



**Society of Government Meeting Professionals  
Louisiana Chapter Board Meeting Minutes  
Thursday, August 12, 2021**

**Attendance**

| <b>Board Member</b>   | <b>Board Assignment</b>        | <b>Attendance</b> |
|-----------------------|--------------------------------|-------------------|
| Sharon Delvisco, CGMP | President                      | Present           |
| Melisa Lee, CGMP      | 1 <sup>st</sup> Vice President | Present           |
| Zondra Jones, CGMP    | 2 <sup>nd</sup> Vice President | Present           |
| Alison Landry, CGMP   | Treasurer                      | Absent            |
| Willma Harvey, CGMP   | Secretary                      | Present           |
| LeAnna Toups          | Past President                 | Present           |

President Sharon Delvisco called the meeting to order.

Melissa Lee made a motion to excuse Allison Landry from attending the meeting due to work commitments. LeAnna Toups seconded the motion, all present were in favor, and the motion passed.

Willma Harvey called the Roll. All board members were present except Allison Landry.

Melissa Lee made a motion to approve the July 8 2021 Board meeting minutes. Zondra Jones seconded the motion, all present were in favor, and the motion passed.

**Officer Reports**

President Sharon Delvisco confirmed the following:

Monthly annual report filings are current  
Monthly financial statements review was completed  
Chapter Business Plan status and priorities were reviewed by the board  
Chapter updates were provided to National and Regional

There were no reports presented from Melissa Lee, 1<sup>st</sup> Vice President, Zondra Jones, 2<sup>nd</sup> Vice President, and Willma Harvey, Secretary.

**Committee Chair Reports**

- Membership Committee – Melissa Lee

Melissa reported that we have a new member, and there is a slight discrepancy with the member's membership status. Melissa is waiting on an update from National. Melissa



reported that the chapter has fifteen planners, eleven supplies, and four more supplies are needed to confirm a 50/50 planner-supplier ratio. Discussion about the ratio included reviewing the waiting list to solicit potential suppliers and waiving the rule to allow suppliers to join the chapter without having consent or a recommendation from a planner.

LeAnna Toups made a motion to waive the rule to allow the next four suppliers to join the SGMP Louisiana Chapter without consent and approval from a planner. Melissa seconded the motion, all present were in favor, and the motion passed.

- Program Committee – Willma Harvey

The next Educational Meetings will remain online, and Willma Harvey is creating the 2021-2022 Educational Plan.

- Hospitality Committee – Sharon Delvisco

President Sharon Delvisco will send Garland Preddy a “Thank You” gift for being the guest speaker at the August 2021 Education meeting.

Zondra Jones is the “Birthday” member for the month.

### **Communications**

LeAnna Toups recommended that she or President Delvisco become the admin to the chapter’s LinkedIn account.

### **Fundraising**

Zondra Jones volunteered to take charge of fundraising efforts for the chapter.

### **Community Involvement**

LeAnna Toups will spearhead collecting donations and supplies for the Blue Star Mother’s Program affiliated with LaNIGP.

### **New Business**

President Delvisco reported that the business plan draft is complete, and copies will be provided to the board for review.

The date for the November 2021 meeting has been changed to November 10, 2021 due to November 11, 2021 being a national holiday.



The Chapter is responsible submitting a scrapbook once a year. There are strict guidelines for this project, and LeAnna and President Delvisco will take the lead on preparing the scrapbook for the chapter.

**Adjournment**

Zondra Jones made a motion to adjourn. Melissa Lee seconded the motion, all present were in favor, and the motion passed.