup>nd</sup> Vice President. Allison Landry seconded the motion, all in attendance were in favor, and the motion passed.

### **Officer Reports**

#### President

President Delvisco reported that she will be back in the United States in May and will attend the May meeting in person.

#### First Vice President | Melissa Lee

No Report

#### Second Vice President | Zondra Jones

No Report

#### Secretary | Willma Harvey

No Report

#### Treasurer | Allison Landry

Treasurer Landry presented the Financial Report as follows:

#### Credits-Revenue

\$218.00 – Registration – March 2023

\$225.00 – Revenue Share January & February 2023



Debits-Expenses

\$15.23 – Bank Charges

\$133.59– Catering | March 2023 Meeting

Month-Year	Beginning Balance	Credit	Debits	Ending Balance
March	\$6774.96	\$443.00	\$149.82	\$7068.14

The Hancock Whitney Bank Corporate Authorization Resolution form will need to be revised due to SGMP’s management transition from Pam Valenzuela with ASCENT Management to Dr. Kathleen “Katie” Herndon with Association Management Professionals. Dr. Herndon will serve as the Executive Director of SGMP and will be responsible for overseeing SGMP’s administration, programs, and strategic vision. A motion is required for this update.

Melissa Lee made a motion to authorize Allison Landry to update the Hancock Whitney Bank Corporate Authorization Resolution form to reflect Dr. Kathleen “Katie” Herndon as the Executive Director of the SGMP. Sharon Delvisco seconded the motion. All in attendance were in favor and the motion passed.

Allison advised when the new board members official take office in July; an update to the Secretary of State records will be submitted. Jessica McChesney will replace Zondra Jones as Second Vice President on the form.

Allison is working with the sales representatives at the Courtyard by Marriott in Covington to determine the cost of meeting space and catering services for the May 2023 meeting.

President Sharon Delvisco will use the chapter’s complimentary registration to attend the National Education Conference. Allison reported that the funds are available to pay for President Delvisco’s registration.

**Committee Reports**

Membership

Melissa Lee reported that the chapter has 33 Members: (18) Planners; (15) Suppliers. The planner ratio is 54%. Two new members are Bobbie Cole with Four Points Sheraton in Alexandria and Christina Lewis with the Louisiana Department of Education.

There are three sixty-day out renewals and one member is at risk.

As of April 2023, the Louisiana chapter has lost seven members.

Program

Willma Harvey reported that the results from the surveys for the March 2023 meeting were positive. One survey report noted that there was too much background noise.

Program planning for the next fiscal year will be discussed and scheduled at the May meeting.

Upcoming Meetings & Locations:

May 25, 2023  
 Courtyard by Marriott New Orleans Covington  
 101 Northpark Blvd  
 Covington, LA 70433



June 6-8, 2023  
National Education Conference  
Radisson Blu Mall of America  
2100 Killebrew Drive  
Bloomington, MN 55425

July 6, 2023  
Board Retreat  
Louisiana Department of Transportation Development  
LSU Campus

#### Communications

President Delvisco reported that she has added the new members to the website.

#### Fundraising

The fundraising activity for the May meeting is the spring-cleaning raffle. Members are asked

#### Community Involvement

The “Spread the Love” community involvement project was extended to the May meeting. The members purchased peanut butter to give to the Samaritan Center in Mandeville, and Zondra will deliver the peanut butter to the facility.

#### Other

The Louisiana chapter will donate a Louisiana basket with several complimentary overnight stay packages, food, and other gifts for the SGMP National Education Conference.

Carolyn Barrett will serve as the 2<sup>nd</sup> Vice President for the SGMP Golden State chapter.

#### Unfinished Business

Further discussion about the SGMP Satellite Chapter program will be reviewed and discussed at the board retreat in July.

#### Adjourn

At 11:20am, Melissa Lee made a motion to adjourn. The motion was seconded by Allison Landry, all in attendance were in favor, and the motion passed.