1. **Call to Order by Sharon Delvisco at 10:14 am.**
   1. Those present reviewed: Members have the right to a diverse, equitable, and inclusive environment.
      1. SGMP will ensure a culture that continuously seeks opportunities to increase diversity in its membership, leadership, and external partners that is inclusive and welcoming of all individuals.
2. **Roll Call – Sharon Delvisco, Allison Landry, & Melissa Lee Boyd**

Melissa Lee Boyd motioned to approve absence of Zondra Jones and Willma Harvey. Allison Landry seconded motion. Motion passed without opposition.

1. **Approval of Board Meeting Minutes** **from** Thursday, November 10, 2022

Melissa Lee Boyd motioned to approve minutes from November 10 meeting. Allison Landry seconds motion. Motion passed without opposition.

1. **Reports**
   1. **Officer Reports** 
      1. President – Sharon Delvisco
      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 – Board reviewed and approved.
         2. Review upcoming debits - – Board reviewed and approved.
         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

The beginning balance was $6,770.60 with $1,441.00 in credits and $688.00 in credits. We received $850.00 in sponsorships for the Annual Conference and Award Lunch and $288.00 in registration fees. There was $60 raised from raffle.

* 1. **Committee Chair Reports**
     1. Membership – Chair Melissa Lee
        1. Confirm & assign the month’s recruitment, retention & reclamation action plans – we will do a spring mail out to properties in gulf south.
        2. Confirm 50/50 ratio status and assign action plan (still waived)
        3. Review 30, 60, 90-day membership renewals and assign action plan – Melissa will contact members.
        4. Review waitlist status (N/A)
        5. New members to recognize at chapter meeting (N/A)
     2. Programs – Chair Willma Harvey
        1. We reviewed feedback survey results from Thursday, November 10, 2022 meeting
        2. Assign speaker gift donation for Thursday, January 12, 2023 meeting – Willma Harvey will provide
        3. Confirm upcoming meeting locations, topics, and speakers)
           1. January 12, 2023

Courtyard by Marriott

Jessica McChesney

200 Frem Boustany Road

Protocol

Core Competency Protocol

Speaker: Kathleen Ryan, CGMP

* + - 1. Develop 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. February 9 – The Benefits of Working with University Conference Centers
         2. March 9 – Garland Preddy - Ethics
         3. April 13 –
         4. May 11 DEIB – Sharon Delvisco
         5. 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)- send them in, newsletter will go out before holiday
     2. Facebook posts to schedule for next month (Sharon) - done
     3. Instagram posts to schedule for next month (Sharon) - done
     4. LinkedIn group topic for current month (Sharon) – posts from newsletter information
     5. Website updates/wild apricot (Sharon)
  2. Fundraising -
     1. Review quarterly fundraising plan – we will have the raffles
     2. Discuss ad sponsorship and revenue – we had 4 sponsors for the annual conference
     3. Consider outside fundraising opportunities - tabled
  3. Community Involvement –
     1. Review and discuss quarterly community involvement plan – Spread the Love Spring community involvement plan
  4. Other Reports
     1. Ad Hoc Committee – N/A
     2. Ad Hoc Task Force(s) *(as needed)*

1. **Unfinished Business** *(if applicable)*
   1. Sympathy card for Annette Wallace was sent.
   2. Spread the Love Campaign
   3. Review registration types and settings in wild apricot – we revised the types of registrations and Sharon will update in Wild Apricot and in the Chapter Policy Manual.
   4. Refunds – We do not refund the 2$ processing fee when people request refund for attending meetings.
2. **New Business**
   1. Board Retreat for July 2023
   2. The Chapter will pay for the dessert tonight for the annual dinner with ornament exchange due to four generous sponsors for the Annual Conference.
3. **Wrap-Up**
   1. Recap action items and deadlines
   2. Announcements
4. **Adjournment**

Motion by Melissa Boyd and seconded by Allison Landry. Motion passed. Meeting adjourned at 12:04 pm.

Link to Meeting Evaluation - <https://www.surveymonkey.com/r/SGMPLA2223>

Evaluation Results from November 10, 2022 Meeting

12 completed evaluations

92% Strongly Agree - Skills and topics relevant to my work

100% Strongly Agree – I was given new information

92% Strongly Agree - Today’s session will help me plan better meetings

100% Strongly Agree - I liked the style of the presentation

100% Strongly Agree -The length of program was good

100% Strongly Agree – The presenter gave enough time for questions

100% Strongly Agree - I would recommend this program to others

Those completing the survey indicated a rating of 4.83 on a scale of 1 (lowest) to 5 (highest) for the venue/platform for the meeting

Those completing the survey indicated a 4.92 rating on a scale of 1 (lowest) to 5 (highest) for the meal for the meeting.

Comments:

Great info!

This program was very helpful. Thank you!

Great info!

Great, timely, information. presented very clearly.

Great and timely topic.