**Attendance**

|  |  |  |
| --- | --- | --- |
| **Board Member**  | **Board Assignment**  | **Attendance**  |
| Sharon Delvisco, CGMP  | President  | Present  |
| Melisa Lee, CGMP  | 1st Vice President  | Present  |
| Zondra Jones, CGMP  | 2nd Vice President  | Present  |
| Allison Landry, CGMP  | Treasurer  | Present  |
| Willma Harvey, CGMP  | Secretary  | Present  |
| LeAnna Toups-Bennett  | Past President  | Present  |

President Sharon Delvisco called the meeting to order.

President Delvisco presented and distributed the new SGMP “Member Bill of Rights.” The amendments are:

Members have the right to be respected.

Members have the right to a diverse, equitable, and inclusive environment.

Members have the right to be heard.

Members have the right to have leaders who put the Society mission first.

Members have the right to lawful and ethical leadership.

Members have the right to participate in governance.

Members have the right to expect transparent fiscal accountability.

Secretary Willma Harvey called the Roll. All board members were present.

Melissa noted that a correction needs to be made on November 10, 2021, minutes. The spelling of the name “Faye Need” should be changed to “Fay Nedd.”

Melissa Lee made a motion to approve the December 8, 2021, Board meeting minutes with the correction of Fay Nedd’s name. Zondra Jones seconded the motion, all present were in favor, and the motion passed.

# Officer Reports

## President - Sharon Delvisco

President Delvisco reported the following:

* Review of the November monthly financial statement is complete.
* The 2022 SGMP National Education Conference is June 14-16, 2022. No site has been selected
* The 2022 CGMP Certification Classes are scheduled for June 10-13, 2022.

First Vice President – Melissa Lee

No Report

Second Vice President – Zondra Jones

No Report

Secretary - Willma Harvey

Willma Harvey thanked Allison Landry for reviewing and editing the minutes.

## Treasurer - Allison Landry

Treasurer Landry reported the following:

* The monthly bank statement was distributed and reviewed by the Board when meeting in person.
* The education conference charges will be on the December statement for review.
* The hotel bill for the education conference is more than $600.00.
* Allison will get clarification regarding 1099 and 1096 tax requirements from Pam Venezula. - The Board reviewed the November bank statement.

Bank Account Summary

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Month-Year**  | **Beginning Balance**  | **Credit**  | **Debits**  | **Ending Balance**  |
| November 2021  | $6,418.54  | $720.00  | $221.90  | $6,916.64  |

# Committee Chair Reports

## Membership Report

Melissa Lee reported the following:

- Chapter Membership: 26 Members – 15 Planners – 11 Suppliers - New members and membership renewals respectively are:

 Bart Pouwels – Residence Inn New Orleans French Quarter, New Orleans

 Anedra Coleman – Edward Dufresne Center – Luling

 Jenny Rozas – Hilton Baton Rouge Capital – Baton Rouge

 Tunney Barrett – Holiday Inn Express & Suites Airport South – St. Rose

The Board discussed implementing membership drives in 2022. The recruitment activities proposed were:

1. A SGMP exhibit booth set up in the parking garage at the market in Baton Rouge to target government employees. The proposed date is April 6, 2022.
2. A sponsored breakfast.
3. A lunch sponsored by the Baton Rouge Convention & Visitors Bureau.
4. SGMP water bottles can be used as promotional give-away items.
5. Willma will work on recruiting government employees from Jefferson Parish and the River Parishes.

## Program Report

President Delvisco reported that Ms. Annette Wallace, the National President of SGMP, is the guest speaker at the January 6, 2022, education meeting. Willma will contact Tunney Barrett to see if he will be able to host the meeting at his property, the Holiday Inn Express & Suites Airport South in St. Rose, Louisiana.

President Delvisco will distribute a sign-up sheet at the chapter’s Annual Education Conference to determine if any members are interested in hosting a monthly chapter meeting in 2022.

It was suggested that water bottles are good items for speaker gifts.

## Hospitality Report

In the December 2021 issue of Convention South Magazine, Zondra Jones and LeAnna ToupsBennett are recognized as meeting professionals to watch in 2022.

## Communications Report

LeAnna created consistent templates for the chapter’s social media posts. She will research LinkedIn to determine if the chapter should utilize this platform.

## Fundraising Report

The Board discussed implementing quarterly fundraising activities and events beginning in January 2022 to generate revenue for the chapter. The first quarter’s fundraising activity will be a *Kiss Me Something Mister* scholarship raffle.

## Community Involvement Report

The *Feed the Pig* food drive is the chapter’s community project for the first quarter in 2022. During the food drive, peanut butter will be collected and given to local and regional charitable organizations that operate food banks and collect and distribute food for people in need.

# New Business

Melissa Lee’s GMS application is approved.

The names of the Board members are on the chapter’s agenda letterhead but not on the chapter’s letterhead used for correspondence.

**Adjournment**

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