



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

Attendance

Board Member	Board Assignment	Attendance
Sharon Delvisco, CGMP	President	Present
Melisa Lee, CGMP	1 st Vice President	Present
Zondra Jones, CGMP	2 nd 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, 1st Vice President, Zondra Jones, 2nd 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.